

How to add DAOF emails to your email account's "Safe to Receive" list to ensure you get DAOF report cards and other important school communications

How do I add DAOF to my "safe to receive" list?"

DAOF sends emails from TWO different email addresses. To ensure you receive all school communications, add BOTH of the following to your safe sender list:

- **@digitalacademyofflorida.org**
- **@schoolmessengermail.com**

Find your email platform below. Use the directions for your email platform to add to your safe emails list based on your email platform.

Even if you're unsure, we ask that **all families complete this step**.

Gmail (Google)

1. Click the **gear icon** → See.all.settings
2. Go to **Filters and Blocked Addresses**
3. Click **Create a new filter**
4. In the **From** field, enter: @digitalacademyofflorida.org
5. Click **Create filter**
6. Check **Never send it to Spam**
7. Click **Create filter**

 **Tip:** If you find one of our emails in Spam, open it and click **"Report not spam"**.

8. Repeat these steps for: @schoolmessengermail.com

Outlook (Web, New Outlook, Hotmail)

1. Click the **gear icon (Settings)**
2. Select **Mail → Junk email**
3. Under **Safe senders and domains**, click **Add**
4. Enter: @digitalacademyofflorida.org
5. Press **Enter** or click **Save**
6. Repeat these steps for: @schoolmessengermail.com

Yahoo Mail

1. Click the **gear icon** → More.Settings
2. Select **Filters**
3. Click **Add new filters**
4. Set:

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- **From** → Contains → @digitalacademyofflorida.org
 - **Move to** → Inbox
5. Click **Save**
 6. Repeat these steps for: @schoolmessengermail.com

✓ **Apple Mail (Mac)**

1. Open **Mail** → **Settings** → **Rules**
2. Click **Add Rule**
3. Set:
 - If **From** contains @digitalacademyofflorida.org
 - Then **Move Message to Inbox**
4. Click **OK** and apply the rule
5. Repeat these steps for: @schoolmessengermail.com

✓ **iPhone / iPad (iOS)**

1. Open an email from us
2. Tap the sender name
3. Tap **Create New Contact** or **Add to Existing Contact**
4. Also check your **Spam/Junk folder** and tap "**Move to Inbox**" if needed
5. Repeat these steps for: @schoolmessengermail.com

✓ **Android Devices**

1. Open an email from us
2. Tap the sender's name/email
3. Select **Add to Contacts**
4. If the message is in Spam, open it and tap "**Not Spam**"
5. Repeat these steps for: @schoolmessengermail.com



Final Step (Important for Everyone)

If you have ever missed an email from us:

- Check your **Spam/Junk folder**
- Open the message
- Click "**Not Spam**" or "**Move to Inbox**"

This helps your email system recognize us going forward.

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If you need assistance, please don't hesitate to reach out to us at schooloffice@digitalacademyofflorida.org we're happy to help!