

## How to ensure you receive important email notifications during the ePortfolio Review process.

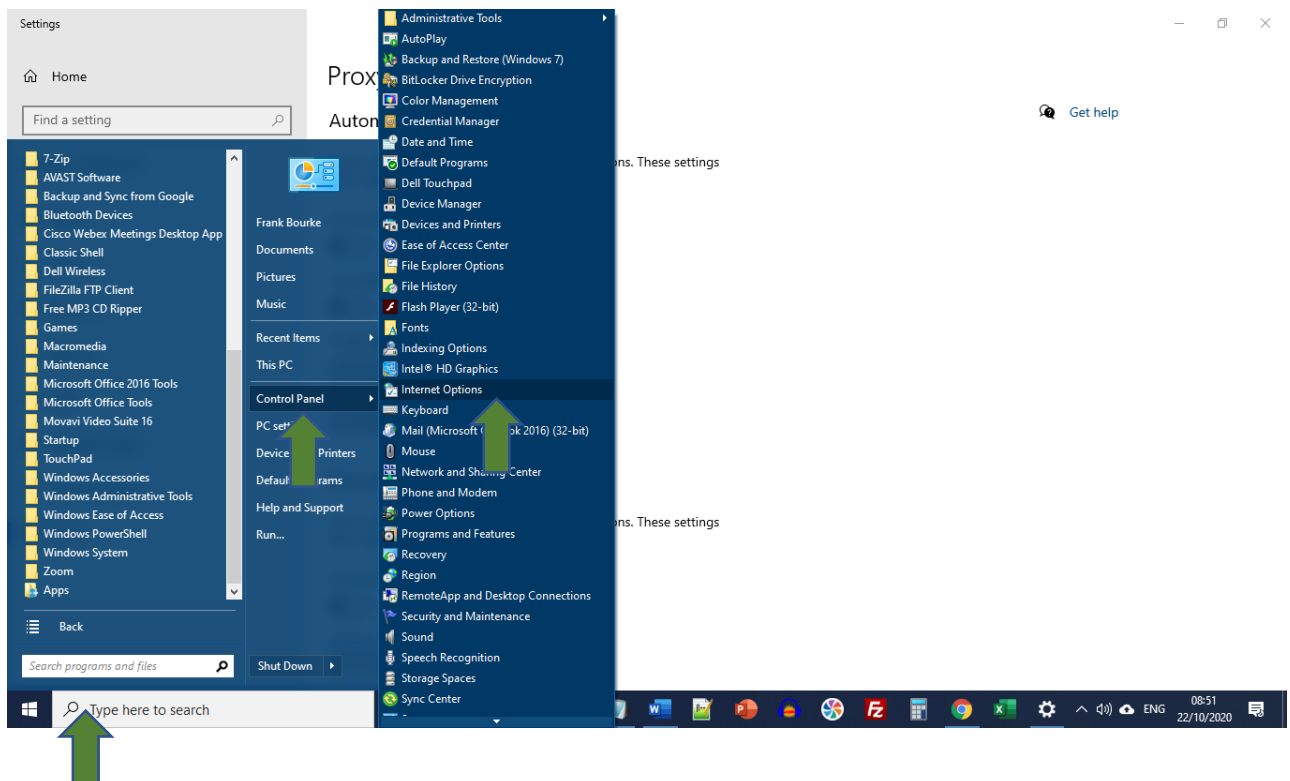
### How do I ensure that email notifications from the IIOP are not diverted to my Junk/Spam folder?

One way of preventing emails from entering your Junk/Spam folder is to add <https://iiop.ie> as a trusted site.

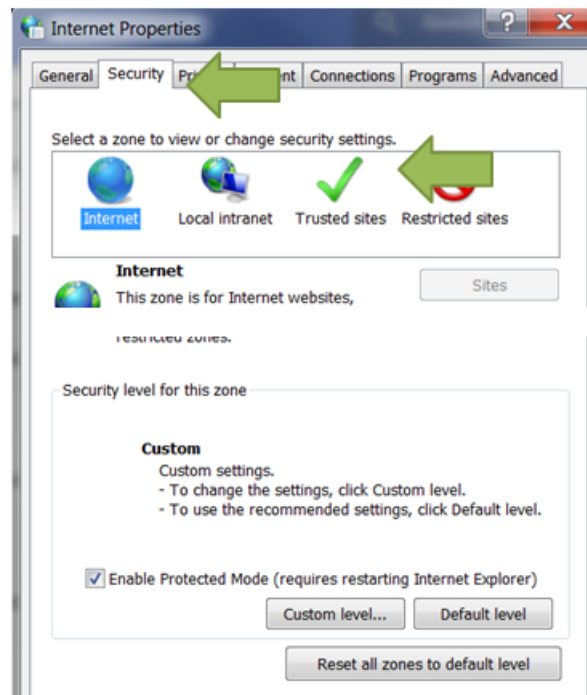
To add <https://iiop.ie> as a trusted site on a Windows laptop, please follow the steps below.

### How to – Windows laptop:

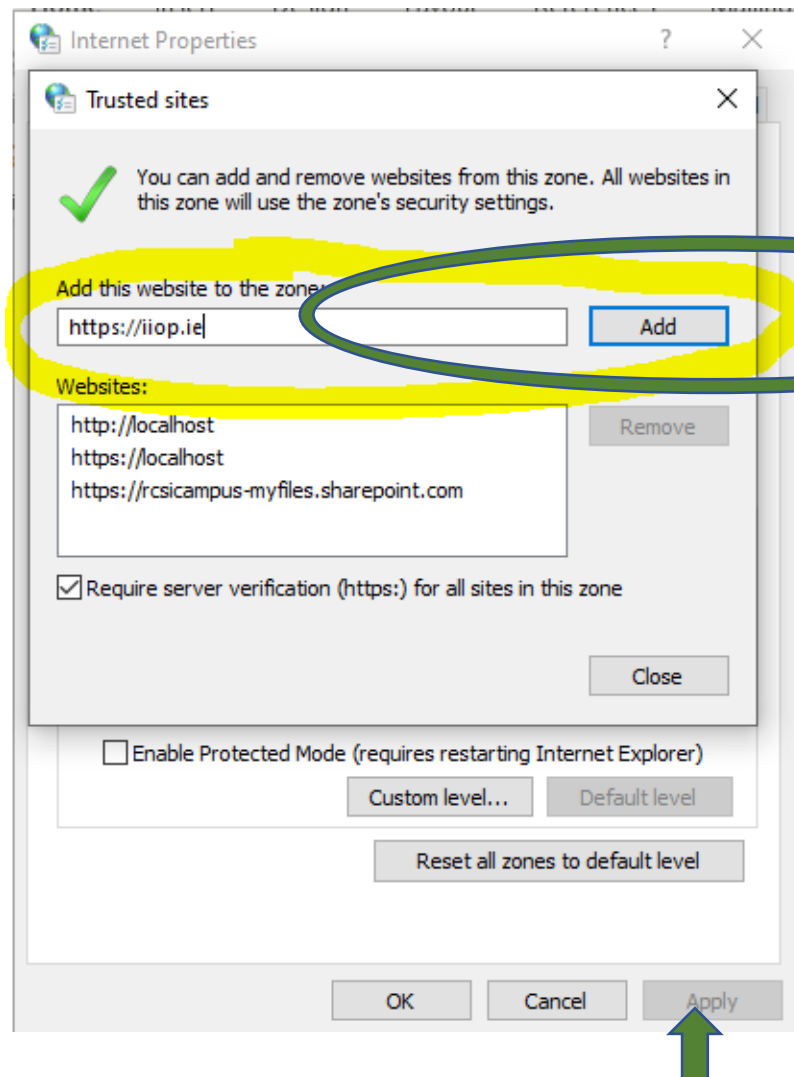
1. Go to Start > Control Panel > Internet Options.



2. Click the 'Security' Tab and then the 'Trusted Sites' icon.

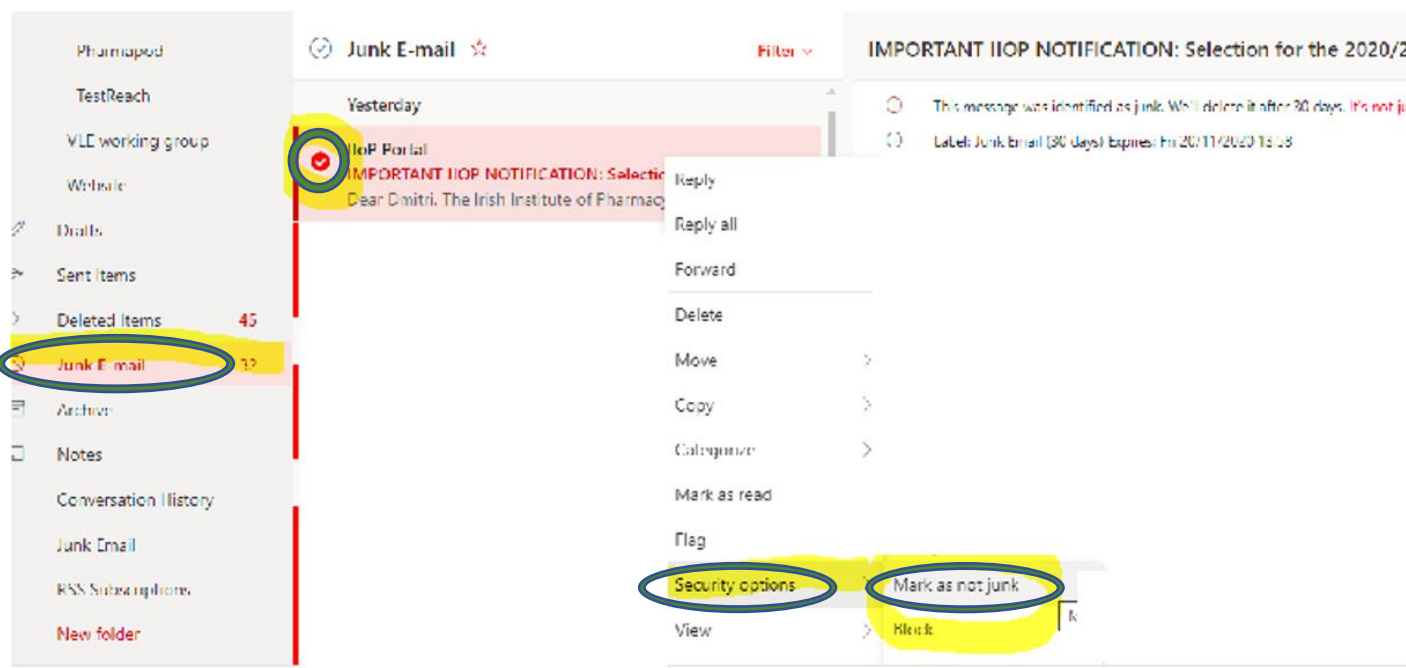


3. Type '<https://iiop.ie>' into the *Add this website to the zone* input field and then click Add.



Click 'Close' and then click 'OK'.

NOTE: If you find that an email from the IIOIP has been diverted to your Junk/Spam folder, you should select the option: "Mark as not Junk."



## Disclaimer

Unfortunately, we cannot guarantee that this process will prevent email notifications from the IOP from being diverted into your Junk/Spam folder. Please continue to regularly check your Junk/Spam email folder for updates relating to the ePortfolio Review Process.