

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 <u>https://iiop.ie</u> as a trusted site.

To add <u>https://iiop.ie</u> 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.

h Intern	et Prope	rties			? ×	
General	Security	Pr	nt Connections	Programs	Advanced	
Select a zone to view or change security settings.						
			\sim			
In	ternet	Local intranet	Trusted sites	Restricted s	sites	
	Interne This zor	et ne is for Interne	t websites,	S	ites	
resultieu zones.						
Security level for this zone						
	Cus C -	tom ustom settings. To change the s To use the reco	settings, click Cu: mmended settin	stom level. gs, click Defa	ult level.	
V	Enable P	rotected Mode (requires restarti Custom level	ng Internet E	xplorer) It level	
			Reset all z	ones to defau	ult level	

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

Irusted sites		×	
You can add and i	omovo wobsitos from this z	ana All websites in	
this zone will use t	the zone's security settings.	Sile. All websites in	
Add this woheits to the set			
https://iiop.ie		Add	
Websites:			
http://localhost		Remove	
https://localhost			
https://rcsicampus-myfile	s.sharepoint.com		
Require server verificat	ion (https:) for all sites in t	is zone	
Require server verifica	ion (https:) for all sites in t	is zone	
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Require server verificat	ion (https:) for all sites in th Mode (requires restarting In	is zone Close ternet Explorer)	
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Click 'Close' and then click 'OK'.

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

	Pharmapod	🕗 Junk E-mail 🖄	Filter ~	IMPORTANT HOP NOTIFICATION: Selection for the 2020/
	TestReach	Yesterday		 This message was identified as junk. Well delete it after 30 days. It's not j
	VLE working group			 Label: Junk Email (30 days) Express En 20/11/2020 13:08
	Websale	MPORTANT HOP NOTIFICATION: Selectic Dear Dmitri. The Irish Institute of Pharmac	Reply	
2	Drafts		Reply all	
*	Sent Items		Forward	
>	Deleted Items 45	1	Delete	
	Junk E-mail 32	1	Move	>
3	Archive		Сору	>
٦	Notes	1	Calegorize	>
	Conversation History		Mark as read	
	Junk Email		Flag	
	RSS Suber upfions		Security options	Mark as not junk
	New folder		View	> Block
		•		

Disclaimer

Unfortunately, we cannot guarantee that this process will prevent email notifications from the IIOP 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.