

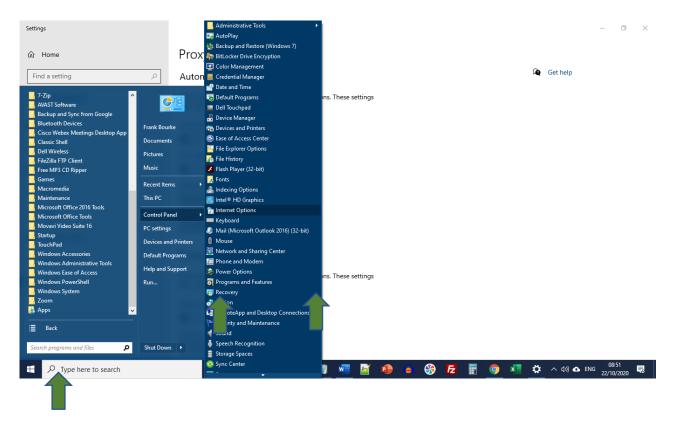
How to ensure you receive important email notifications during the ePortfolio Review process.

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.

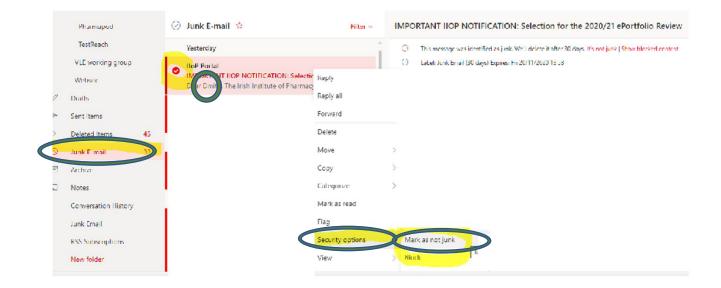
eneral S	ecurity	Pri	nt Connections	Programs	Advance
Select a :	zone to	view or chang	e security settings		
	2		\sim		
Inter	net	Local intrane	t Trusted sites	Restricted s	ites
	Intern			S	ites
	This zo	ne is for Interr	net websites,	_	
	resurco	cu zones.			
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Security	y level fo Cus C -	ton tom ustom settings To change the To use the rea	e settings, click Cu commended settin e (requires restarti	gs, click Defa	xplorer)
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3. Type '<u>https://iiop.ie</u>' into the *Add this website to the zone* input field and then click Add.

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this zone will use the	e zone's security settings.			
d this website to the zone				
https://iiop.ie		Add		
ebsites:			-	
ittp://localhost		Remove		
ttps://localhost				
ttps://rcsicampus-myfiles.	sharepoint.com			
Require server verification	n (https:) for all sites in th	is zone		
		Close		
			_ ←	
Enable Protected Mo	de (requires restarting In	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."



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.