

RPAG Communications Safelisting for RPAG Members

Welcome to RPAG! You now have access to the leading practice management platform for retirement advisors. To inform you of the latest industry news, upcoming events/trainings and our hottest technology enhancements it is critical you receive every RPAG communication. Expect several each week. To ensure you don't miss any, please follow this step-by-step guide:

The following email addresses and IP addresses need to be whitelisted:

*@rpag.com

*@flexpathstrategies.com

*@planfees.com

54.174.60.0/23	54.174.52.0/24
143.244.80.0/20	139.180.17.0/24
18.208.124.128/25	54.174.57.0/24
54.174.53.128/30	27.126.146.0/24
158.247.16.0/20	103.28.42.0/24
54.174.59.0/24	146.88.28.0/24
54.174.63.0/24	203.55.21.0/24
3.93.157.0/24	204.75.142.0/24



Instructions on How to Whitelist

Outlook

1. Open Outlook and go to the Home tab.



2. In the Delete group, select **Junk > Junk E-mail Options**.

⊖ % × ⊽	Junk Email -	@yahoo.com - Outlook		(7) 🗈		
File Home Send / Receive Folder	r View Help 🛛 Tell me wh	at you want to do		Ŷ	Coming So	on Off
New New Email Items	y Reply Forward C ∼ II aream En	at Emails ^ ger v aail v Rules v	Categorize ~	Search People	A)) Read Aloud	
New Block Sender	Quick S	teps 🗔 Move	Tags	Find	Speech	^
Favorites Never Block Sender		O Current Folder	*			
Inbox Never Block Sender's Dor	main (@example.com)	Du Data				
Sent Items Never Block this Group or	or <u>M</u> ailing List	By Date ♥				
Deleted Items 🖂 Not Junk	id anything to s	how here.				
Ov: Junk E-mail Options						
⊳ Inbox						
Drafts						
Sent Items						
Deleted Items						
Junk Email						
Outbox						
RSS Feeds						
Search Folders						
4 @gmail.com						
Inbox						
Junk Email						
Outbox						
Search Folders						
💌 🥅 🚜 🖄 ····						
Items: 0				— — –	1	+ 100%

3. Go to the Safe Senders tab, then select the Automatically add people I email to the Safe Senders List check box.

C 9 8 * *	Junk Email -	:@yahoo.coi	n - Outlook				
File Home Send / Receive Folder View Help	Q Tell me what	you want to	o do		G	Coming Soo	n Off
New New Delete Archive Reply Reply Forward and Em Junk Email Options - @gmail.com	→ To Manage	mails ^	Move ~	Unread/ Read Categorize ~ Follow Up ~	Search People	Read Aloud	
Options Safe Senders Safe Recipients Blocked Senders International	Quick Step	s Fal	Move	Tags	Find	Speech	^
Email from addresses or domain names on your Safe Senders List w never be treated as junk email.	dll	Q	Current Folder	•			
S Add Edit P Ir D S S D J C Export for File Export to File.) anything to sho	B:	y Date ∽ ↑				
R Also trust email from my Contacts Automatically add people I email to the Safe Senders List Ir Ir J C OK Cancel Appl C Cancel Appl	<i>t</i>						
items: 0					— — -	Ĩ.	-+ 100%

4. Select **OK** to finish.

Gmail

1. Open Gmail. In the upper-right corner, select the **Settings (gear) icon**. From the menu, choose **Settings**.



2. Select Filters and Blocked Addresses.

Settings		\$
General Labels Inbox Accounts and Import Filters and Blocked Address Offline Themes	es Forwarding and POP/IMAP Add-ons Chat Advar	nced
The following filters are applied to all incoming mail:		
Matches: subject:(web-development) Do this: Skip Inbox, Apply label "mailinglist"	Filters and Blocked Addresses	edit delete
Matches: from:(example@example.com) Apple, Watch -Pixel Do this: Skip Inbox, Star it		edit delete
		edit delete
		edit delete
Matches: subject:([NTLK]) Do this: Skip Inbox, Apply label "Newton Talk"		edit delete
Matches: subject:OM_Video_Mods Do this: Apply label "OM Video Mods"		edit delete
Matchao: from:Facebook		

3. Select Create a new filter. If you already have many filters, you'll have to scroll down to find this link.

	From	person1@example.com person2@anotherexample.com @example2.	com
s Inbo	То		
s	Subject		
о ппрох, <i>к</i>	Has the words		
o <mark>m:(Sea</mark> ı ly label "	Doesn't have	Create filter	
m:block	Size	greater than	MB 👻
Inbox, /	Has attachr	nent 🔲 Don't include chats	
a		Create filte	r Search

4. A dialog box appears. In the **From** field, type the email address you want to allow. Be sure to type the full email address, like **example@yahoo.com**. To allow every email address from a particular domain, type just that domain name, like **@yahoo.com**.

	Q	from:(person1@example.com person2@anotherexample.com @example2.cor X	
	÷	When a message arrives that matches this search:	
		Skip the Inbox (Archive it)	
A.		Mark as read	
1		Star it	
		Apply the label: Choose label	
		Forward it add forwarding address	
and the second		Delete it	
289		Never send it to Spam	h ~ ~
		Send canned response: Choose canned response	
417.00		Always mark it as important	
of 17 GB used		Never mark it as important	Det
		Categorize as: Choose category	
		Also apply filter to 0 matching conversations.	
1	Note	e: filter will not be applied to old conversations in Spam or Trash	
	0	Learn more Create filter	

- 5. At the bottom of the dialog box, select Create filter.
- 6. On the next screen, tell Gmail what to do with the email address or domain you just indicated. To do so, select **Never** send it to Spam. To finish the process, select **Create filter**.

In Gmail, emails sometimes appear in the "Social" or "Promotions" category tab. Instead, we need emails to be sent to the primary inbox. Here are the steps on how to remove category tabs and turn off "Promotion" bundling off.

Add or remove category tabs

- 1. On your computer, open Gmail.
- 2. At the top right, click Settings $\overset{\circ}{\sim}$ See all settings.
- 3. Click the Inbox tab.
- 4. In the "Inbox type" section, select Default. Note: To hide all tabs, select another inbox type.
- 5. In the "Categories" section, check the boxes of tabs you want to show. Note: You can't make new tabs; you can only show or hide existing ones.
- 6. Scroll to the bottom, then click Save Changes.

Note: If you've turned on notifications, you'll only get notifications about emails in your Primary category.

Turn promotion bundling off

If you use the Default inbox type, Gmail bundles promotional emails under the Promotions tab.

Turn this setting off:

- 1. Open Gmail.
- 2. At the top right, click Settings 2 > See all settings.
- 3. Click Inbox > uncheck "Enable bundling of top promo emails in Promotions."

We look forward to providing the resources and tools you need to succeed.