

Montridge Email Whitelisting Instructions

Thank you for your interest in receiving our communications emails:

- Weekly Blogs
- Benefits Updates
- Monthly Wellness Newsletters
- Invites to Montridge-Exclusive Events.

We use a marketing platform to distribute our communications. Depending on your email security/filtering setup, our emails can be considered *spam* and diverted to your junk email folder.

In order for us to be able to continue to share this information with you, please take the following steps to ensure that our emails are delivered to your inbox. *If there are other individuals in your organization, please also have them whitelist our emails. You may want to pass this information on to your IT department as well.*

1. As we work as a team, any of our team members may reach out to you. Please add our team's email addresses to your email program address book so that you can receive communications from us:

- jaimem@montridge.com
- judith@montridge.com
- kandy@montridge.com
- preet@montridge.com
- corinne@montridge.com
- craig@montridge.com
- trish@montridge.com
- damien@montridge.com
- staff@montridge.com

This tells your inbox that it should expect to receive emails coming from these addresses. Each email program has a different process for adding email addresses, which can be found in your email program's help documentation.

2. Request that your IT/Email team whitelist our email sending domain: **montridge.com**
This tells your email server that it should expect to receive emails from any address containing "montridge.com".

3. Request that your IT/Email team whitelist our sending IP addresses from HubSpot, our marketing platform:

192.254.127.96/27	54.174.60.0/23	54.174.52.0/24
18.208.124.128/25	167.89.31.168/31	167.89.31.112/31
3.93.157.0/24	167.89.31.140/31	54.174.53.104/30
167.89.107.129/32	167.89.31.190/31	167.89.35.200/32
167.89.107.125/32	54.174.53.128/30	167.89.107.136/32
167.89.107.127/32	54.174.59.0/24	50.31.44.111/32
50.31.57.60/32	54.174.63.0/24	54.174.57.0/24

4. Open and click links in emails that you receive from Montridge. Doing so will tell your inbox to trust emails coming from our address and email sending domain. Note that an email program is always learning; if you continue to open and click on our emails, the email program will learn to accept those emails in the future.
5. Move any Montridge emails that were redirected to your SPAM/junk folder back to your inbox. This will tell your inbox where to place that email in the future. It will also help improve Montridge's domain sender reputation so that our future emails *aren't* diverted to your SPAM/junk folders.

At anytime you can change your email preferences to select only those communications you wish to receive. Simply click on the *Unsubscribe* link in the footer of our email to access and adjust your Communication Preferences.

Thank you for taking the time to whitelist our email addresses, domain and IP addresses. We look forward to being of continued service.



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