Not getting email messages from Arts and Sciences Career Services, but think you should be? Try the following steps!

1) Be sure that your Privacy settings in FutureLink are appropriately set – Click on the My Account tab, and then on the Privacy sub-tab.

   Is the “Receive Email Notifications” field set to Yes? To receive emails from our office, you must choose YES here.

   ![FutureLink Privacy Settings Screenshot]

2) CHECK YOUR JUNK EMAIL BOX! This is, by far, the most common reason students and recent grads do not receive emails from our office – they get marked as spam. Instructions for marking email as “Not Spam” and adding a sender to the Safe Sender List are provided below for BuckeyeMail. Links to instructions for other email clients (help documents created by Gmail, Yahoo, etc.) are also provided.

   **BUCKEYE MAIL**

   Find the appropriate message in your Junk E-Mail folder; right click on the message and hover over the Junk E-mail field (this will bring up a series of options). Choose Add Sender to Safe Sender List and Add Sender’s Domain to Safe Sender List. This will ensure that all emails from the sender and sender’s domain (osu.edu) are accepted.

   Also consider adding the sender (usually an advisor in our office or asccareer@osu.edu) to your Contacts list!

   ![BuckeyeMail Junk Email Instructions Screenshot]