



## HOW TO WHITE LIST OUR EMAILS

You can mark an email provider as safe so that the emails they send you go to your inbox and not to your spam or junk mail folder. This is referred to as “whitelisting.” The steps you take to add a sender to your approved sender list varies depending on what platform you use as your email reader. Below are step-by-step instructions for the most common email readers and providers.

### Apple iPhone / iPad

- Open the email.
- Tap the sender's name in the From line.
- On the next screen, tap Create New Contact.
- Tap Done.

### Microsoft Outlook 2013

- Right-click on the email that you would like to add to your safe sender list
- Hover over Junk and then click the option Never Block Sender.

### Microsoft Outlook 2010

- Open Microsoft Outlook 2010 / 2013.
- In the home tab, click the Junk drop down menu.
- Then click Junk Email Options.
- Navigate to the Safe Recipients tab.
- Click the Add button.
- Type in the email address or domain you want to whitelist, then click okay.

### Android

- Tap to open the email.
- Tap the icon next to the email address.
- Tap OK.

### **Apple Mail**

- Right-click on the sender's email address.
- Select Add to Contacts or Add to VIPs.

### **Gmail**

- Click and drag the email into the Primary tab.
- Click Yes to confirm

### **Gmail (whitelist an entire domain)**

- In the drop down menu, click on the "Settings" selection:
- On the Settings screen, click on the "Filters and Blocked Addresses" tab:
- Next, click on "Create a new filter". ...
- In the "From" box, type the domain or email address which you would like to whitelist. ...
- Check the box "Never send it to Spam".

### **Outlook.com (formerly Hotmail)**

- Open the email.
- Click the Add to contacts link

### **Yahoo! Mail**

- Right-click the email.
- Select Add Sender to Contacts.
- Click Save.

### **Yahoo! Mail (Whitelist the entire Domain)**

- Mouse over the Settings menu icon and select Settings
- Click Filters and then Add
- Enter a Filter Name
- Either enter the domain of the email you want to whitelist in the Sender field, or enter the email address of the online group you want to whitelist in the Recipient field
- Select Inbox as the folder to deliver the email to
- Click Save and then click Save again