

## How To Whitelist An Email Address

### Gmail

Sign in to your Gmail account and do the following:

- Add the address to your contacts
- Add the email address that is sending you email to your Gmail Contacts. Google will usually deliver email from addresses that are in your Contacts.
- Mark messages as **Not Spam**
- If Gmail has marked emails you wish to whitelist as spam, tell Gmail the emails are not spam.
  - In Gmail, navigate to the **Spam** folder.
  - Search for emails containing the domain you wish to whitelist.
  - Select all the emails shown.
  - Click **More** and then **Not spam**.
  - Create a filter for the address to tell Google to whitelist email from a domain or online group.
    - Click the cog icon in the top-right corner, and then **Settings**
    - Click on **Filters** and then **Create a new filter**
    - Either:
      - Enter the domain of the email you want to whitelist in the 'From' field or
      - Enter the email address of the online group you want to whitelist in the 'To' field
    - Click **Create filter** with this search
  - In the box headed 'When a message arrives that matches this search', select 'Never send it to spam' Click the **Create filter** button

#### Tips:

- Do not enter email addresses in both the From and To fields as Gmail will only filter in emails that meet both criteria
- In both the From and To fields, you can enter either a specific email address or an entire domain
- To enter multiple domains in each field separate them with OR
- See also Google's help on [Legitimate mail is marked as spam.](#)

## How To Whitelist An Email Address

### Yahoo

Sign in to your account at [mail.yahoo.com](mailto:mail.yahoo.com) and do the following.

- Add the address to your contacts
- Add the email address that is sending you email to your Yahoo Contacts. Yahoo will usually deliver email from addresses that are in your Contacts.
- Create a filter for the addresses
  - 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
- Tips:
  - Do not enter email addresses in both the Sender and Recipient fields as Yahoo! Mail will only filter in emails that meet both criteria
  - In both the Sender and Recipient fields, you can enter either a specific email address or an entire domain
  - Create a new filter for each domain or email address you want to whitelist
- See also Yahoo! Mail's help on [An email was wrongly filtered as spam.](#)

## How To Whitelist An Email Address

### Outlook

For Outlook.com, Windows Live Mail, Hotmail and MSN Mail, sign in to your account at Outlook.com and do the following.

- Add the address to your contacts
- Add the email address that is sending you email to your Outlook Contacts. Outlook will usually deliver email from addresses that are in your Contacts.
- Add the address to your Safe Senders
  - Click the cog icon in the top-right corner and then More mail settings
  - Select **Safe and blocked senders** and then **Safe senders**
  - Add add the domain of the email you want to whitelist to the list of Safe senders
  - Return to **Safe and blocked senders** and then select **Safe mailing lists**
  - Add the email address of the online group you want to whitelist to the list of Safe mailing lists

#### Tips:

- In both the **Safe senders** and **Safe mailing lists**, you can enter either a specific email address or an entire domain
- In both the **Safe senders** and **Safe mailing lists**, you can enter multiple domains or email addresses
- See also Outlook.com's help on [I didn't receive an email someone sent me](#)

#### Other resources:

<http://onlinegroups.net/blog/2014/02/25/how-to-whitelist-an-email-address/>

<https://help.aweber.com/hc/en-us/articles/204029246-How-Can-My-Subscribers-Whitelist-Me->

<https://www.extendoffice.com/documents/outlook/1129-outlook-add-safe-senders-list.html>

<http://www.whatcounts.com/how-to-whitelist-emails/>

<https://blog.aweber.com/how-to-whitelist-us>