

How to Whitelist Email with Gmail

How to whitelist an email address with Gmail

Sign in to your account at Gmail.com and do the following.

Add the address to your contacts

Add the **email address** that is sending you email (eg RevAnne@divinelyintuitivebusiness.com) to your Gmail Contacts. Google will usually deliver email from addresses that are in your Contacts.

1. In the dropdown menu at the top-left corner of your email, select Contact.



2. In the **Contact** page, click on the icon plus (+) at the lower-right corner of the page.

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3. Add the name & email address in the box (eg Rev. Anne Presuel and RevAnne@DivinelyIntuititveBusiness.com) and hit **Save**.



Mark messages as 'Not spam'

If Gmail has marked emails you wish to whitelist as spam, tell Gmail the emails are not spam.

1. In Gmail, navigate to the **Spam** folder.

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2. Search and check on for emails containing the domain you wish to whitelist (eg divinelyintuitivebusiness.com).

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3. Click on Not spam.

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Create a filter for the address

Create a filter to tell Google to whitelist email from a domain or online group.

1. Click the cog icon in the top-right corner, and then **Settings.**

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2. In the navigation bars, select **Filters and Blocked Addresses**

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Inbox	The following filters are applied to all incoming mail:	
Important Sent Mail Drafts	Matches: to: (Support@divinelyintuitivebusiness.com) Servt@divinelyintuitivebusiness.com Do this: Apply label **Support@DivinelyIntuitiveBusiness.com	edit delete
Spam (22) ▼ Categories	Matches: to:(Info@divinelyintuitivebusiness.com) Info@ Do this: Apply label **Info@DivinelyIntuitiveBusiness.com	edit delete
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🖏 Forums Birgitte Melnick (159)	Matches: from:(@Divinelyintuitivebusiness.com) Do this: Never send it to Spam, Mark it as important	edit delete
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3. Click on **Create a new filter**

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4. 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

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5. Click Create filter with this search.

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wore •	Select: All, None	
	Unblock selected addresses	

6. In the box headed **When a message arrives that matches this search** select **Never send it to spam.**

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Gmail -	« back to search options When a message arrives that matches this	search:	× 1–15 of 15 <	> <u> </u>
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Sent Mail	Forward it add forwarding address		as to go get a job	5/9/15
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6. 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 as in "onlinegroups.net OR groups.yahoo.com"