

**How to Whitelist Email with Gmail**

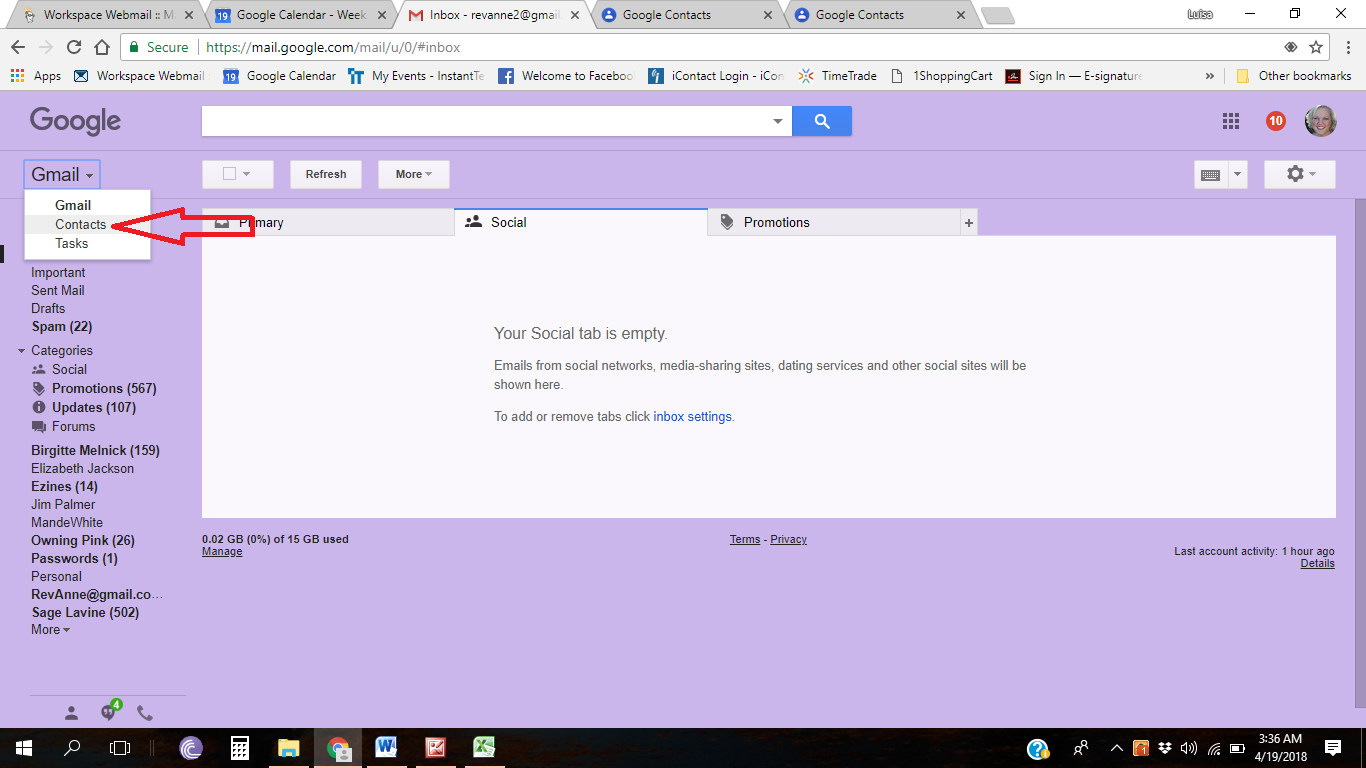
**How to whitelist an email address with Gmail**

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

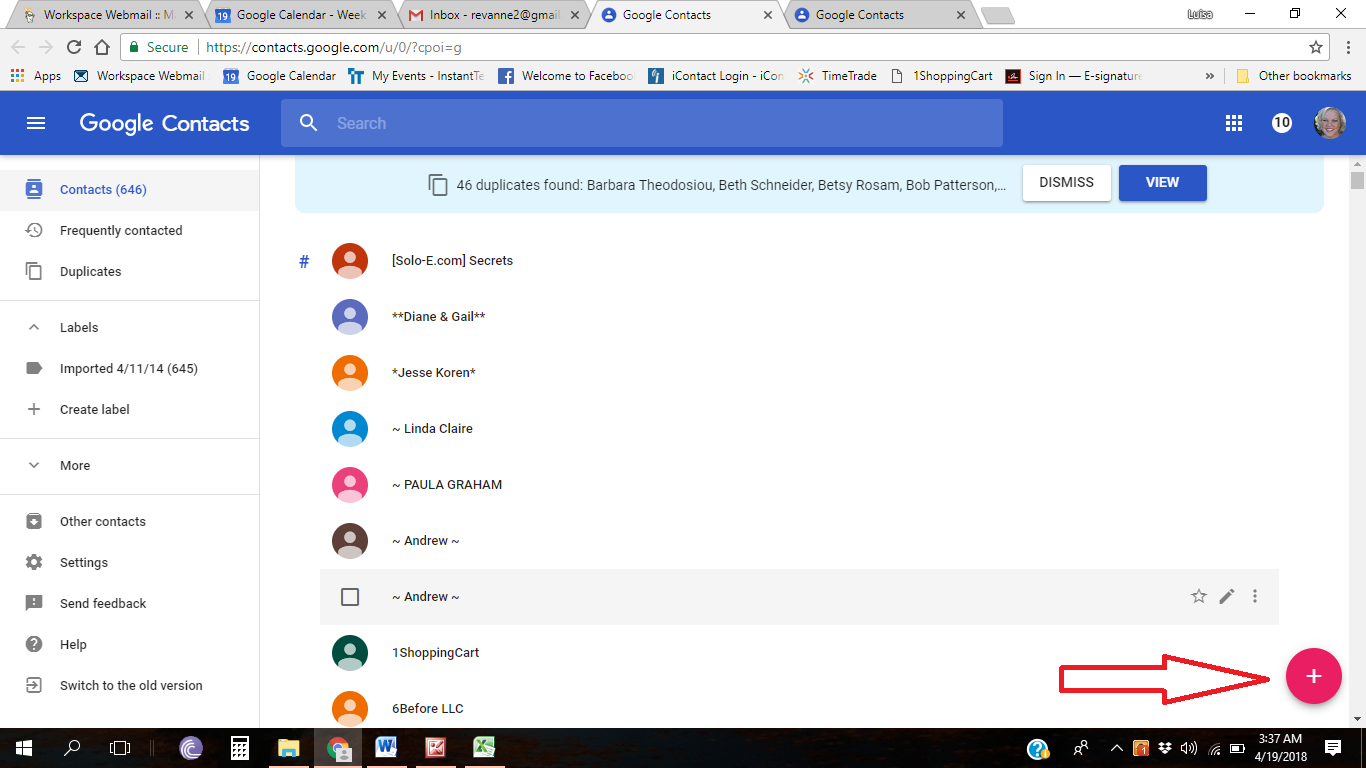
**Add the address to your contacts**

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.

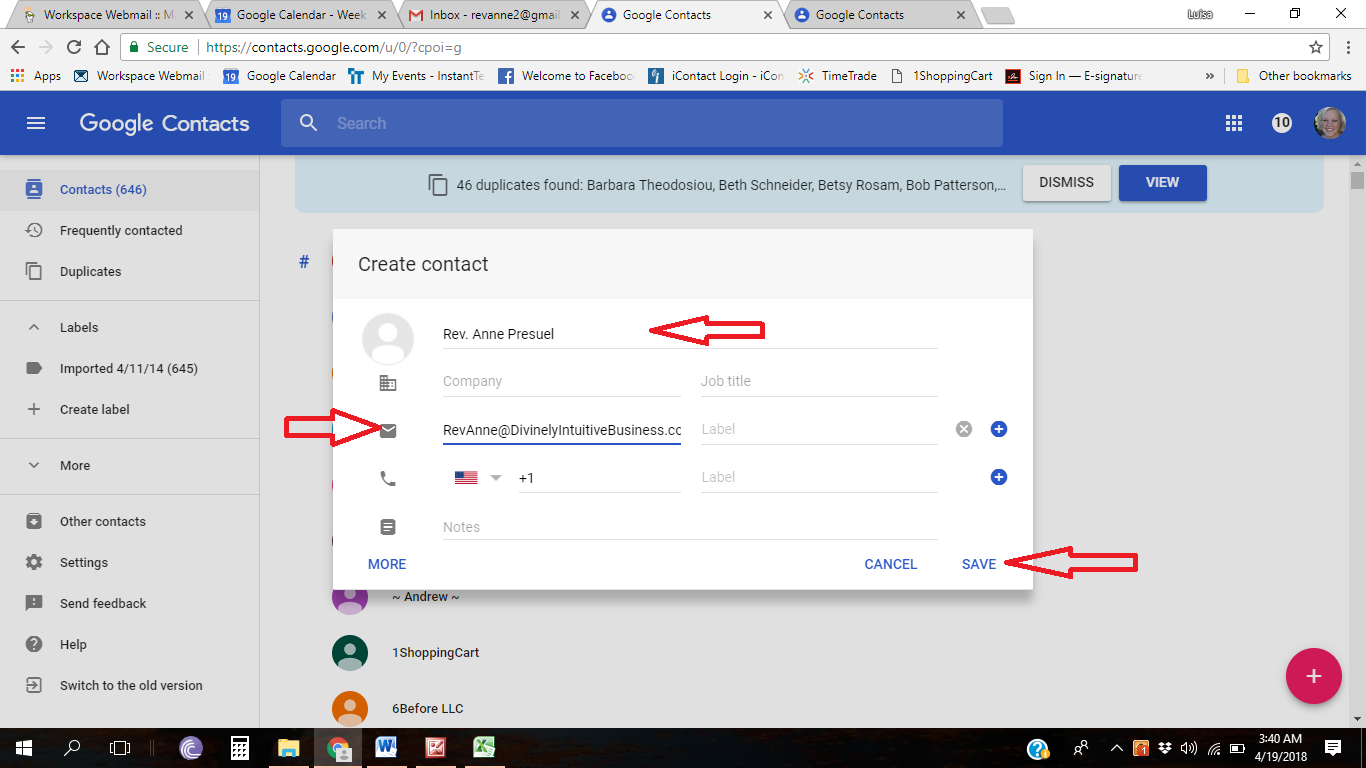
1. In the dropdown menu at the top-left corner of your email, select **Contact.**



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



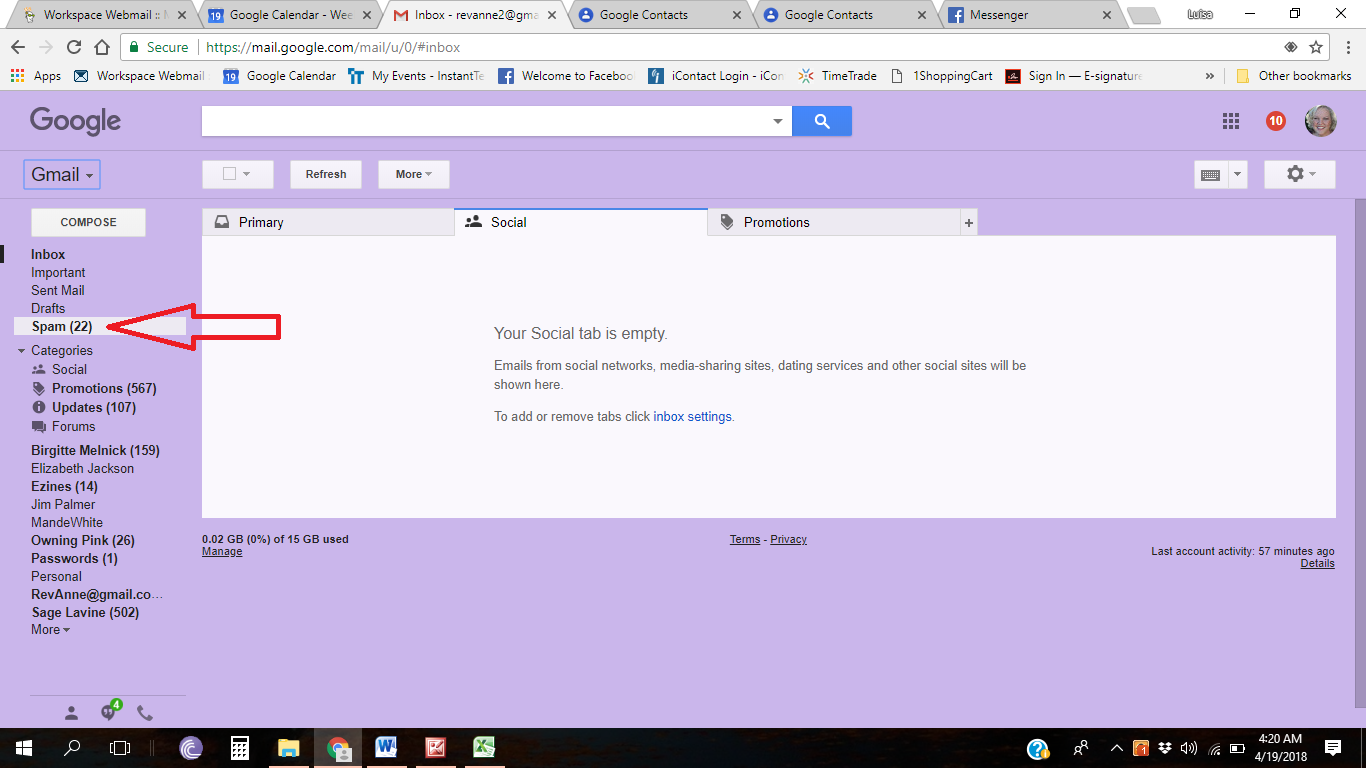
1. Add the name & email address in the box (eg Rev. Anne Presuel and [RevAnne@DivinelyIntuititveBusiness.com](mailto:RevAnne@DivinelyIntuititveBusiness.com)) and hit **Save**.



**Mark messages as ‘Not spam’**

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

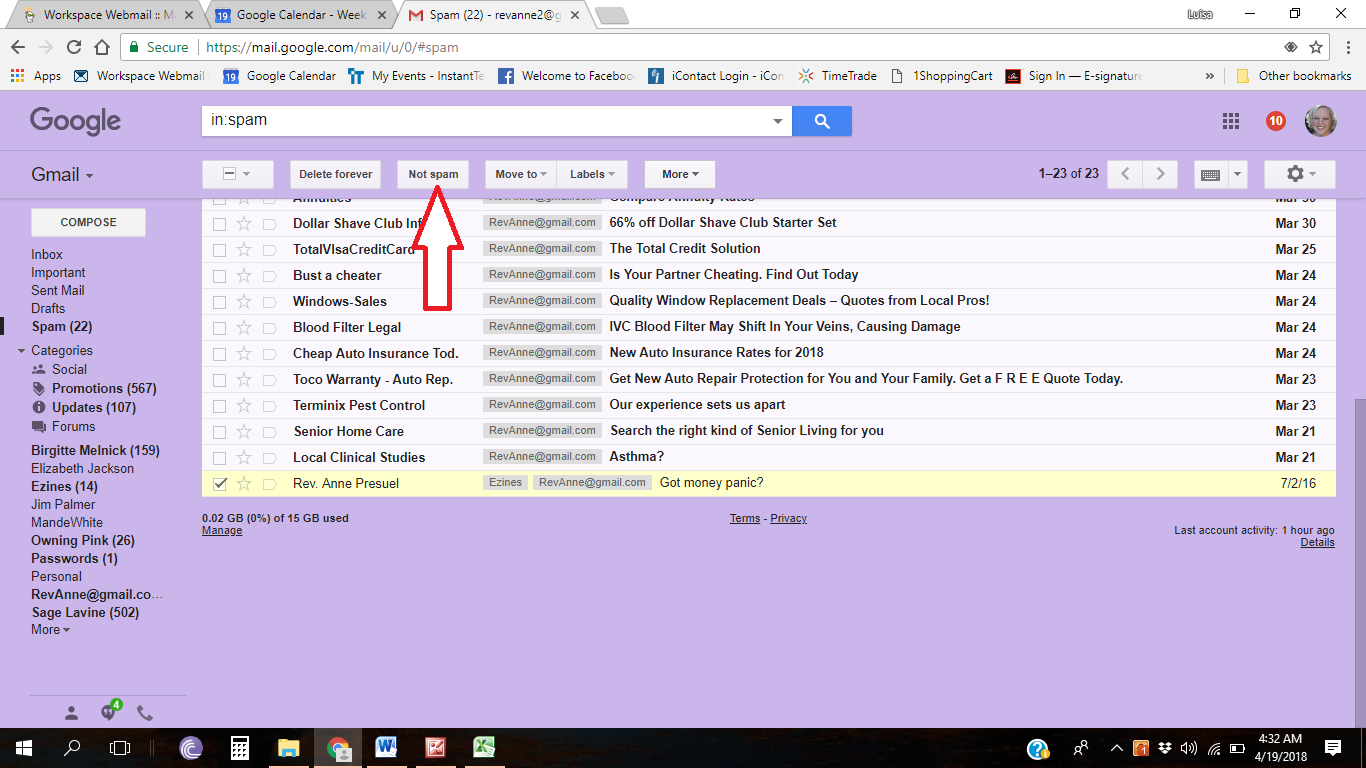
1. In Gmail, navigate to the **Spam** folder.



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



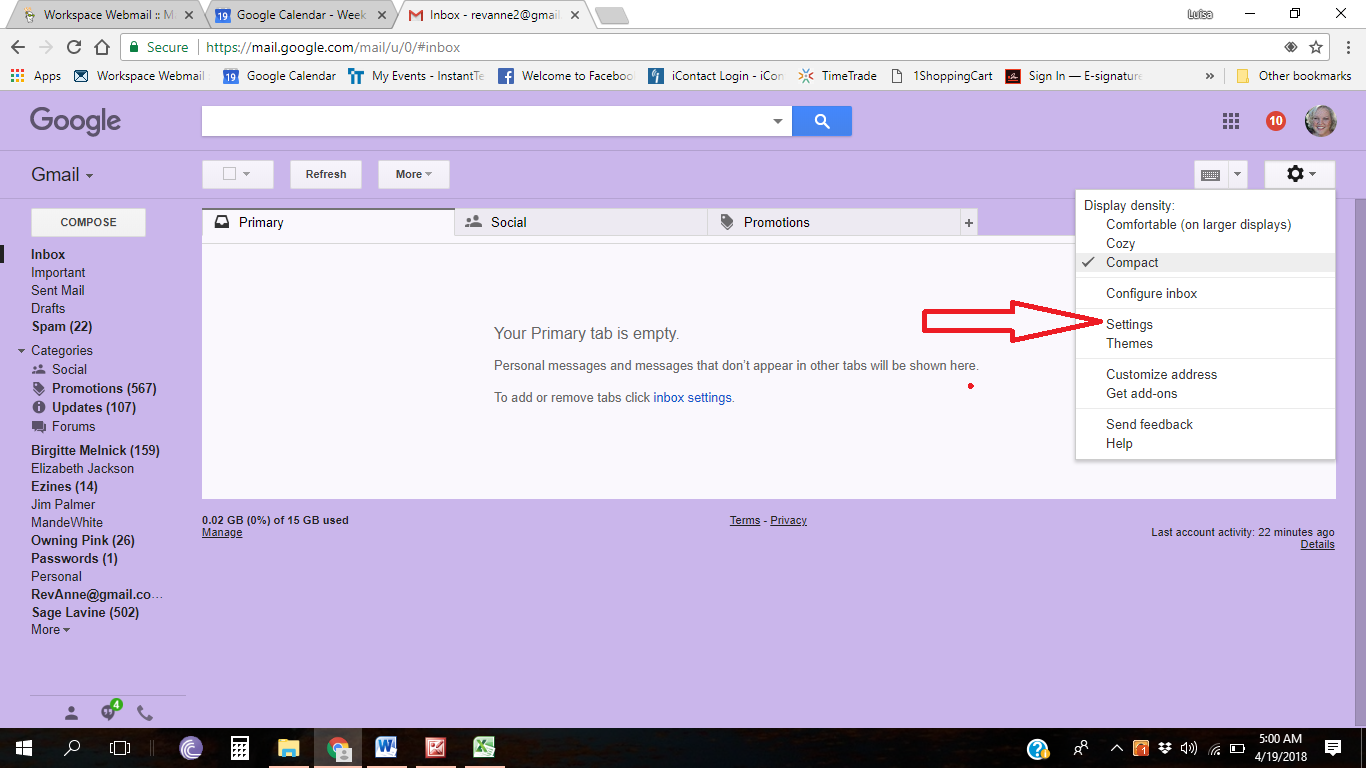
1. Click on **Not spam.**



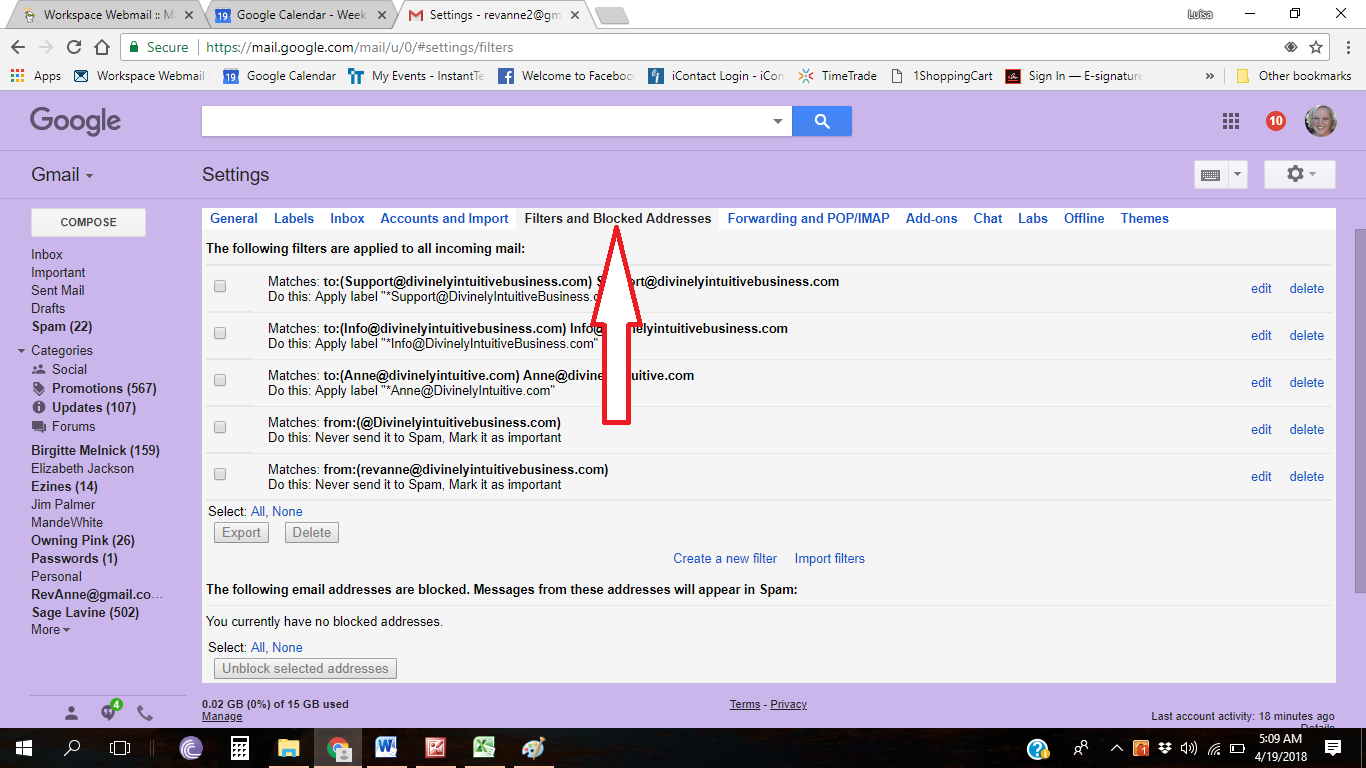
**Create a filter for the address**

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

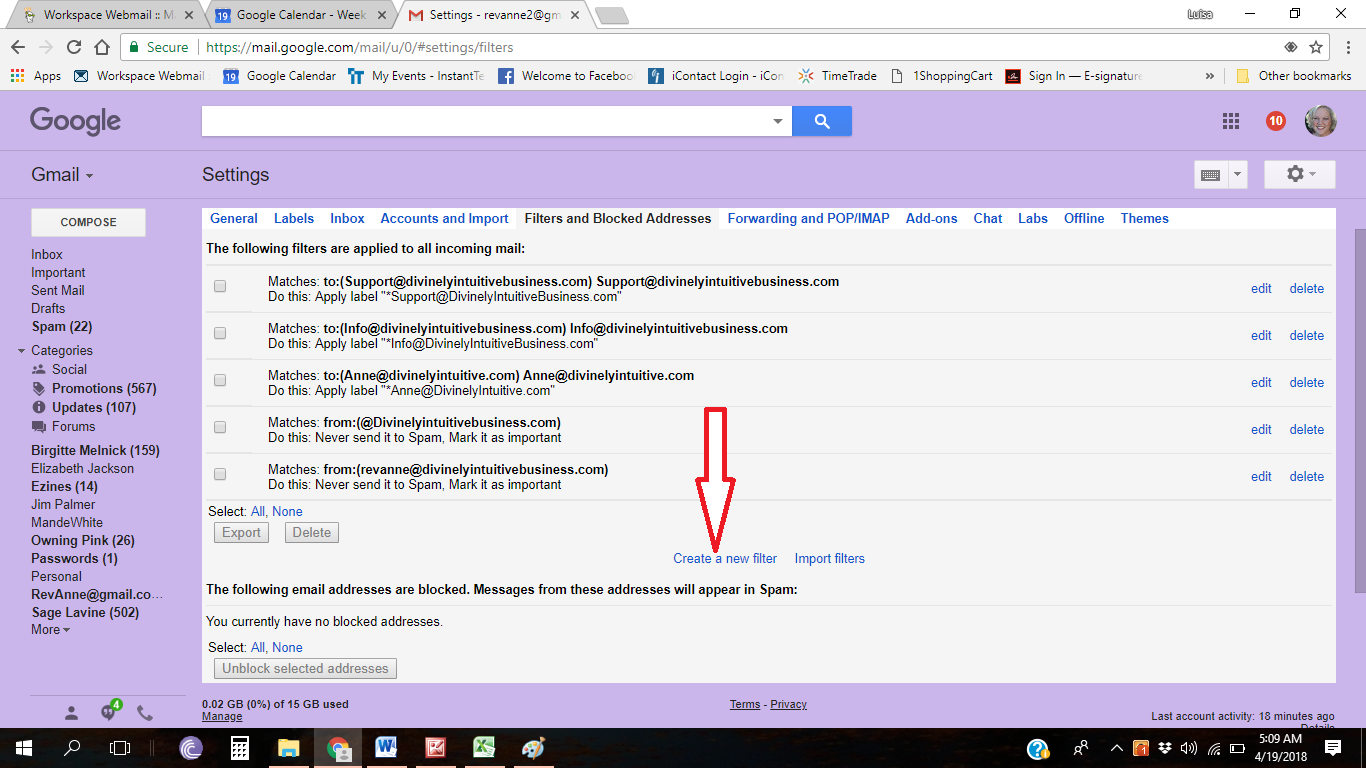
1. Click the cog icon in the top-right corner, and then **Settings.**



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

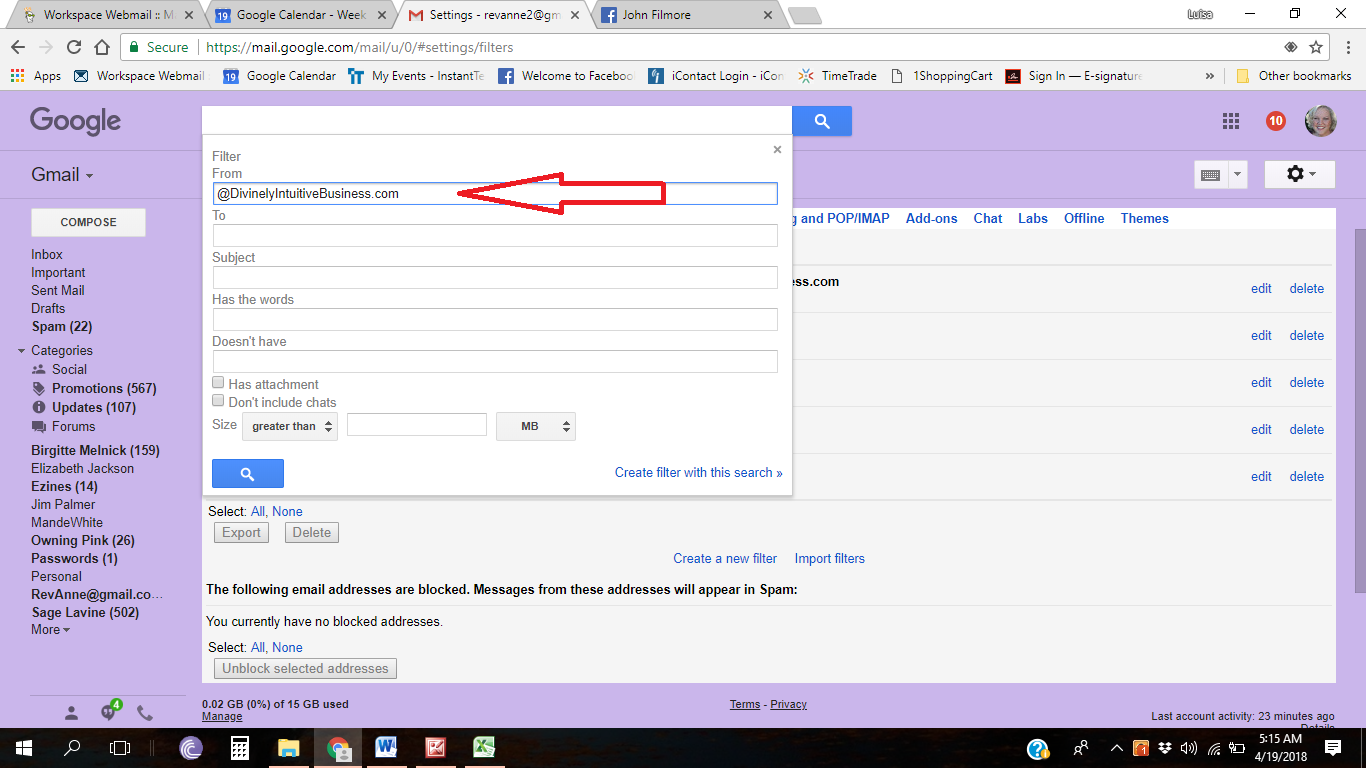


1. Click on **Create a new filter**

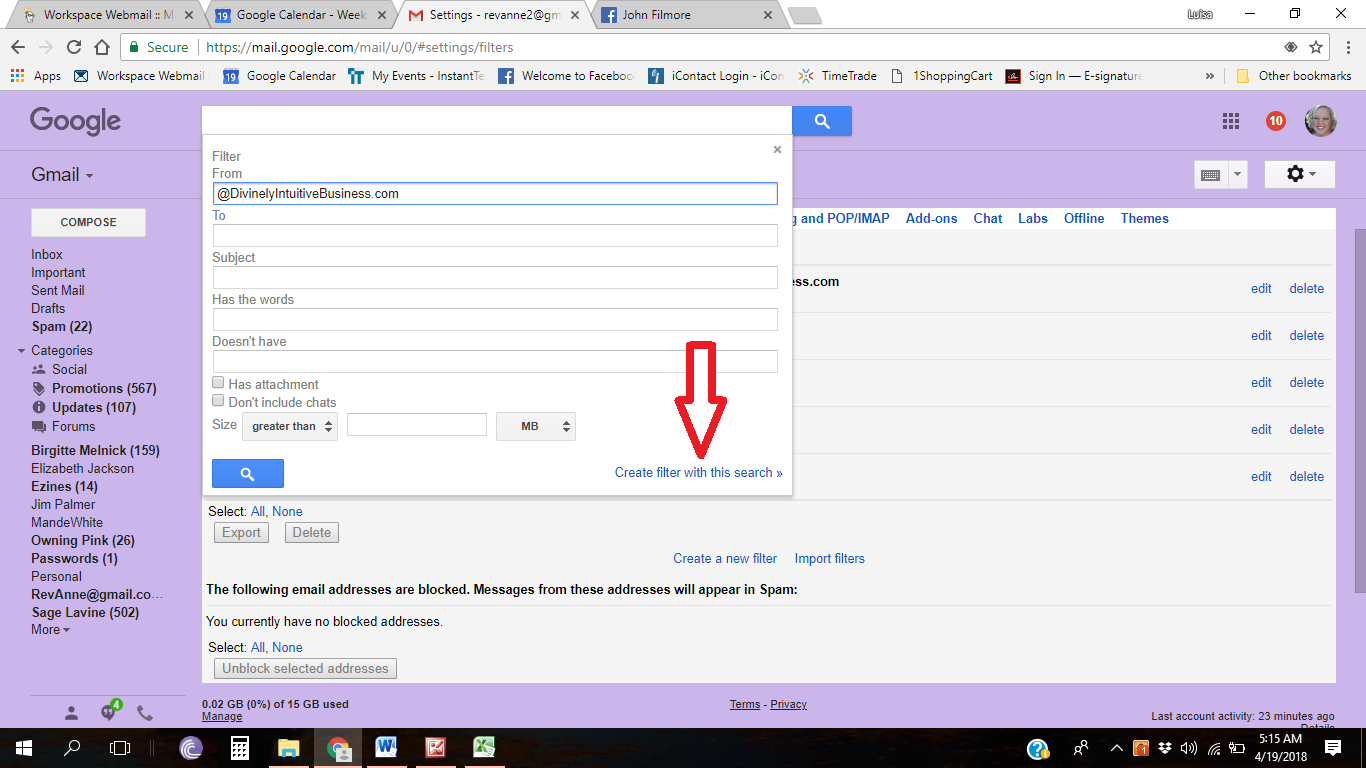


1. **Either**

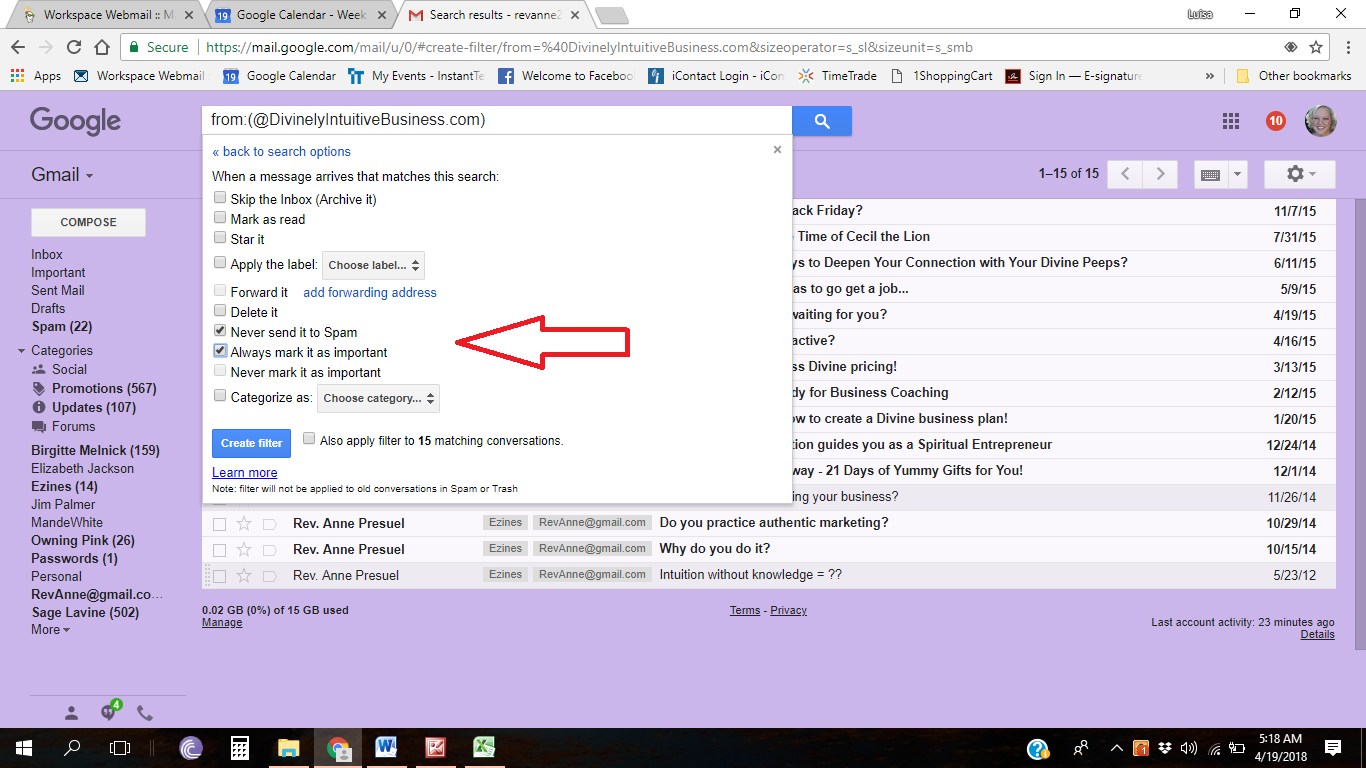
* enter the **domain** of the email you want to whitelist in the **From** field **or**
* enter the **email address** of the online group you want to whitelist in the **To** field



1. Click **Create filter with this search.**

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

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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”