

# 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.

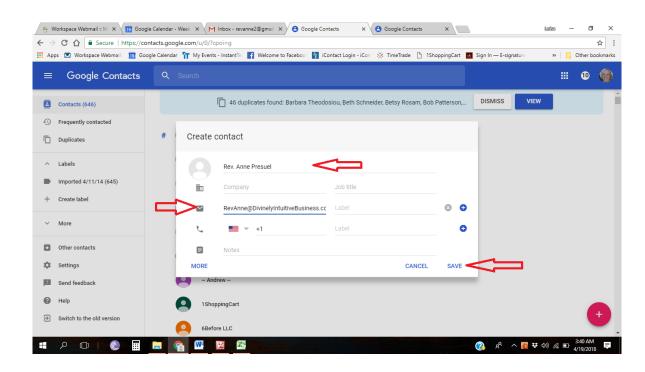
1. In the dropdown menu at the top-left corner of your email, select Contact.

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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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COMPOSE	General Labels Inbox Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons Chat Labs Offline Themes	
Inbox	The following filters are applied to all incoming mail:	
Important Sent Mail Drafts	Matches: to:(Support@divinelyintuitivebusiness.com) ort@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
<ul> <li>Social</li> <li>Promotions (567)</li> <li>Updates (107)</li> </ul>	Matches: to:(Anne@divinelyintuitive.com) Anne@divine Do this: Apply label "Anne@DivinelyIntuitive.com"	edit delete
Forums     Birgitte Melnick (159)	Matches: from:(@Divinelyintuitivebusiness.com) Do this: Never send it to Spam, Mark it as important	edit delete
Elizabeth Jackson Ezines (14) Jim Palmer	Matches: from:(revanne@divinelyintuitivebusiness.com) Do this: Never send it to Spam, Mark it as important	edit delete
MandeWhite	Select: All, None	
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#### 3. Click on **Create a new filter**

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Important Sent Mail Drafts	Matches: to:(Support@divinelyintuitivebusiness.com) Support@divinelyintuitivebusiness.com     Do this: Apply label **Support@DivinelyIntuitiveBusiness.com*	edit delete
Spam (22) ← Categories	Matches: to:(Info@divinelyintuitivebusiness.com) Info@divinelyintuitivebusiness.com     Do this: Apply label **Info@DivinelyIntuitiveBusiness.com*	edit delete
<ul> <li>Social</li> <li>Promotions (567)</li> <li>Updates (107)</li> </ul>	Matches: to:(Anne@divinelyintuitive.com) Anne@divinelyintuitive.com Do this: Apply label "Anne@DivinelyIntuitive.com"	edit delete
Birgitte Melnick (159)	Matches: from:(@Divinelyintuitivebusiness.com) Do this: Never send it to Spam, Mark it as important	edit delete
Elizabeth Jackson Ezines (14) Jim Palmer	Matches: from:(revanne@divinelyintuitivebusiness.com) Do this: Never send it to Spam, Mark it as important	edit delete
MandeWhite Owning Pink (26)	Select: All, None Export Delete	
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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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Gmail -	Filter From @DivinelyIntuitiveBusiness.com		
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# 6. In the box headed **When a message arrives that matches this search** select **Never send it to spam.**

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nbox	Star it			Deepen Your Connection with Your Divine Peeps?	
mportant	Apply the label: Choose label \$				6/11/15
ient Mail Irafts	Forward it add forwarding address			o go get a job	5/9/15
ipam (22)	Delete it Never send it to Spam			ing for you?	4/19/15
ategories	Always mark it as important	$<$ $\square$	activ	ve?	4/16/15
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lizabeth Jackson	Learn more		Nay	- 21 Days of Yummy Gifts for You!	12/1/14
izines (14) im Palmer	Note: filter will not be applied to old conversations in Sp	am or Trash	ing y	your business?	11/26/14
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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"