# How to Add an Email Address to your Email "Whitelist"

Some people may have trouble receiving emails from a listserver. This document is my attempt to help people solve that problem.

As you know, I use listservers to communicate to groups of people. Unfortunately email programs sometimes reject emails from listservers automatically. They sometime reject emails from specific addresses because they are seen as spam. If either of these occurrences happens to you, try the following.

You are going to need to add the appropriate email address for the listserver:

If you are using gmail:

**How to whitelist an email in the Gmail app (On iPhone or Android)**

1. Go to your spam folder, track down the email you want to whitelist and click on it.

2. At the top of the email, you should see a square gray box with the option to "Report as not spam."

3. By clicking this button, you let Google know you consent to receive emails from this sender.

If you are using the Web email: www.gmail.com
**How To Whitelist An Email In Gmail**

Gmail is a popular email provider, with over 1.8 billion people worldwide using it to receive and send emails in 2023.

It's probably why so many marketers use Gmail as a way to boost their email marketing strategy and engage customers; however, it has strong spam filters in place that can hinder your efforts.

So let's see how to whitelist an email in Gmail:

- Log in to your Gmail account.

- Select the gear icon in the top-right corner of the screen and click "**See all settings**" from the drop-down menu.

- Pick the tab "**Filters and blocked addresses**" from the top menu to see your existing filters and blocked senders.

- Select the "**Create a new filter**" button and enter the domain or email address you want to whitelist in the "**From**" field.

- When finished, click "**Create filter**," and then check "**Never send to spam**" to successfully whitelist every email the filter applies to.

Settings

General   Labels   Inbox   Accounts   **Filters and blocked addresses**   Forwarding and POP/IMAP   Add-ons   Chat and Meet   Advanced   Offline   Themes

The following filters are applied to all incoming mail:

Select: All, None

| Export | Delete |

Create a new filter | Import filters

The following email addresses are blocked. Messages from these addresses will appear in Spam:

You currently have no blocked addresses.

Select: All, None

Unblock selected addresses

# Outlook:

# Option 1.

# If you are using the Outlook desktop app:

**In the Outlook desktop app:**

1. In the Home tab, switch Ribbon to show more options and click on the Junk.

2. Select Junk E-mail Options.

3. Navigate to the Safe-senders tab.

4. Click the Add button.

5. Enter the email address into the field and hit OK.

6. Close the Junk E-mail options by hitting OK.

# In the Outlook web app:

1. Open the email, whose sender you want to add to your contacts

2. Hover over the email address of the sender (info-box will appear)

3. In the box, click on the *three dots icon* (it will open a dropdown menu)

4. Click on the *Add to Contacts*

5.  In the newly opened window, fill out the optional form and click the *Create* option in the toolbar on the top-left corner

## Option 2: Add the email address to safe-senders

The best option is to add the email address to safe-senders. This will ensure that all further conversations won't be marked as junk.

**In the Outlook desktop app:**

1.  In the *Home* tab, switch *Ribbon* to show more options and click on the *Junk*

2.  Select *Junk E-mail Options*

3.  Navigate to the *Safe-senders* tab

4.  Click the *Add* button

5.  Enter the email address into the field and hit *OK*

6.  Close the *Junk E-mail options* by hitting *OK*
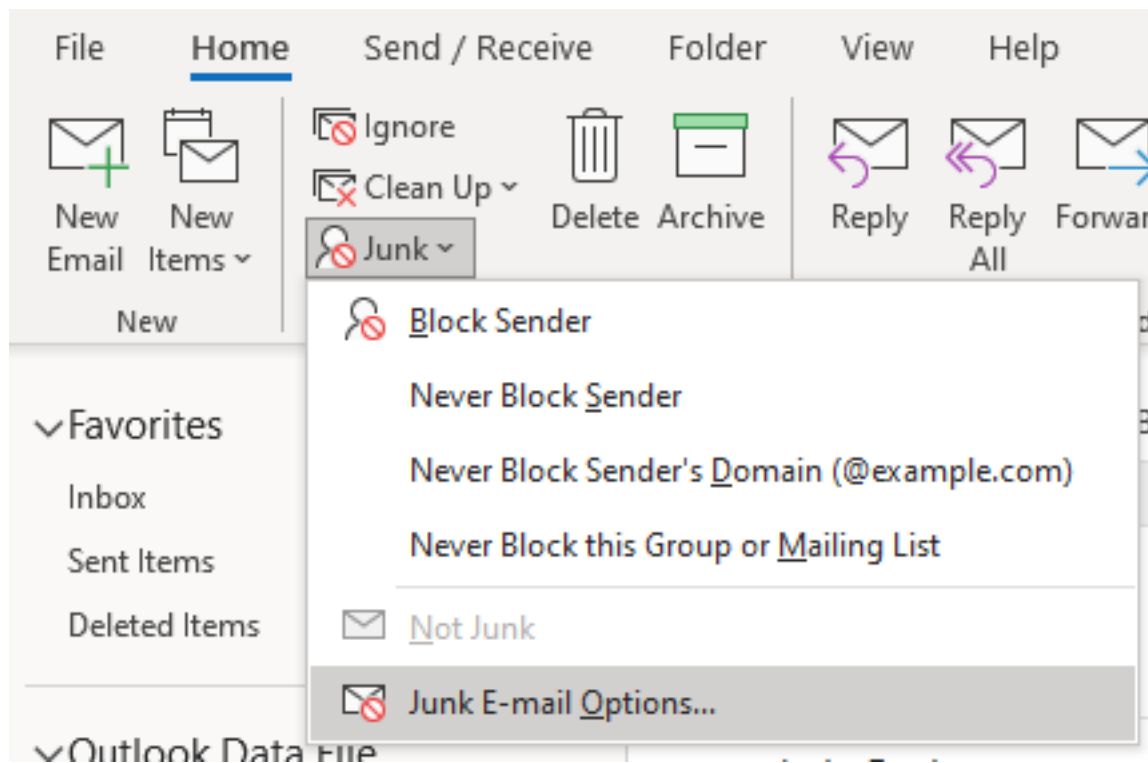


# How to whitelist an email in outlook 365

1. Expand Email & Collaboration in the sidebar on the left and navigate to Policies & rules > Threat Policies > Anti-spam inbound policy (Default)

2. Scroll down and click Edit allowed and Blocked senders and Domains.

3. Add the email address or domain you wish to whitelist.

## For Mac and iOS users who use Apple Mail, here's how to whitelist an email address:

1. Open the email from the desired sender that you want to whitelist.

2. Click on the sender's email address at the top of the email.

3. A dropdown menu will appear.

4. Click on "Add to Contacts" or "Add to VIPs" to whitelist the sender.
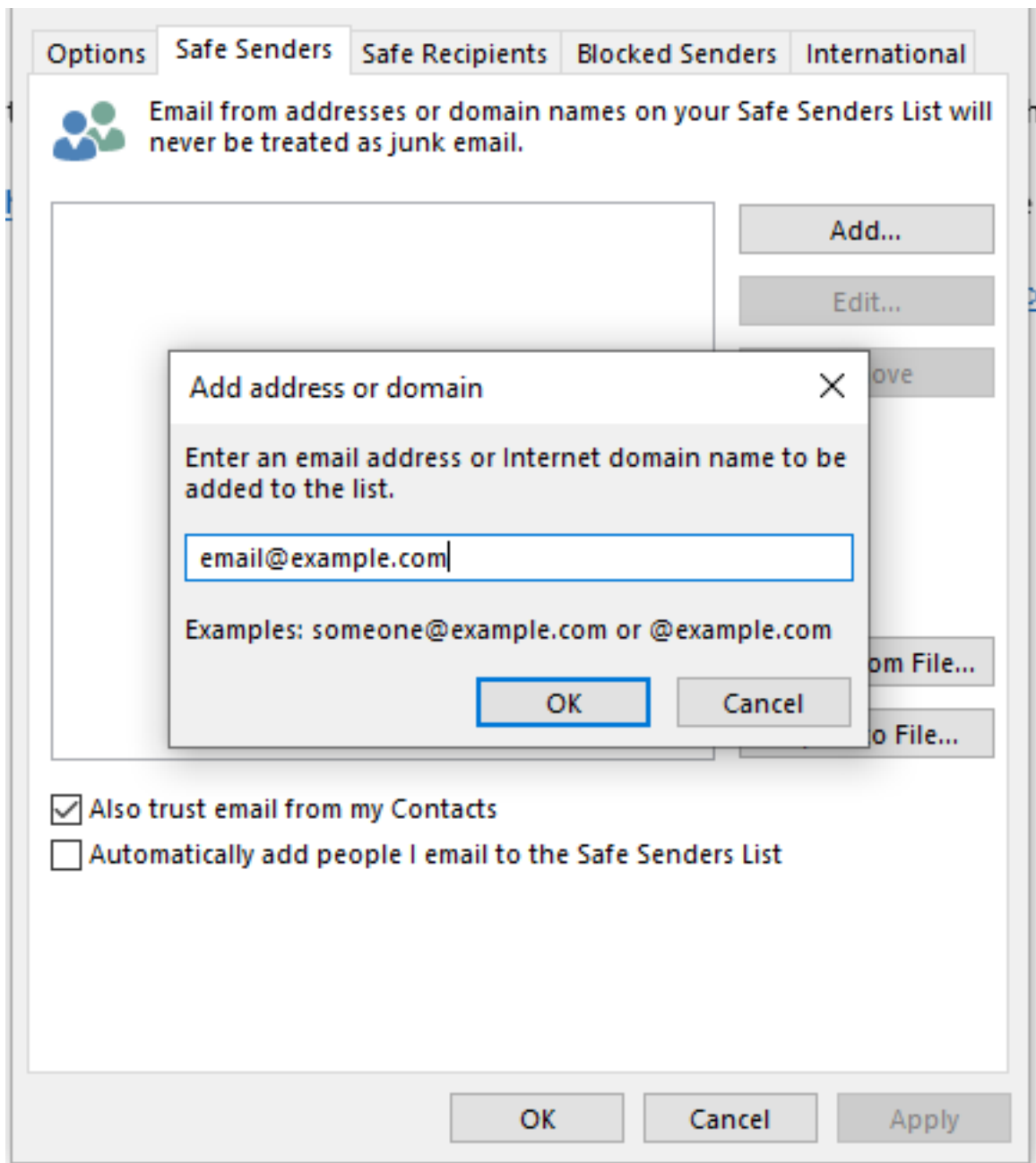
**In the Outlook web app:**

1. Click the settings (cog) icon in the top-right corner

2. Scroll down and click the View All Outlook Settings

3. In the Mail tab, navigate to the Junk Email section

4. Click Add in the Safe senders and domains category

5. Enter the email address into the input field and hit Enter
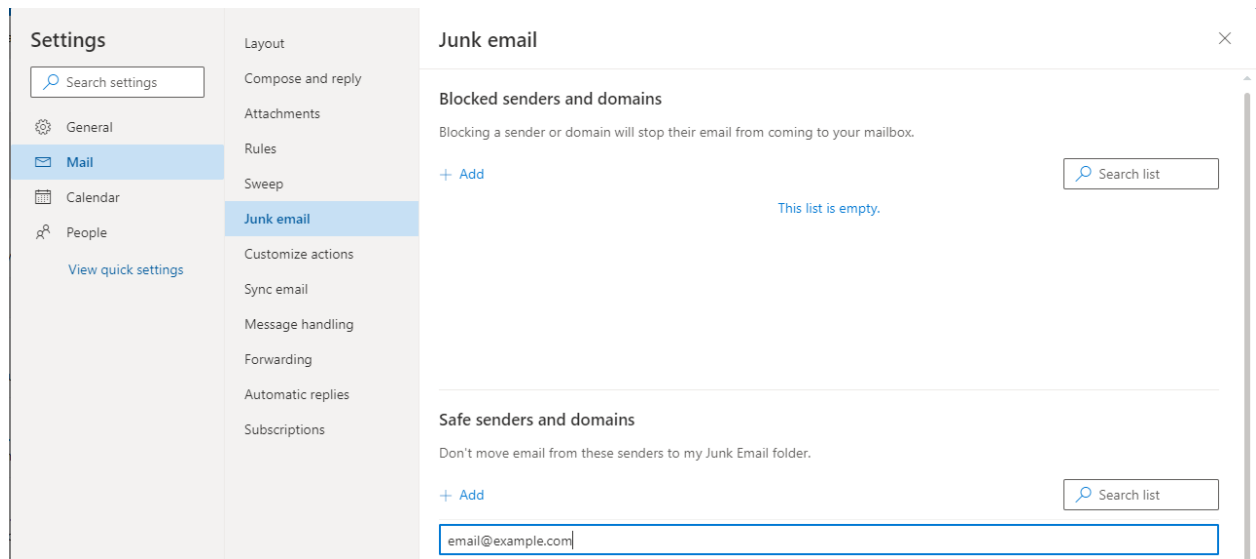


## How do I add an email to my safe list in Hotmail?

Click on "Options" in the upper right corner of your Hotmail screen. Then click the link for "Safe and Blocked Senders" in the body of the page under Junk e-mail. Click the "Safe Senders" link and enter the email address you want to whitelist. Click "Add" to put it on your list.

## How do I add an email to my safe list in BELL/SYMPATICO

1. Using www.bell.ca/ webmail sign in to your Sympatico account.

2. On the Sympatico web page, click on the Options tab at the top of the page. ...

3. On the new page, under 'Junk e-mail' click the 'Safe and Blocked Senders' link.

4. On the next page, click the 'Safe Senders'link. ...

5. Click the 'Add' button beside it.

## How do I add an email to my safe list in Eastlink Webmail?

1. In the left-side navigation, click Mail > Anti-SPAM, and then click Show under Personal Lists > Safe Senders.
2. Enter the email addresses that you want to add to the Safe Senders List and click Add. Repeat the process for additional email addresses.