

## How to Whitelist an Email

### What is a whitelist email?

A whitelist is a list of approved or safe email addresses to help a spam filter determine whether it should allow delivery. If you are on your recipient's whitelist, you can guarantee your emails will be received. If you want to make sure you receive messages from a certain person or company, you simply need to manually add them as a contact.

### How to Whitelist an Email in Gmail

1. Click the gear icon in Gmail and select **See all settings** from the *Quick settings* menu
2. Select the *Filters and Blocked Addresses* tab
3. Select **Create a new filter**
4. Add a specific email or a whole domain in the *From* field
5. Click **Create Filter**
6. Check the *Never send it to Spam* checkbox
7. Click **Create Filter**

This will create a whitelist within Gmail.

### How to Whitelist an Email in Outlook

1. On the *Home* tab, select the **Junk** email folder
2. Right-click one of the items in the folder and select **Junk>Junk E-mail Options**
3. Select the *Safe Senders* tab
4. Select **Add**
5. Add a specific email in the field provided
6. Select **OK**

The email address specified will be added to the whitelist in Outlook.

### How to Whitelist an Email in Yahoo

1. Open Yahoo Mail and log into your account
2. Navigate to *Settings* and then click **More Settings**
3. Select **Filters** and select **Add** to enter the email address to be whitelisted
4. Name the filter and add the email address
5. Select the option to send all mail to **Inbox**
6. Save settings

The email address specified will be added to the whitelist in Yahoo.

### How to Whitelist an Email in Hotmail

1. Login to your Hotmail account.
2. Click on the **Settings** icon at the top right side of the page, expand it and click on **More Mail Settings**.
3. Click on *Safe and blocked senders*.
4. Click **Safe Senders**.
5. Insert the email address you want to whitelist, then click **Add** to list.

The email address specified is now whitelisted and will skip spam check by Hotmail.