

Creating a Filter to “Whitelist” an Email Address

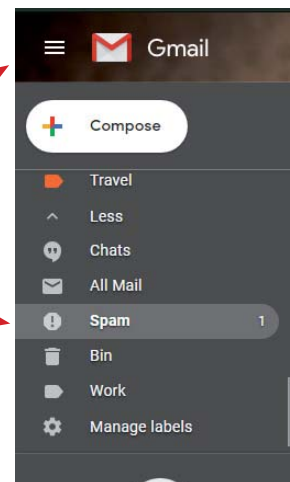
A “Whitelist” is a list of email addresses that you specifically trust and want to receive emails from and don’t want them going into the Spam folder. In Gmail you can do this by adding the email address to your contacts list and by creating a filter.

You will need to open Gmail on a laptop or desktop computer for some of these steps.

If an Email you want is in the Spam Folder

1. In Gmail, go to the Spam folder

In the top left, tap or click the 3 lined Menu icon and then choose Spam from the list.



2. Click on the email that you want.

On an Android phone:

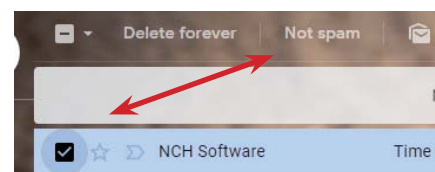
In the top right, tap the vertical 3 little dot icon, then pick “Report not spam”.

On an iphone or ipad:

In the top right, tap the horizontal 3 little dot icon, then pick “Not spam”.

On a laptop or desktop computer:

Select the email by putting a tick in the box to it’s right, then choose “Not spam” from the menu bar.



Once the email is selected you can then ‘Move’ it to the Inbox, if it hasn’t been moved already.

Adding the Email Address to your Contacts

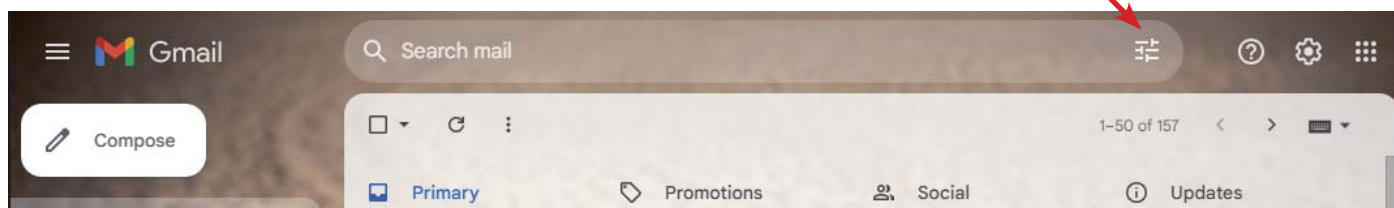
At this point it would be a good idea to add the email address to your Contacts.

On a laptop or desktop computer:

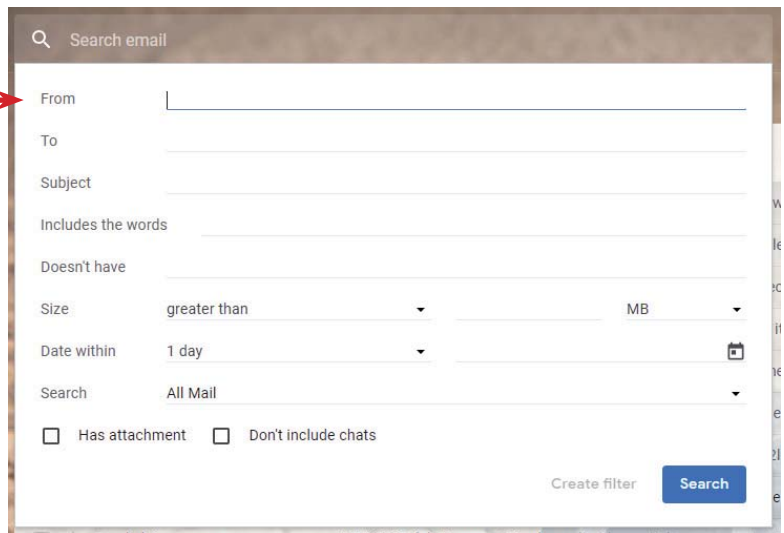
Hovver over the email until a dialogue box appears, choose “Add to Contacts” from the box that appears.

Creating a Filter to ‘Whitelist’ the Email Address

1. Open Gmail on a laptop or desktop computer
2. Click the little down-arrow in the “Search” box to open up the “Search options”



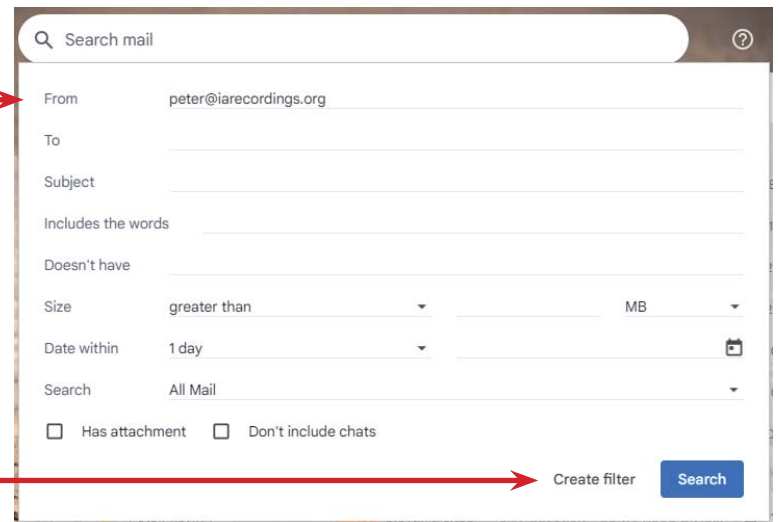
In the “Search options” dialogue box, make sure the cursor is in the “From” box



Type the email address you want to add to the ‘Whitelist’

As you type if the address is in your address list, GMail should bring it up. In this case:

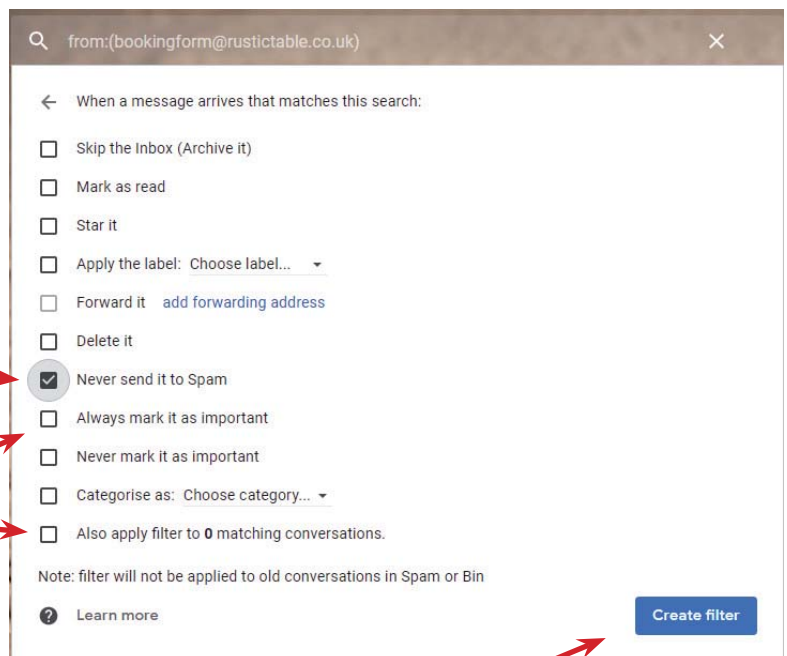
peter@iarecordings.org



Then select the “Create filter” option

From the filter options that appear, select the “Never send it to Spam”

You might also want to choose the “Always mark it as important” option and apply it to any existing emails



Finally select “Create filter”

This should stop GMail putting it into the Spam folder - assuming GMail accepts them in the first place!