## Whitelisting domains and email addresses in Gmail.

Open your Gmail account and go to the cog in the upper right corner and click on cog



## Click on Filters and Blocked Addresses

= 1	🌱 Gmail	Q Search mail		?	÷
1	Settings				
	General Labels Inbo	Accounts Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons Meet Ac	dvanced Offline		

### Click on Create a new Filter and enter:

Settings		@wcc.odu	Ques odu		
General Labe	Inbox Accounts Filters and Biocked Addresses Forwarding and POMMAP Add-ons Meet Advanced Offline	@wcs.edu	@wcs.edu @wcs.parentlink.net		
The following fil	ters are applied to all incoming mail:	@wcs nar			
	Matches: from (work.edu) Do this: Never send it to Spirm	edit dekte	entimik.net		
	Matches: from (work parentlink net) Do this: Never send it to Span	noreply@v	vcs.edu		
	Matches: from (parettink.net) Do this: Never send it to Spam		INCIPAL'S EMAIL		
Select: All, None Export Date			YOUR ASSISTANT PRINCIPAL'S EMAIL		
The following er	nall addresses are blocked. Messages from these addresses will appear in Spam:		ENDANCE SECRETARY'S EMAIL		
You currently ha	ve no blocked addresses.	TOURATI	ENDANCE SECRETART S EMAIL		
Select: All, None Unblock select					

### Choose Never Send it to Spam and click on Create Filter



## How to whitelist an email address with Outlook

Add the **email address** that is sending you email (eg support@onlinegroups.net) to your Outlook.com Contacts. Outlook.com will usually deliver email from addresses that are in your Contacts.

## Add the address to your safe senders

- 1. Click the cog icon in the top-right corner and then More mail settings
- 2. Select Safe and blocked senders and then Safe senders
- 3. Add add the domain of the email you want to whitelist to the list of Safe senders
- 4. Return to Safe and blocked senders and then select Safe mailing lists
- 5. Add the email address of the group you want to whitelist to the list of Safe mailing lists

To whitelist all email from a domain, add the domain to the list of safe senders

mai	ling	lists

#### Safe mailing lists:

ogn\_admins@onlinegroups.net (example)

noreply@wcs.edu YOUR PRINCIPAL'S EMAIL YOUR ASSISTANT PRINCIPAL'S EMAIL YOUR ATTENDANCE SECRETARY'S EMAIL

## How to whitelist an email address with Yahoo

## Add the address to your contacts

Add the **email address** that is sending you email (eg support@onlinegroups.net) to your Yahoo! Mail Contacts. Yahoo! will usually deliver email from addresses that are in your Contacts.

## Create a filter for the address

- 1. Mouse over the Settings menu icon and select Settings
- 2. Click Filters and then Add
- 3. Enter a Filter Name
- 4. Either
  - o enter the domain of the email you want to whitelist in the Sender field, or
  - o enter the email address of the group you want to whitelist in the Recipient field
- 5. Select Inbox as the folder to deliver the email to
- 6. Click **Save** and then click **Save** again

To whitelist all email from a domain, enter the domain in the Sender field

OnlineGroups.ne	et		
Sender		Match	
Contains	~	onlinegroups.net	@wcs.edu @wcs.parentlink.net
Recipient		Match	@wcs.parentiink.net
Contains	~		
Subject		Match	
Contains	~		

OnlineGroups.net Administrators			
Sender		Match	
Contains	~		
Recipient		Match	
Contains	~	ogn_admins@onlinegroups.net	
Subject		Match	
Contains	~		

noreply@wcs.edu YOUR PRINCIPAL'S EMAIL YOUR ASSISTANT PRINCIPAL'S EMAIL YOUR ATTENDANCE SECRETARY'S EMAIL

• Do not enter email addresses in both the Sender and Recipient fields as Yahoo! Mail will only filter in emails that meet both criteria

• In both the Sender and Recipient fields, you can enter either a specific email address or an entire domain

•Create a new filter for each domain or email address you want to whitelist

# Whitelisting Directions for Comcast email users.

Log in to Comcast email account. Click on the envelope icon.



Click on Address Book. Then click on New Contact drop down and choose New Contact.

	Xfinity Connect	Mail	Address Book	Voice		
Se	arch	۹	<u>New contact</u> 👻	Edit Send email	Delete 📃	
•	My address books Collected addresses		New contact New group	Add	ress Book (121)	
•	Address Book Groups	<b>≡</b> (+)	с А			

A new contact for each email you are whitelisting will be needed. We recommend entering in the Email 1 space noreply@wcs.edu; and your principal's, assistant principal's, and attendance secretary's email addresses. Additionally, a broad domain capture by entering @wcs.edu and @wcs.parentlink.net. Remember to hit Save for each entry.

_	
New contact	
Click to add photo	
First name	WCS District
Last name	
	🔂 Add personal info 🕶
Groups	
Company	
Department	
	O Add business info ▼
Email 1	noreply@wcs.edu
Cell phone	
	🚯 Add email, phone, fax 👻
Save Discard	