

Email Whitelist Instructions:

Gmail:

1. Select the **gear** icon (Settings) at the top right of the Gmail screen
2. Select '**See all settings**' within the popup window that appears on the right
3. Select the **Filters and Blocked Addresses** tab
4. Select **Create new filter** and add the sender email address in the **From** section
5. Select **Create filter** and set it to **Never send to Spam**

Apple:

1. Open your mail app
2. Select the sender address you want to add to your whitelist
3. Select '**Add to VIPs**' or '**Add to Contacts**' depending on your device

Caution: If subscribers choose Add to VIP, these emails will show up in a special VIP mailbox.

Yahoo:

1. Open **Yahoo Mail** and select **Settings**
2. Select **Filters** and **Add**
3. Name the filter and add the sender email address
4. Select to send all mail to **Inbox**
5. Select **Save**

Outlook:

1. Click the **gear** icon in Outlook and select "View all Outlook settings."
2. Select "**Mail**" from the settings menu.
3. Choose "**Junk email**" from the submenu.
4. Click "**Add**" under "**Safe senders and domains.**"
5. Enter the email address that you want whitelisted.
6. Select "**Save.**"

Android:

1. Open the email message and tap the picture of the email sender that shows up before the message. Then, tap **Save contact to my device**.



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