

Email Address Whitelisting

Introduction

"Email Whitelisting" is a term used to describe the act of allowing an email to reach your inbox. This can be helpful if you want to make sure a sender doesn't go to your Spam folder. These days, whitelisting is typically accomplished by adding the sender to your contact list in whatever email client you are using (there are a few exceptions of course). In this article, I'll give you step-by-step instructions that show how to whitelist a sender.

Step-by-Step Instructions

1. Apple iPhone / iPad

1. Open the email.
2. Tap the sender's name in the From line.
3. On the next screen, tap Create New Contact.
4. Tap Done.

2. Microsoft Outlook 2013

1. Right-click on the email that you would like to add to your safe sender list
2. Hover over Junk and then click the option Never Block Sender.

3. Android

1. Tap to open the email.
2. Tap the icon next to the email address.
3. Tap OK.

4. Apple Mail

1. Right-click on the sender's email address.
2. Select Add to Contacts or Add to VIPs.

5. Gmail

1. Click and drag the email into the Primary tab.
2. Click Yes to confirm

6. Outlook.com (formerly Hotmail)

1. Open the email.
2. Click the Add to contacts link

7. Yahoo! Mail

1. Right-click the email.
2. Select Add Sender to Contacts.
3. Click Save.