

Guide to Adding Us to Your Address Book:

1. Gmail

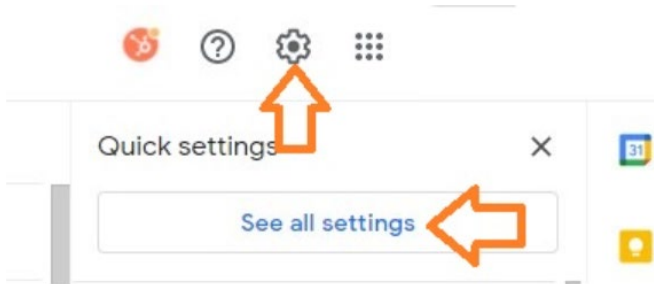
2. Outlook

3. Yahoo

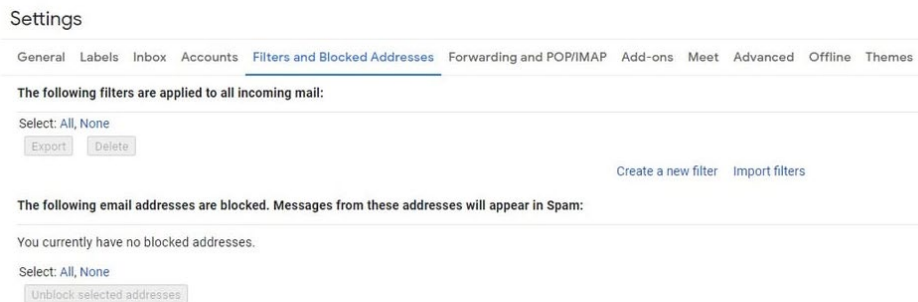
4. AOL

For Gmail:

1. Click the gear icon in Gmail and select "See all settings" from the Quick settings menu.

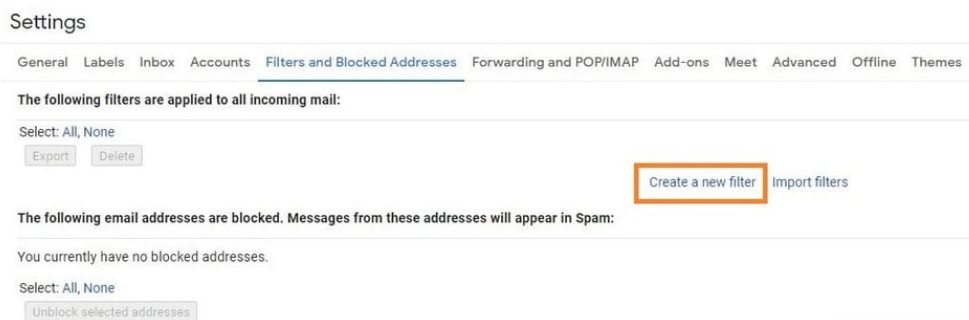


2. Navigate to "Filters and Blocked Addresses" in the top menu.



3. Select "Create a new filter."

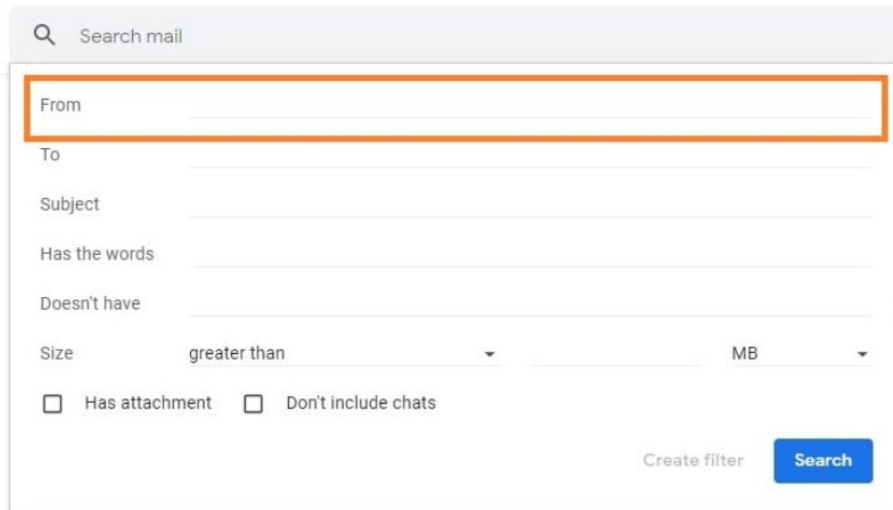
In Gmail, whitelisting an email actually involves creating a filter.



4. Add donotreply_alumni@suss.edu.sg in the "From" field.

The "From" field is where you'll specify what's getting whitelisted. In Gmail, you can specify either a specific email address (e.g. hello@domain.com), or you can whitelist a whole domain by omitting everything before the at symbol (e.g. @domain.com).

The former will whitelist one specific email address while the latter whitelists anyone who is sending emails from that domain.



Search mail

From

To

Subject

Has the words

Doesn't have

Size greater than MB

Has attachment Don't include chats

Create filter Search

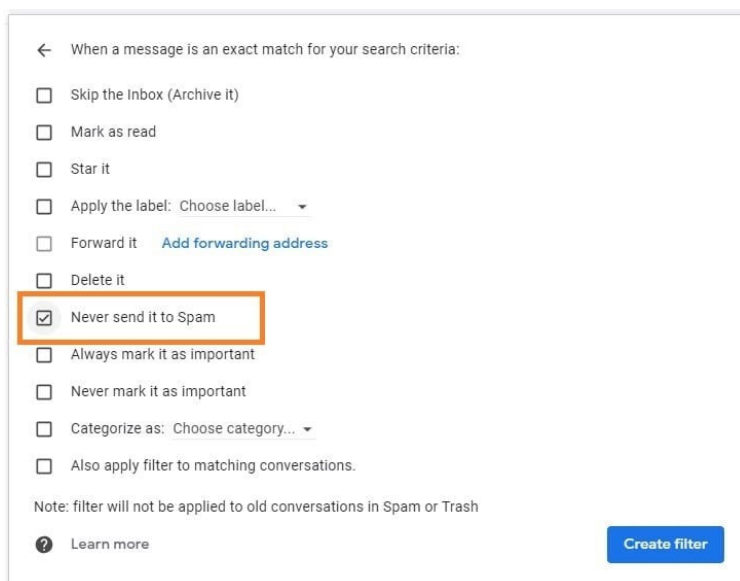
5. Click "Create filter."

From there, you don't need to input any additional information. Simply click the **Create filter** button at the bottom of the window (next to the blue **Search** button).

6. Check "Never send it to Spam" in the checkbox.

Clicking the button brings up a new window. Here's where you'll actually specify that what you're doing is whitelisting. In Gmail, you do this by checking the **Never send it to spam** box.

Doing so will ensure that emails that meet the criteria you specified never end up in Spam or Trash (unless you do so manually).



← When a message is an exact match for your search criteria:

Skip the Inbox (Archive it)

Mark as read

Star it

Apply the label: Choose label...

Forward it [Add forwarding address](#)

Delete it

Never send it to Spam

Always mark it as important

Never mark it as important

Categorize as: Choose category...

Also apply filter to matching conversations.

Note: filter will not be applied to old conversations in Spam or Trash

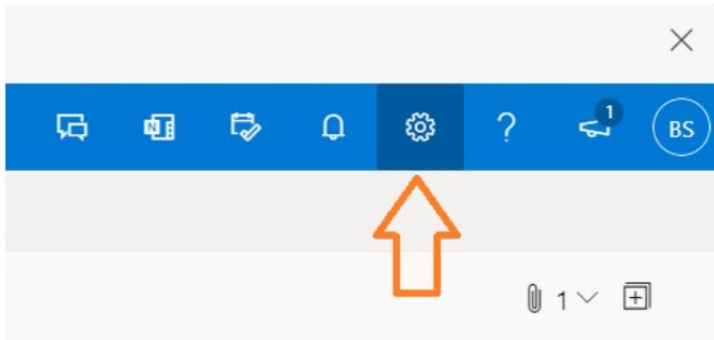
[Learn more](#) Create filter

7. Click "Create filter."

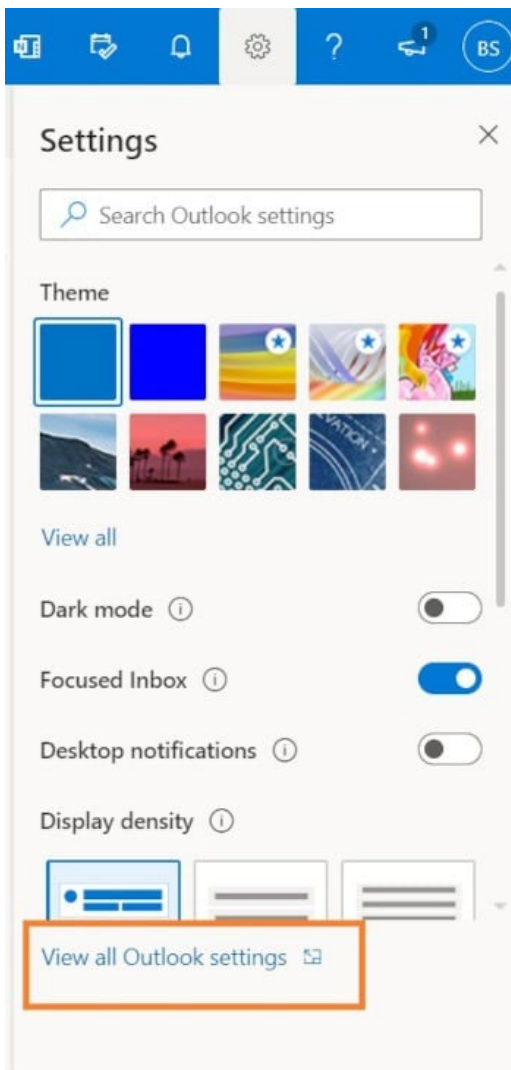
Once this information is specified, you click the "Create filter" button again, and this creates the whitelist within Gmail.

For Outlook:

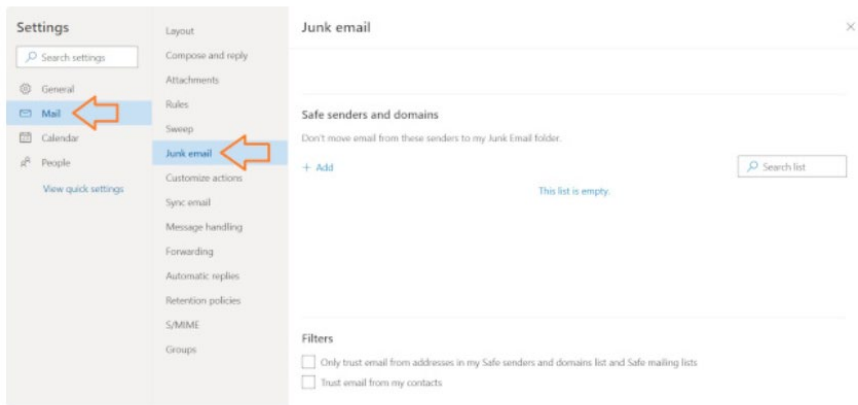
1. Click the gear icon in Outlook and select "View all Outlook settings."



When you select it, a drop-down menu will appear. At the bottom of the drop-down menu, you'll choose **View all Outlook settings**.

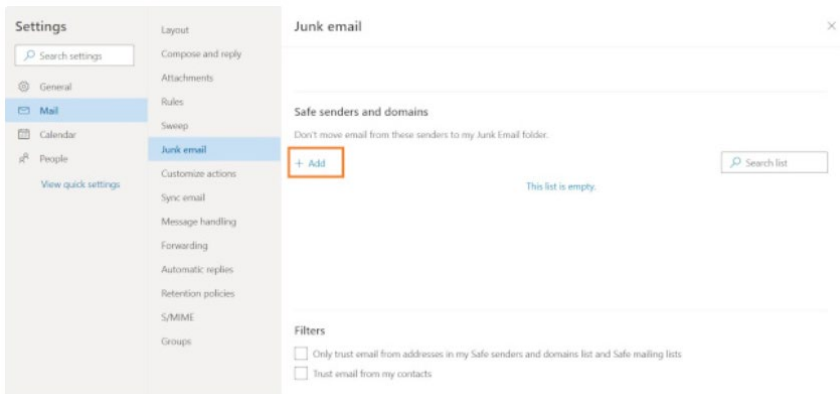


2. Select "Mail" from the settings menu.



3. Choose "Junk email" from the submenu.

4. Click "Add" under "Safe senders and domains."



5. Enter donotreply_alumni@suss.edu.sg that you want whitelisted.

6. Choose "Save."

This will save your whitelist preferences and ensure that emails that fit the criteria don't make it to your junk email folder in Outlook.

For Yahoo:

1. Open Yahoo Mail and log into your account.
2. Navigate to "Settings" then click "More Settings."
3. Select "Filters" and hit "Add" to enter donotreply_alumni@suss.edu.sg.
4. Name the filter and add the email address.
5. Select to send all mail to "Inbox."
6. Save your settings.

For AOL:

1. Log in to your AOL account.
2. Open "Contacts" from the left navigation pane.
3. Click the "New Contact" icon and add donotreply_alumni@suss.edu.sg.
4. Click the "Add Contact" button and you're set.