Guide to Adding Us to Your Address Book:

1. <u>Gmail</u>

- 2. Outlook
- 3. <u>Yahoo</u>
- 4. <u>AOL</u>

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.

General Labels	Inbox	Accounts	Filters and Blocked Addresse	Forwarding and POP/IMAP	Add-ons	Meet	Advanced	Offline	Theme
he following filte	rs are app	plied to all ir	ncoming mail:						
elect: All, None									
and the second									
Export	6					_			
Export Delet	6			1	Create a ne	w filter	Import filter	S	
he following ema	e ail address	ses are bloc	ked. Messages from these addr	esses will appear in Spam:	Create a ne	w filter	Import filter	S	
The following ema	e ail address no blocke	ses are bloc ed addresse	ked. Messages from these addr	esses will appear in Spam:	Create a ne	w filter	Import filter	S	
The following emains of the fo	e ail address no blocke	ses are bloc ed addresse	ked. Messages from these addr s.	esses will appear in Spam:	Create a ne	w filter	Import filter	S	

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.

From				
То	· · · · · · · · · · · · · · · · · · ·			
Subject				
Has the wo	rds			
Doesn't hav	e			
Size	greater than	•	MB	
Has a	ttachment 🔲 Don't include cha	ts		

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	e: filter will not be applied to old conversations in Spam or Trash
0	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.

Settings	Layout	Junk email	×
 Ø Search settings Ø General Mail Calendar R² People Vew quick settings 	Compose and reply Attachments Rules Sweep Andre anall Customize actions Sync email Message handling Forwarding Automatic replies Retention policies	Safe senders and domains Don't move email from these senders to my Junk Email folder. + Add This fist is empty:	,Ø Search list
	S/MIME Groups	Filters Only trust email from addresses in my Safe senders and domains list and Safe mailing lists Trust email from my contacts	

- 3. Choose "Junk email" from the submenu.
- 4. Click "Add" under "Safe senders and domains."

Settings	Layout	Junk email	×
Pearch settings General Mai Calendar A People View quick settings	Compose and reply Attachments Rules Sweep Junk email Customize actions Sync email Message handling Forwarding Automatic replies Retention policies	Safe senders and domains Don't move email from these senders to my Junk Email folder. + Add This list is empty.	P Search list
	Groups	Filters Only trust email from addresses in my Safe senders and domains list and Safe mailing lists Trust email from my contacts	

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.