What is a whitelist email?

A whitelist is a list of approved or safe email addresses to help a spam filter determine whether it should allow delivery. If you want to make sure you receive messages from a certain person or company, you simply need to manually add them as a contact.

As you whitelist, you may want to check your filters and review your block settings

As you walk through the process of whitelisting it can be useful to check your filters. Emails may have automatically been moved to a different folder or accidentally marked as spam/junk or even trash. Service providers handle this differently and may set up a filter without your knowledge.
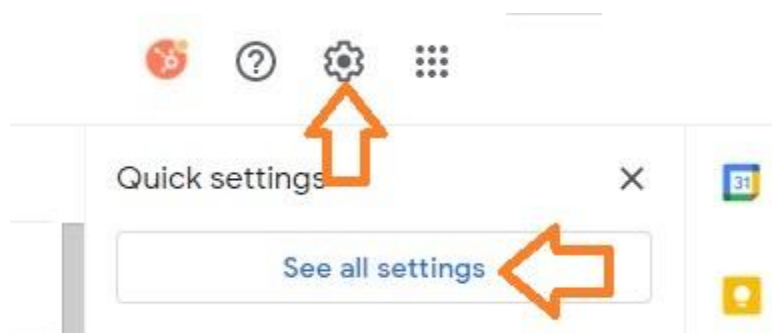
If an email address is blocked, then no messages from that email will make it through to your inbox. As you set up a whitelist, you may want to check your block settings as well.

- Gmail: Go to "Settings" and then "Filters and Blocked Addresses"
- Outlook: Visit your "Junk" folder settings
- Yahoo: Go to "Settings" and then "Security and Privacy".
- AOL: Make sure the option "Block All Senders Except Contacts" under "Mail Settings --> Block Senders" is unchecked. If checked, you will not receive messages from anyone not in your contacts.

How to whitelist an email in Gmail

- Click the gear icon in Gmail and select "See all settings" from the Quick settings menu.
- Navigate to "Filters and Blocked Addresses" in the top menu.
- Select "Create a new filter."
- Add a specific email or a whole domain in the "From" field.
- Click "Create filter."
- Check "Never send it to Spam" in the checkbox.
- Click "Create filter."

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In Gmail, whitelisting an email involves creating a filter.

4. Add a specific email or a whole domain 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 will whitelist anyone who is sending emails from that domain.

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 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).
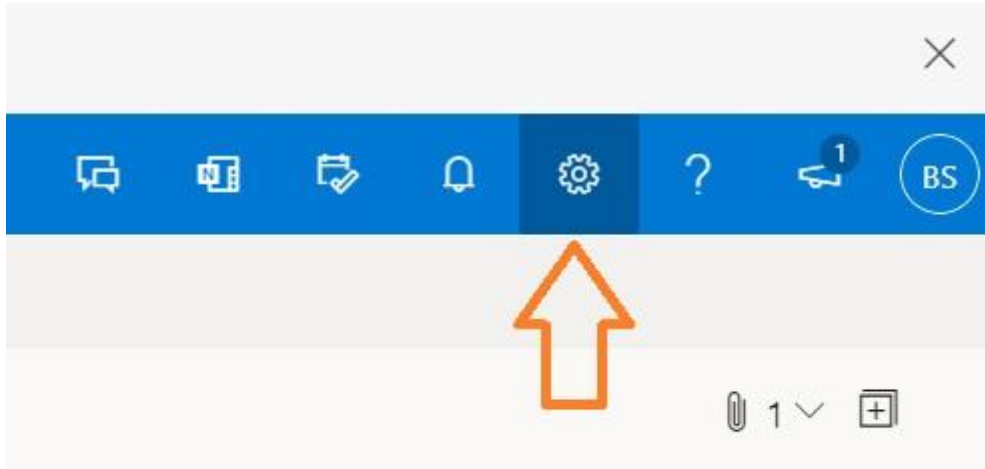
7. Click "Create filter."

Once this information is specified, you click the "Create filter" button again, and this creates the whitelist within Gmail.
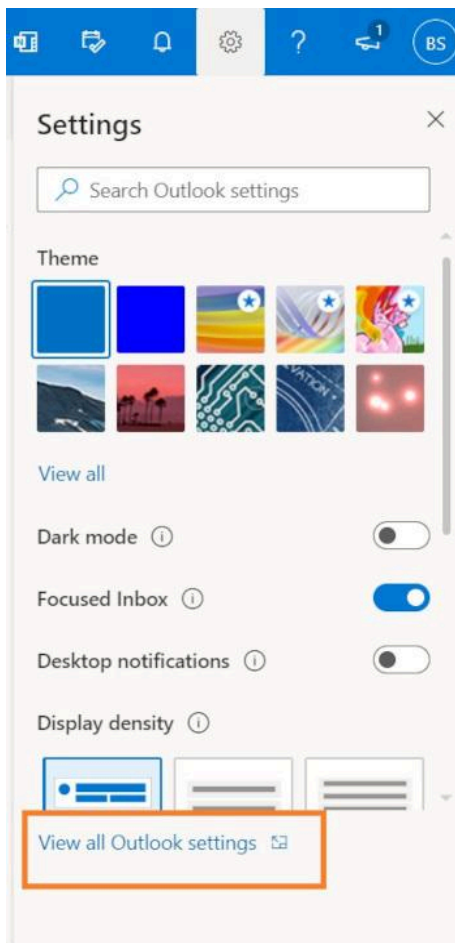
How to whitelist an email in Outlook

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

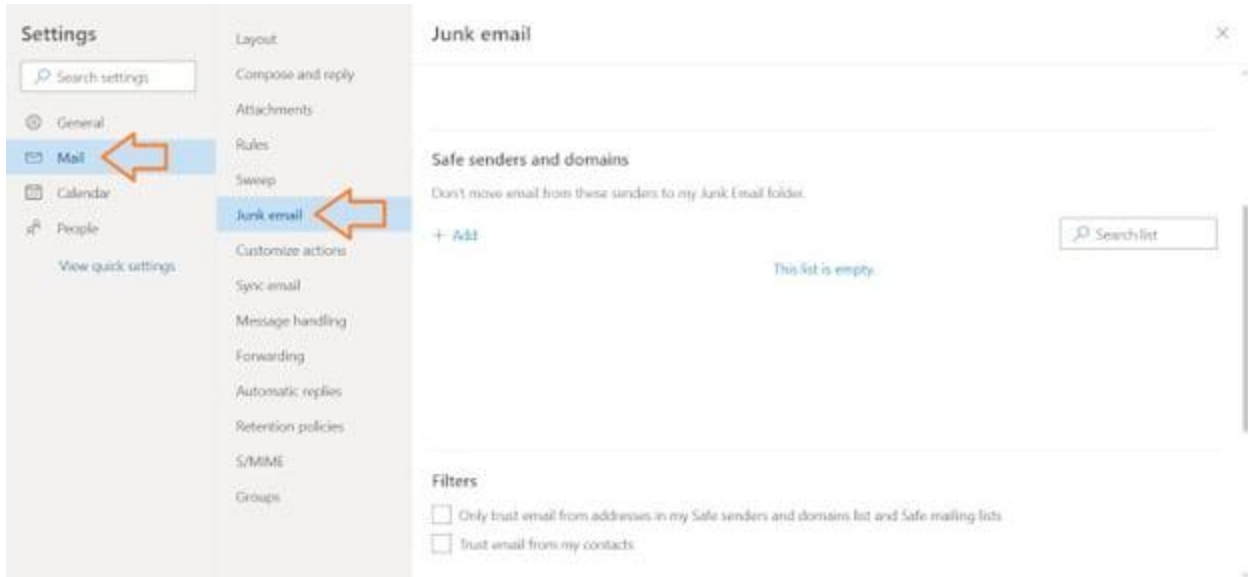1. Click the gear icon in Outlook and select "View all Outlook settings."

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".

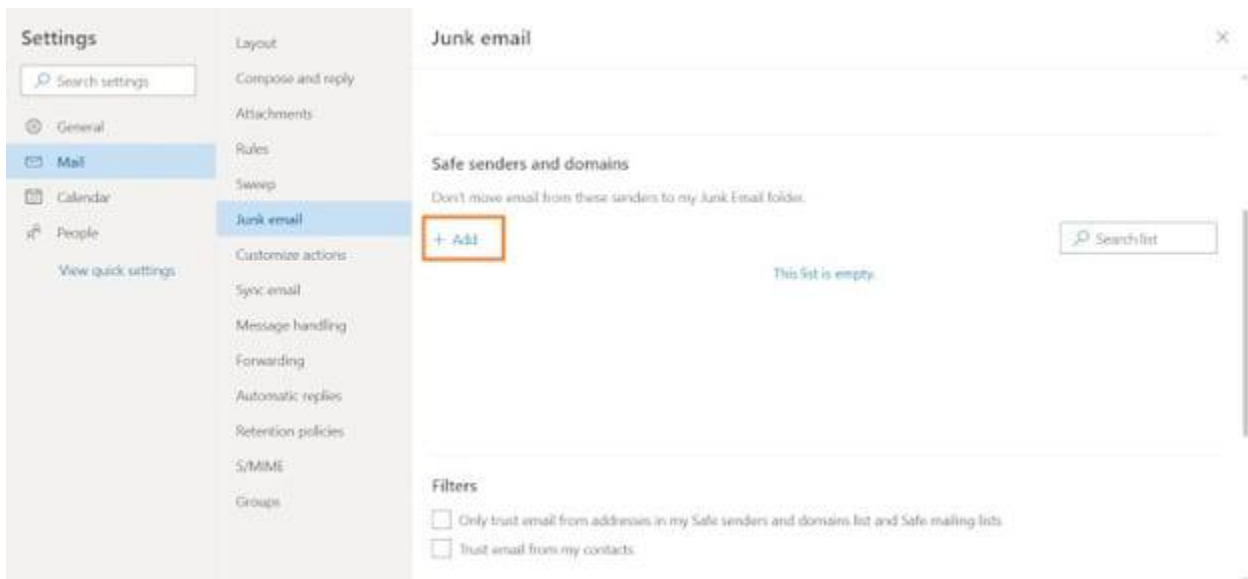2. Select "Mail" from the settings menu.

3. Choose "Junk email" from the submenu.

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

5. Enter the email address 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.

How to whitelist an email in Yahoo

- Open Yahoo Mail and log into your account.
- Navigate to "Settings" then click "More Settings."
- Select "Filters" and hit "Add" to enter the email you'd like to whitelist.
- Name the filter and add the email address.
- Select to send all mail to "Inbox."
- Save your settings.

How to whitelist an email in AOL

- Log in to your AOL account.
- Open "Contacts" from the left navigation pane.
- Click the "New Contact" icon and add the email address.
- Click the "Add Contact" button and you're set.