Whitelist Email Addresses In Gmail

If you expect to receive important emails from a trusted email address it is worth whitelisting the address to make sure that emails won't be accidentally blocked by an overzealous email client."

Here we provide step-by-step instructions on how to do it in Gmail by creating a filter:



1) Login to Gmail, click on the gear icon and select "Settings":



Matches: from:(hello@bigtoewebdesign.co.uk) subject:(A Customer has contacted Big Toe) Do this: Never send it to Spam Matches: from:(invitations@linkedin.com)	edit	delete
Matches: from:(invitations@linkedin.com)		
Do this: Delete it	edit	delete
Select: All, None Export Delete <u>Create anew filter</u> Import filters		

4) Add the email address that you want to whitelist to the "From" field. Here we added <u>monitor@downtimemonkey.com</u> to make sure that we never miss a 'website down' alert:

From	monitor@downtimemonkey.com	
То		
Subject		
includes the wo	rds	
Doesn't have		
Size	greater than 🝷	MB 🔻
🗌 Has attach	nment 🔲 Don't include chats	
	Create filter	Search
	40	

5) Check the "Never send to spam" box and click "Create Filter". The email address will now be whitelisted!

♀ from:(monitor@downtimemonkey.com) ×	
← When a message arrives that matches this search:	2
Skip the Inbox (Archive it)	22
Mark as read	×
Star it	!5
Apply the label: Choose label 🝷	
□ Forward it to: Choose an address ▼ add forwarding address	v
Delete it	ĺ
Never send it to Spam	F
Always mark it as important	v
Never mark it as important	1
Categorise as: Choose category	v
Also apply filter to matching conversations.	×.
Note: filter will not be applied to old conversations in Spam or Bin	v
Learn more Create filter	Ł
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Whitelisting A Whole Domain

In 'Step 4' we whitelisted a single email address. It's also possible to whitelist all emails from a domain.

By adding @downtimemonkey.com to the "From" field instead of <u>monitor@downtimemonkey.com</u> we would whitelist every email address belonging to downtimemonkey.com.

Whitelisting Multiple Email Addresses

To whitelist more than one email address simply add each email address separated by the pipe symbol. For example, "<u>monitor@downtimemonkey.com</u>] <u>verify@downtimemonkey.com</u>".

The pipe symbol is a vertical bar '|' that can be added with shift and backslash on most keyboards.