

# How to Whitelist an Email Address

## Gmail

How to whitelist an email address with Gmail

Sign in to your account at [Gmail.com](https://www.google.com) and do the following.

### Add the address to your contacts

Add the **email address** that is sending you email (support@billingdoc.net) to your Gmail Contacts. Google will usually deliver email from addresses that are in your Contacts.

### Mark messages as 'Not spam'

If Gmail has marked emails you wish to whitelist as spam, tell Gmail the emails are not spam.

1. In Gmail, navigate to the spam folder.
2. Search for emails containing the domain you wish to whitelist (billingdoc.net).
3. Select all the emails shown.
4. Click **More** and then **Not spam**.

### Create a filter for the address

Create a filter to tell Google to whitelist email from a domain or online group.

1. Click the cog icon in the top-right corner, and then **Settings**
2. Click on **Filters** and then **Create a new filter**
3. **Either**
  - o enter the **domain** of the email you want to whitelist in the **From** field **or**
  - o enter the **email address** of the online group you want to whitelist in the **To** field
4. Click **Create filter with this search**
5. In the box headed **When a message arrives that matches this search** select **Never send it to spam**
6. Click the **Create filter** button



Filter

From

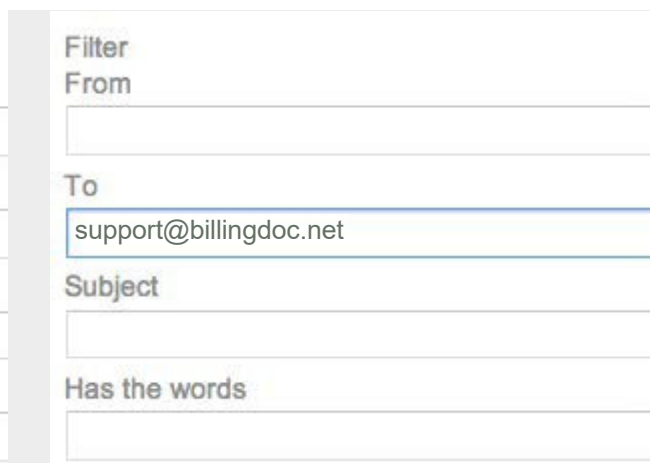
billingdoc.net

To

Subject

Has the words

To whitelist all email from a domain, enter the domain in the From field



Filter

From

To

support@billingdoc.net

Subject

Has the words

To whitelist an online group, enter the group email address in the To field

## Tips:

- Do not enter email addresses in both the **From** and **To** fields as Gmail will only filter in emails that meet both criteria
- In both the **From** and **To** fields, you can enter either a specific email address or an entire domain
- To enter multiple domains in each field separate them with OR as in “onlinegroups.net OR groups.yahoo.com”

## Outlook (Windows Live Mail, Hotmail, MSN Mail)

### How to whitelist an email address with Outlook.com

For Outlook.com, Windows Live Mail, Hotmail and MSN Mail, sign in to your account at [Outlook.com](https://outlook.com) and do the following.

### Add the address to your contacts

Add the **email address** that is sending you email (support@billingdoc.net) to your Outlook.com Contacts. Outlook.com will usually deliver email from addresses that are in your Contacts.

### Add the address to your safe senders

1. Click the cog icon in the top-right corner and then **More mail settings**
2. Select **Safe and blocked senders** and then **Safe senders**
3. Add the **domain** of the email you want to whitelist to the list of **Safe senders**
4. Return to **Safe and blocked senders** and then select **Safe mailing lists**
5. Add the **email address** of the **online group** you want to whitelist to the list of **Safe mailing lists**

Safe senders and domains:	Safe mailing lists:
@billingdoc.net	support@billingdoc.net
To whitelist all email from a domain, add the domain to the list of safe senders	To whitelist an online group, add the group address to the list of safe mailing lists

## Tips:

- In both the **Safe senders** and **Safe mailing lists**, you can enter either a specific email address or an entire domain
- In both the **Safe senders** and **Safe mailing lists**, you can enter multiple domains or email addresses

## Yahoo

### How to whitelist an email address with Yahoo! Mail

Sign in to your account at [Yahoo! Mail](#) and do the following.

### Add the address to your contacts

Add the **email address** that is sending you email (support@billingdoc.net) to your Yahoo! Mail Contacts. Yahoo! will usually deliver email from addresses that are in your Contacts.

### Create a filter for the address

1. Mouse over the Settings menu icon and select **Settings**
2. Click **Filters** and then **Add**
3. Enter a **Filter Name**
4. **Either**
  - o enter the **domain** of the email you want to whitelist in the **Sender** field, **or**
  - o enter the **email address** of the **online group** you want to whitelist in the **Recipient** field
5. Select **Inbox** as the folder to deliver the email to
6. Click **Save** and then click **Save** again

billingdoc.net	
Sender	Match
Contains	billingdoc.net
Recipient	Match
Contains	
Subject	Match
Contains	

To whitelist all email from a domain, enter the domain in the Sender field

### Tips:

- Do not enter email addresses in both the **Sender** and **Recipient** fields as Yahoo! Mail will only filter in emails that meet both criteria
- In both the **Sender** and **Recipient** fields, you can enter either a specific email address or an entire domain
- Create a new filter for each domain or email address you want to whitelist

## Apple iCloud

### How to whitelist an email address with Apple iCloud

Sign in to your account at [Apple iCloud](#) and do the following.

## Add the address to your contacts

When you add a sender's email address to your contacts, it tells iCloud you want to receive email from that sender. This method does not guarantee messages from the desired sender won't be sent to the junk folder, but it's an easy way to make it more likely the desired email will arrive in your inbox.

1. In Contacts on iCloud.com, select the Add (+) button in the sidebar, then choose New Contact
2. Enter information for the new contact, especially the contact's sending email address (support@billingdoc.net).
3. Select Done

## Mark email as not junk

If a desired email message was sent to your junk folder, you can mark it as "not junk" so that any future messages from the same sender go to your inbox:

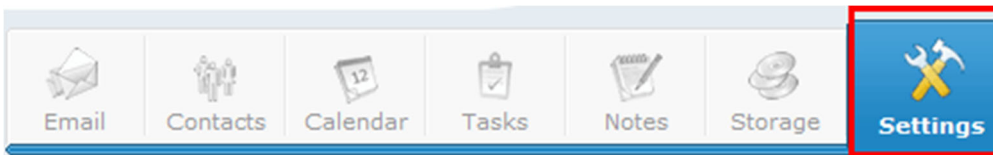
- On your iPhone, iPad, or iPod touch with iOS 7 or later
  1. Open the Mail app
  2. Open the message in the Junk folder
  3. Tap the folder icon at the bottom
  4. Tap Inbox to move the message
- On your Mac
  1. Open the Mail app
  2. Select the desired message
  3. Select the Not Junk button in the Mail toolbar or drag the message to the Inbox in the sidebar
- At iCloud.com
  1. In Mail on iCloud.com, click the Junk folder in the sidebar.
  2. (If you don't see the sidebar, see Show or hide the sidebar in Mail on iCloud.com)
  3. Select the message
  4. Select Not Junk in the notification bar at the top of the message window or drag the message to the Inbox in the sidebar

If you notice that multiple email messages are being delayed, bounced, or not delivered, contact iCloud Support. Make sure to check your Junk folder for email messages that were incorrectly marked as junk mail. To check your Junk folder at iCloud.com, choose the Mail application and click the Junk folder in the sidebar. Email messages in the Junk folder are automatically deleted after 30 days.

## [Inbox.com](#)

How to whitelist an email address with inbox.com

1. Select the "Settings" tab and "Black/White List" option in left menu.



**Settings**

**Email options**

- General settings
- Autoresponder
- Sort rules
- Spam options
- Black/White list**

**My Account**

- Account settings

**Settings overview**

**Email options**

<b><u>General settings</u></b>	Common options of your email account, including name, reply-to address, time settings, and composing emails and automatic replies.
<b><u>Autoresponder</u></b>	Set up your answering machine with automatic replies.
<b><u>Sort rules</u></b>	The rules to be applied automatically to any selected folder.
<b><u>Spam options</u></b>	Set up your the spam filtering.
<b><u>Black/White list</u></b>	Block or approve emails from selected internet domains.

2. Type in the email address (support@billingdoc.net) and click on the "Approve (whitelist)" button.

**Email: Black/White list**

**Block/Approve:**  [add multiple](#)

*Hint: Type an email address, mail list address or a domain name.*

this is email address of a mailing list