

Adding senders of legitimate emails to your Whitelist/Approved/Safe Senders list

In order to help ensure proper delivery of emails to your inbox, you can add senders of legitimate emails to your Whitelist, also called the Approved or Safe Sender list. Click below to view instructions on how to do whitelist emails for several popular Internet Service Providers and email companies.

This guide is designed to help you keep emails from being moved to the spam folder.



AOL Mail

1. Click Contacts in the right toolbar.
 2. Click Add Contact.
 3. Enter white list email address and additional information if you wish.
 4. Click Add Contact button in the popup to finish.
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Comcast

1. Click Preferences from the menu.
 2. Click Restrict Incoming Email.
 3. Click Yes to Enable Email Controls.
 4. Click Allow email from addresses listed below.
 5. Enter white list email address you want to whitelist.
 6. Click Add.
 7. Click Update to finish.
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Earthlink

1. Click Address Book.
 2. Click Add Contact.
 4. Save white list email address as a contact.
 5. Click save.
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Gmail

1. Open an email from the sender that you want to whitelist.
 2. Click on the little down-pointing-triangle-arrow next to "reply."
 3. Click Add white list email address to contacts list to finish.
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Apple Mail

1. Click white list email address in the header of the message you're viewing.
2. Click Add to finish.



NetZero

1. Click the Address Book tab on the top menu bar.
2. Click Contacts.
3. Click Add Contact.
4. Enter white list email address and additional information if you wish.
5. Click Save to finish.



Yahoo! Mail

1. Open the email message from the sender you want to add to your address book.
2. Click Add to contacts next to white list email address.
3. On the Add Contact popup, add additional information if needed.
4. Click Save to finish.



Windows Live Hotmail

1. Open an email from the sender that you want to whitelist.
2. Click Add to contacts next to white list email address to finish.



Microsoft Outlook 2003

1. Open the email message from the sender you want to add to your address book.
2. Right-click Click here to download images in the grey bar at the top of the message.
3. Click Add Sender to Senders Safe List to finish.



Outlook 2007

1. Right-click on the email you received (in the list of emails).
2. Click Junk E-mail.
3. Click Add Sender to Safe Senders List to finish.



Outlook 2010

1. Click the Home tab.
2. Click Junk.
3. Click Junk E-mail Options.
4. Click Safe Senders.
5. Click Add.
6. Enter white list email address and additional information if you wish.
7. Click OK to finish.



Mac Mail

1. Click Address Book .
2. Click File.
3. Click New Card.
4. Enter white list email address and additional information if you wish. .
5. Click Edit to finish



Mozilla Thunderbird for PC

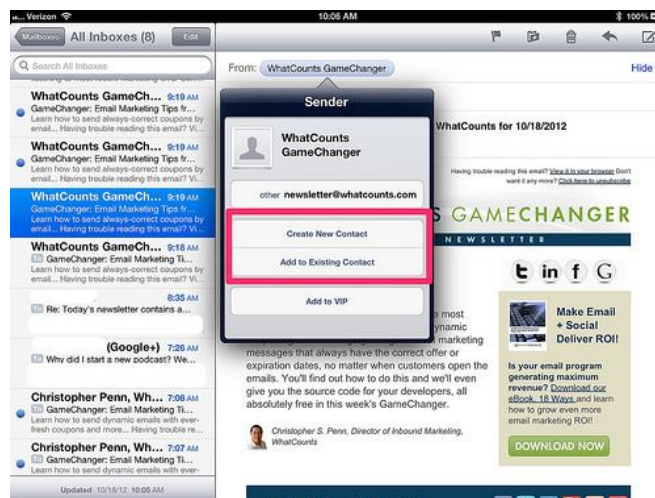
1. Click Address Book.
2. Make sure Personal Address Book is highlighted.
3. Click New Card. This will launch a New Card window that has 3 tabs: Contact, Address & Other.
4. Under Contact, enter white list email address and additional information if you wish.
5. Click OK to finish.

Mozilla Thunderbird for Mac

1. Click Address Book.
2. Make sure Personal Address Book is highlighted.
3. Click New Card. This will launch a New Card window that has 3 tabs: Contact, Address & Other.
4. Under Contact, enter white list email address and additional information if you wish.
5. Click OK to finish

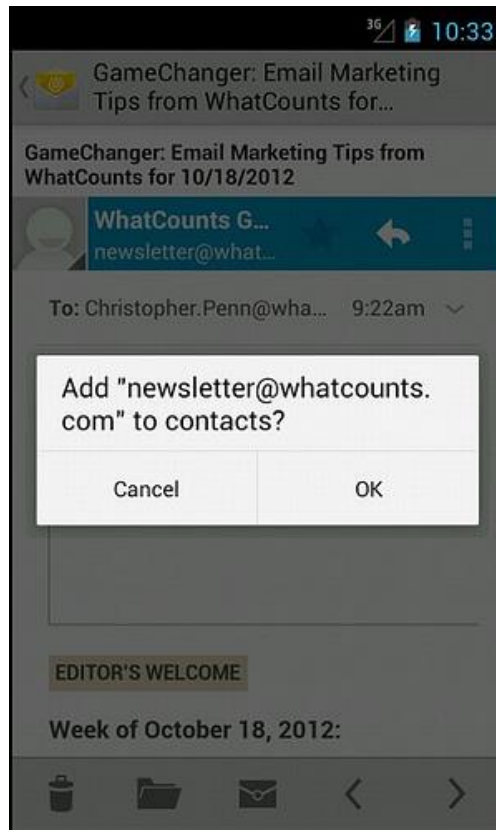


iOS Devices – iPad, iPhone, iPod Touch 1. On any message, tap the sender and add to either a new contact or an existing contact:





- Android Devices – Samsung, Google Nexus, others**1. In the default email client, touch the picture of the sender.
2. Click OK to add to contacts.



Taken from <http://www.whatcounts.com/how-to-whitelist-emails/>