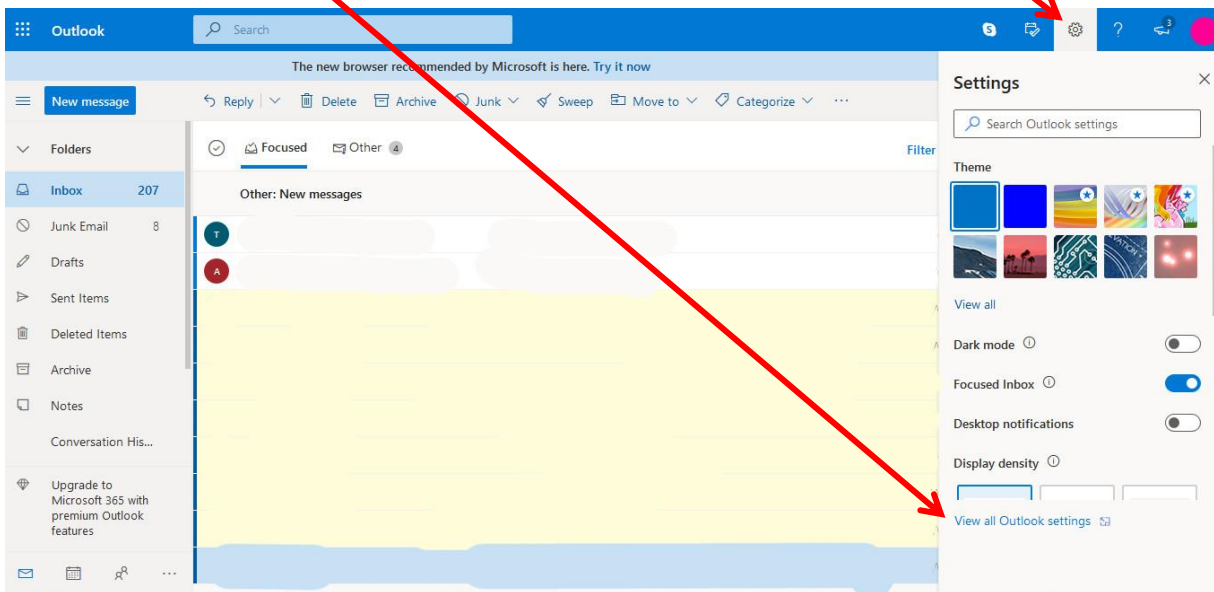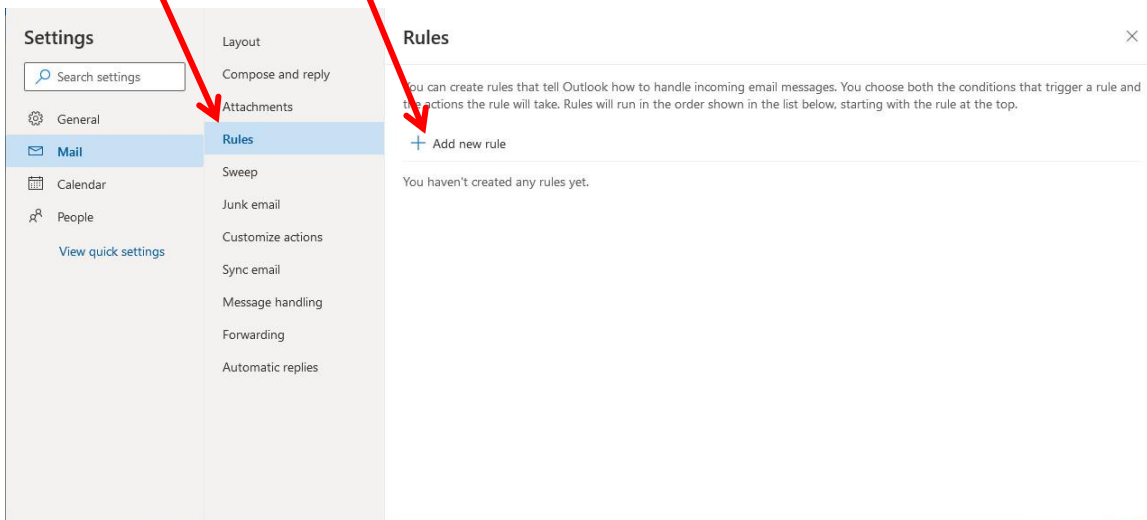# How to whitelist our email addresses in Outlook.com (webmail)

After logging into your Outlook.com email account, click on the **Settings** icon and then select **View all Outlook settings**

Select **Rules** then **Add new rule**

Give the rule a **Name** of your choice

Choose **From**

Add our **email addresses** (there are **FOUR** email addresses to be added which are listed below)

Choose **Move to**

Select **Inbox**

Click **Save**

Our FOUR email addresses to be added to the rule are:

admin@sjellisaccountants.com.au
business@sjellisaccountants.com.au
finplanning@thura.com.au
steve.ellis6@gmail.com

This completes the process of adding our email addresses to the rule. You can now click out of this area.

Following the steps above should ensure that our emails go straight to your Inbox, not your Junk folder.