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

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Settings	Layout	Rules
✓ Search settings	Compose and reply	ou can create rules that tell Outlook how to handle incoming email messages. You choose both the conditions that trigger a rule an
General General	Attachments	t pactions the rule will take. Rules will run in the order shown in the list below, starting with the rule at the top.
🗠 Mail	Rules	+ Add new rule
 Calendar R^R People View quick settings 	Sweep Junk email Customize actions Sync email Message handling Forwarding Automatic replies	You haven't created any rules yet.

Rules ×	Give the rule a Name of your choice
SJ Ellis whitelist	Choose From
2 Add a condition From V Admin@sjellisaccountants.com.au X	Add our email addresses (there are FOUR email addresses to be added which are listed below)
Add another condition	Choose Move to
Add an action Move to	Select Inbox
Add another action Add an exception	
Save	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.