# How to whitelist our email addresses in Gmail

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Compose	□- C :	1-50 of 183 < > Quick s	ettings × 🗊
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★ Starred		DENSITY	
<ul> <li>Important</li> <li>Sent</li> </ul>		<ul> <li>Det</li> </ul>	fault
Drafts	1	○ co	mfortable +
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Start a meeting		THEME	View all
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Chat	+ □ ☆ ⊃	INBOX TY De	PE fault
No recent chats		© Cu	stomize
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After logging into your Gmail account, click on the Settings icon then select See all settings

### From the Settings menu, click on Filters and Blocked Addresses

4	Compose		Settings		\$
-			General Labels Inbox	Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons Chat Advanced	
-	Inbox	31	Offline Themes		
$\star$	Starred		Longuaga	Owell diseless learning as Faciliate (10)	
G	Snoozed		Language.	Change language settings for other Google products	
	Important			Show all language options	

## Click on Create a new filter

+	Compose		Settings	\$
			General Labels Theox Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons Chat Advanced	
	Inbox	31	Offline Themes	
*	Starred			
C	Snoozed		The following filters are applied to all incoming mail:	
-	Important		Select: All, None Export Delete	
>	Sent			
	Drafts	1	Create a new inter import inters	
• •	Categories		i ne ioliowing email addresses are blocked, messages from these addresses will appear in Spam:	

In the **From** line, enter our TWO domains and our Gmail address, separated by the "pipe" symbol, which is a vertical bar that looks like this | and is added by pressing the shift and backslash keys.

1

Our domains and email address to add are: @sjellisaccountants.com.au @thura.com.au steve.ellis6@gmail.com

### Alternatively, copy and paste the following line into From and click Create filter

From	@sjellisaccountants.co	m.au @thura.com.au steve.elli	s6@gmail.com	
То	h (1996) (1997) a shi na shi na binin donlar donlar bina binin ni boʻn don dana bina b			
10				
Subject				
Has the words				
Doesn't have				
Size	greater than	•	МВ	
☐ Has attach	nment 🔲 Don't inclu	ide chats		

#### In the next menu, tick the Never send it to Spam box and then click Create filter

Q	from:(@sjellisaccountants.com.au @thura.com.au steve.ellis6@gmail.com)	×
÷	When a message arrives that matches this search:	
	Skip the Inbox (Archive it)	
	Mark as read	
	Star it	
	Apply the label: Choose label 👻	
	Forward it add forwarding address	
	Defete it	
	Never send it to Spam	
	Always mark it as important	
	Never mark it as important	
	Categorize as: Choose category	
	Also apply filter to <b>11</b> matching conversations.	
Note	e: filter will not be applied to old conversations in Spam or Trash	
0	Learn more C	reate filter

This completes the process for creating the message filter, you can now return to your Inbox.

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