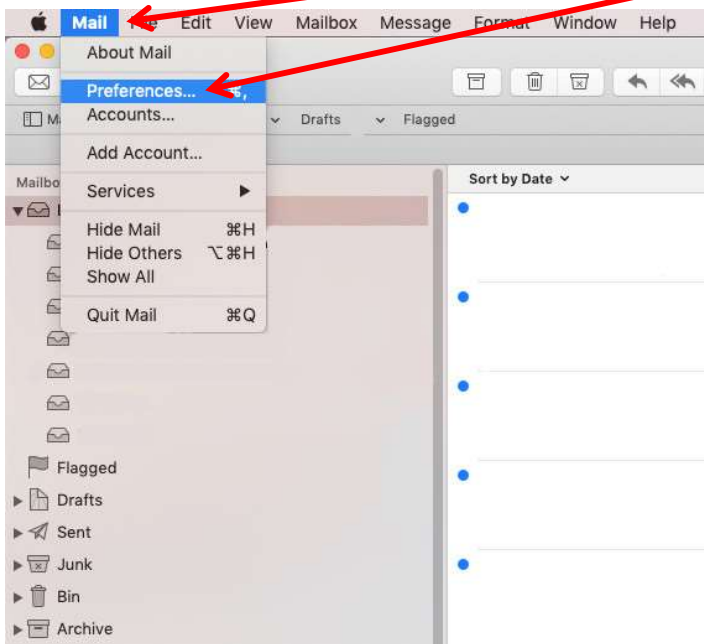
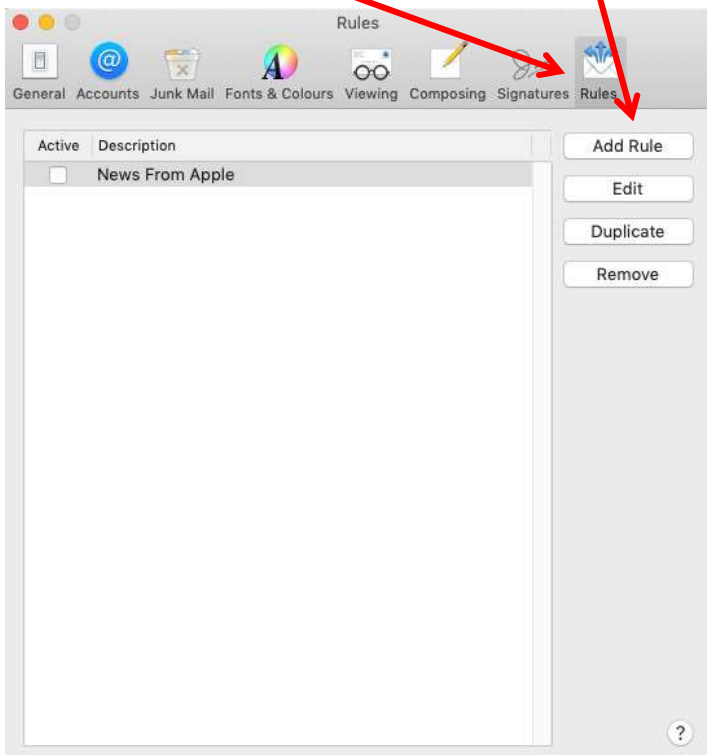


How to whitelist our email addresses in Apple Mail (desktop program)

From the Apple Mail top menu, click **Mail** then select **Preferences**



Click on the **Rules** tab then click on **Add Rule**



Enter a **Description** of your choice (such as SJ Ellis whitelist)

Description: sj ellis whitelist

If any of the following conditions are met:

From ends with @sjellisaccountant

Perform the following actions:

Move Message to mailbox: Inbox

Select **any**
Select **From**
Select **ends with**

Enter our domain
@sjellisaccountants.com.au in the
text box

Then

Description: sj ellis whitelist

If any of the following conditions are met:

From ends with @sjellisaccountant

From ends with @thura.com.au

Perform the following actions:

Move Message to mailbox: Inbox

Click on the **+** button to add
another line.

Enter
@thura.com.au into the second
text box (ensuring **From** and **ends
with** are selected in the dropdown
menus)

Next

Description: sj ellis whitelist

If any of the following conditions are met:

From ends with @sjellisaccountant

From ends with @thura.com.au

From contains steve.ellis6@gmail

Perform the following actions:

Move Message to mailbox: Inbox

Click on the **+** button again to add
another line

Enter **steve.ellis6@gmail.com** into
this text box.

Select **contains** from this
dropdown menu

In "Perform the following actions", select **Move Message** and **Inbox** in the two dropdowns. Click **OK**

Description: sj ellis whitelist

If any of the following conditions are met:

From ends with @sjellisaccountant

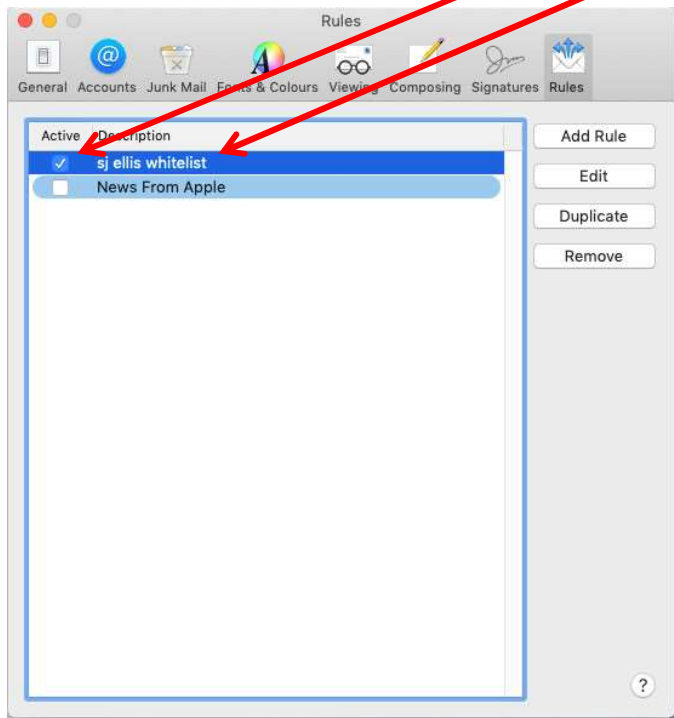
From ends with @thura.com.au

From contains steve.ellis6@gmail

Perform the following actions:

Move Message to mailbox: Inbox

Finally, click and drag the rule you just created to the top (or close to the top) of the list of rules and ensure the tick box to the left of the rule is ticked.



This completes the process of setting up a rule for our emails. You can now close the Rules menu.

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