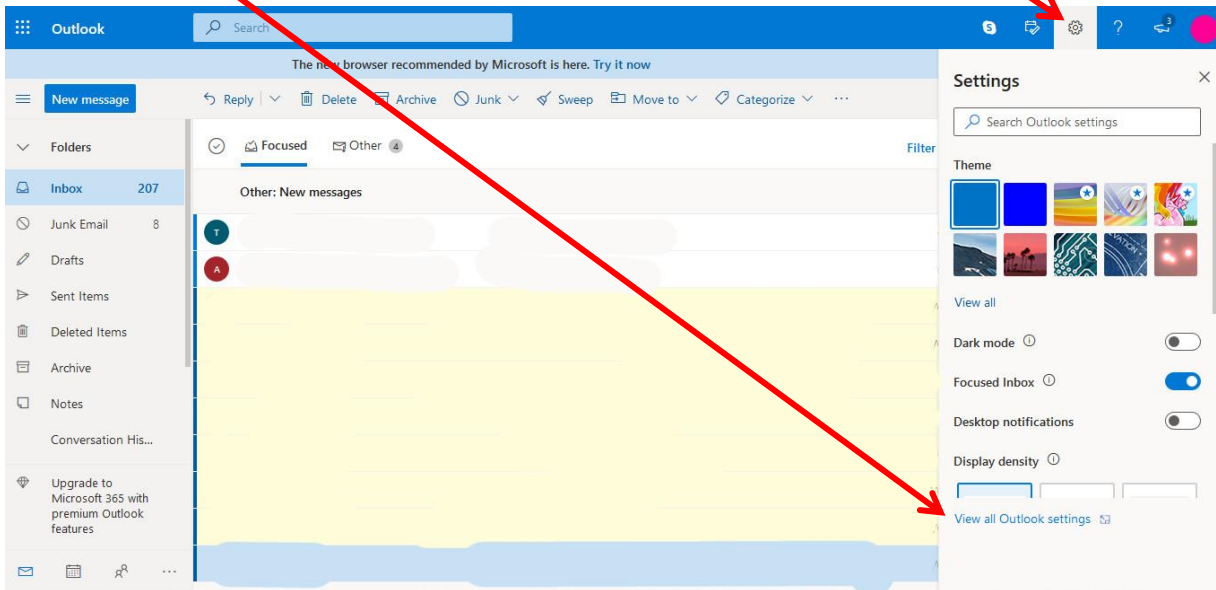
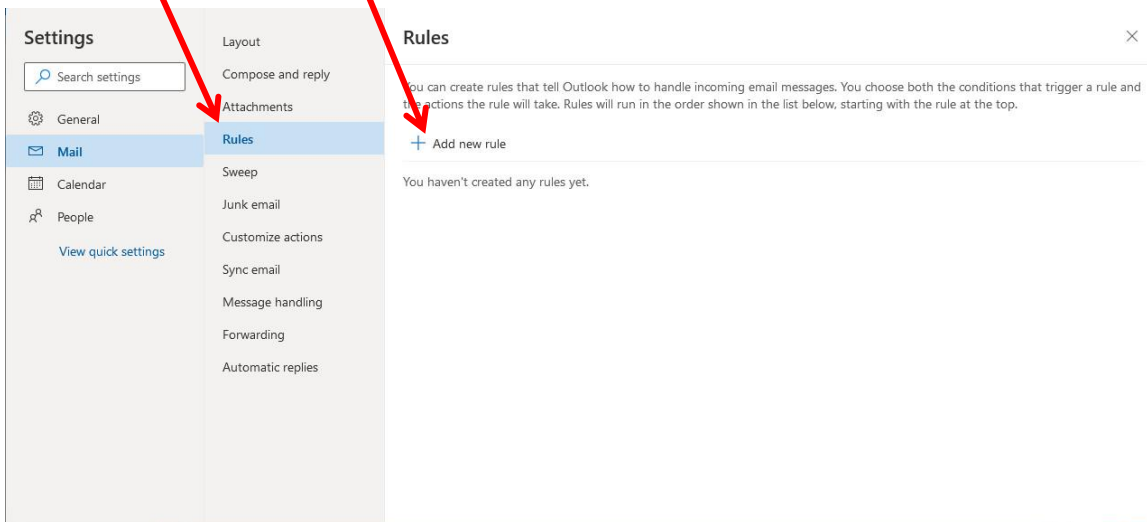


# How to whitelist our email addresses in Live Mail

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



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



**Rules**

✓ SJ Ellis whitelist

2 Add a condition

From

admin@sjellisaccountants.com.au

Add another condition

✓ Add an action

Move to

Inbox

Add another action

Add an exception

Save Discard

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](mailto:admin@sjellisaccountants.com.au)  
[business@sjellisaccountants.com.au](mailto:business@sjellisaccountants.com.au)  
[finplanning@thura.com.au](mailto:finplanning@thura.com.au)  
[steve.ellis6@gmail.com](mailto: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.