

## How to Whitelist or Add Email Addresses To Your Safe Sender List

You can allow mail from specific email addresses to safely come into your inbox without it being placed in your junk or spam folder by whitelisting email addresses within your email client or Internet security software and adding email addresses to a safe senders list. Each program has different steps to do this. The sources for this guide are [SubAssistant](#) and [White List Guide](#).

### AOL

1. First, find messages from SubAssistant and then mark them as **Not Spam**
2. Open your mailbox
3. In the left panel, click **Spam**
4. If you find the email from SubAssistant, click the box next to it, and then above your messages, click **NOT SPAM**

### AT&T Web Email

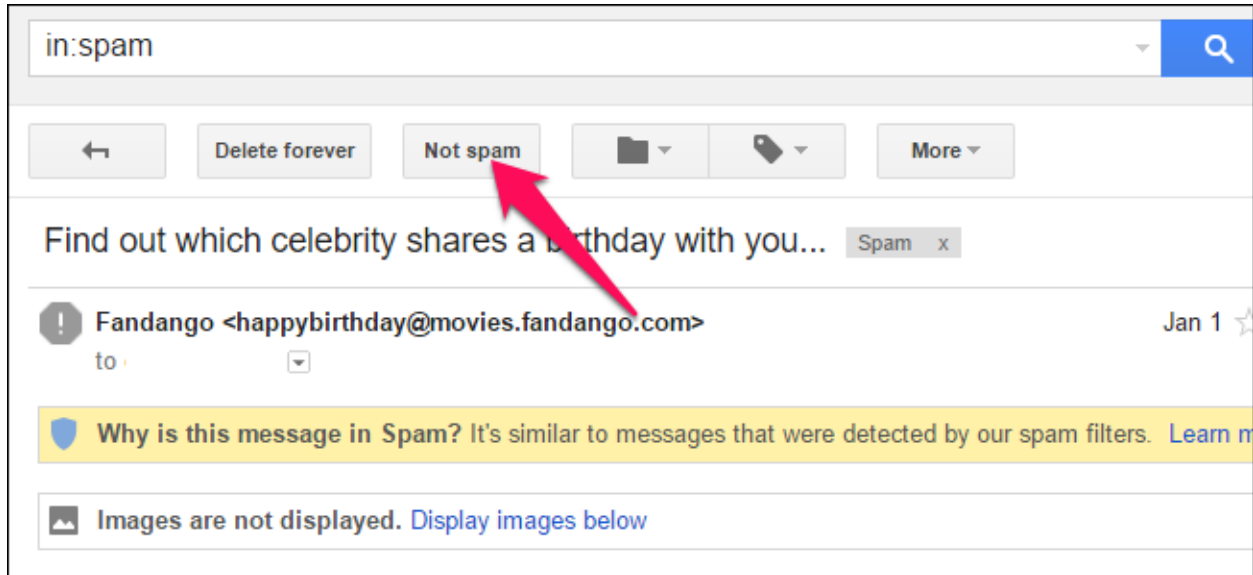
1. Open your mailbox
2. Select **Options** on the top right hand side > **Mail Options** > **Filters** > **Add Filter**
3. Select **Filters**
4. Click "Add Filter"
5. In the top row, labeled From Header, select contains from the pull-down menu. Enter the address in the text box next to the pull-down menu  
**Example:** You can either give a specific email address or use @xxxxx.com or \*xxxxx.com to whitelist the domain (replace the xxxxx with the domain name)
6. Move down to the bottom where there is the option to **Move** the message to.  
Select **Inbox** from the drop-down menu
7. Select the **Add Filter** button once again

### iCloud

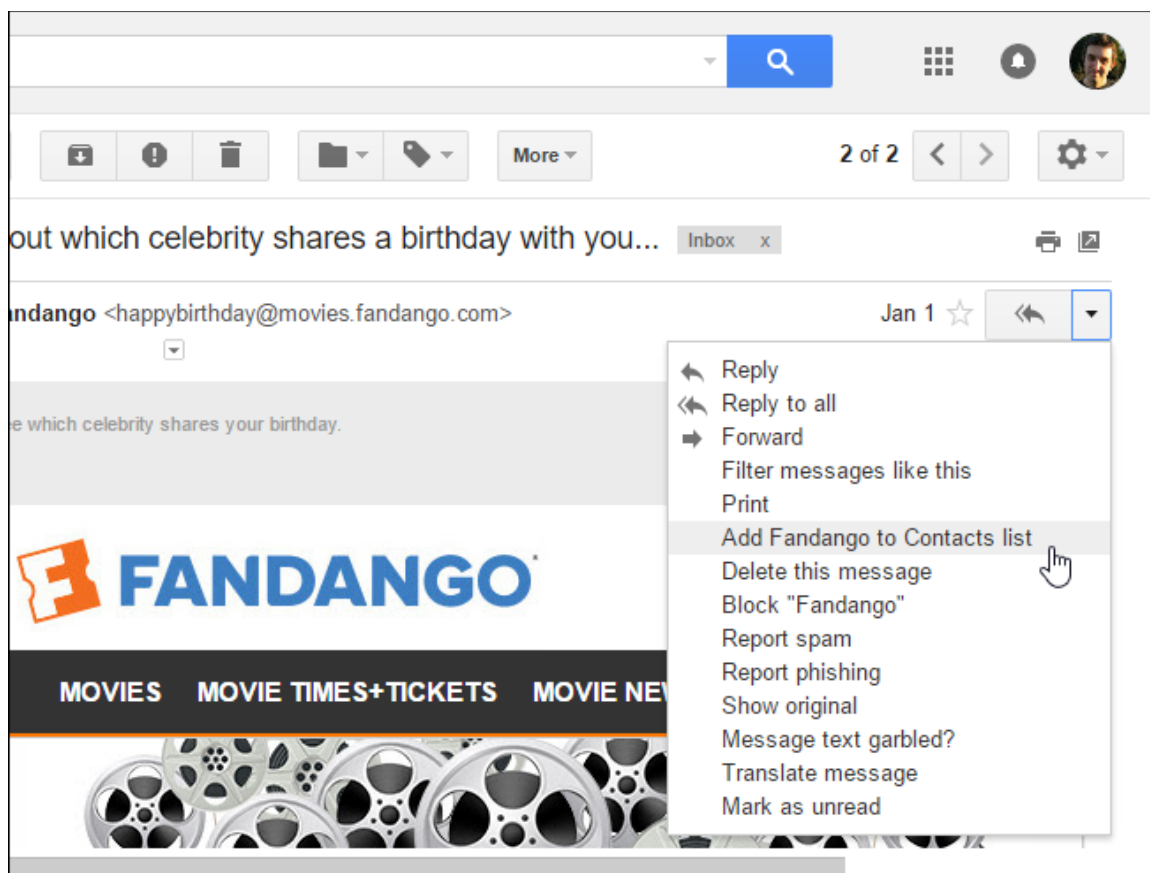
- On your iPhone, iPad, or iPod touch with iOS 7 or later, open the message in the Junk folder, tap the folder icon at the bottom, then tap Inbox to move the message.
- On your Mac, select the message and click the Not Junk button in the Mail toolbar. Or just drag the message to the Inbox in the sidebar.
- At iCloud.com, select the message, then click Not Junk in the notification bar at the top of the message window. Or just drag the message to the Inbox in the sidebar.

## Gmail

In Gmail, open the email that was sent to spam. If you haven't removed it from your Spam folder yet, click the "Not Spam" button at the top of the email.



Also, you add that sender to your contacts. To do this, click the menu button at the top right corner of the email and select "Add [Name] to Contacts list".

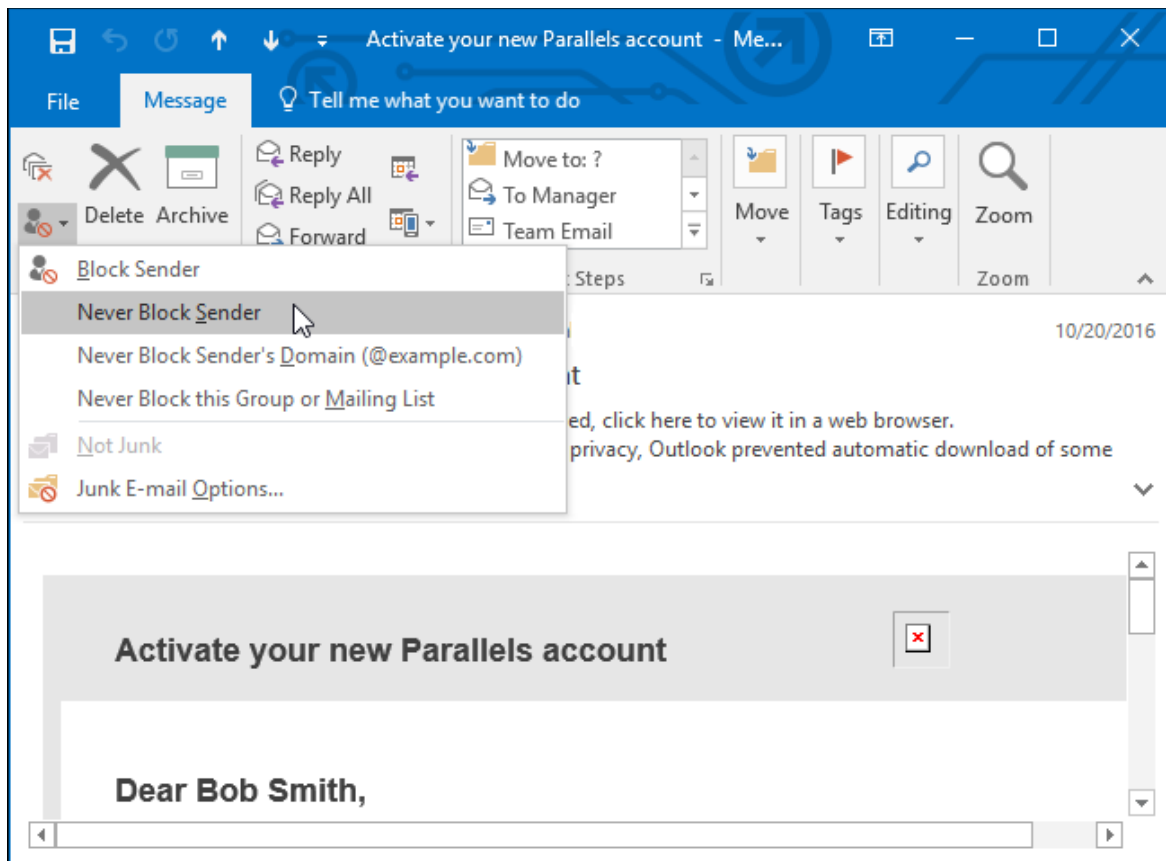


## Mozilla Thunderbird

1. Check if your contact's email is in your Junk folder, right-click on the email and choose "Mark As Not Junk"
2. Click **Address Book**
3. Make sure that the Personal Address Book is highlighted
4. Click **New Card**, the New Card window will display
5. Under the **Contact** tab, copy your contact's "From" address and paste it into the Email dialog box
6. Click **OK**

## Microsoft Outlook

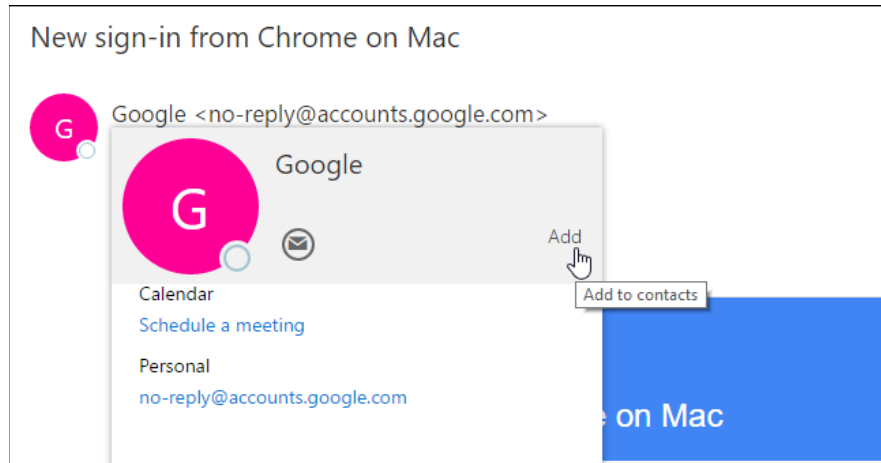
In the Microsoft Outlook desktop program (not to be confused with Outlook.com, described below), there's a special option that prevents emails from getting marked as spam. Click the "Junk" button in the Delete section on the ribbon and select "Never Block Sender".



## Outlook.com (Formerly Hotmail)

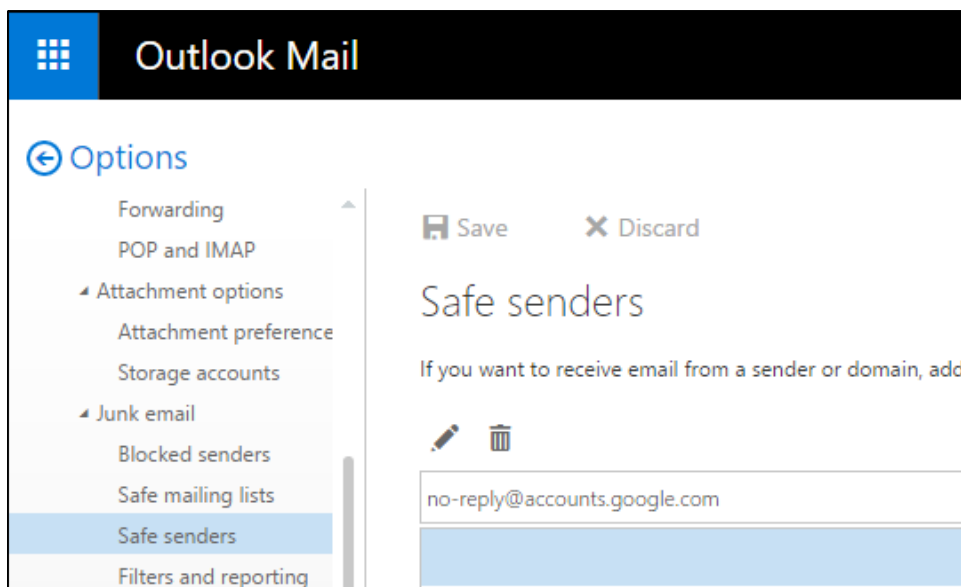
Outlook.com considers emails from your contacts to be important, so you can simply add an email address to your contacts and emails from that sender shouldn't be marked as spam in the future.

To do this, click an email from that sender and locate the sender's email address at the top of the email. Click it and then click the "Add" button. Enter whatever information you want for the contact and then click "Save" to add the email address to your contacts.



While Outlook.com will prioritize emails from your contacts, it may still send them to spam if they look unusually spammy. If emails continue getting sent to your spam even after you add the email address to your contacts, you can completely override the spam filter with the "Safe Senders" list.

To do so, click the gear menu at the top right corner of the Outlook.com website and then click "Options". Click the "Safe Senders" option under Junk Email and add the sender's email address to the list here.



## Yahoo

In Yahoo! Mail, add a sender to your contacts and its emails won't get sent to spam in the future.

To do so, open an email from that sender, click the sender's email address at the top of the email, mouse over the "..." menu at the bottom of the popup, and click "Add to contacts". Enter whatever information you want for the contact and click "Save".

