


## How to Whitelist our emails in Gmail

1. While logged into Gmail, click the Gear  in the top right of the browser window.
2. Select **"See all settings"** from "Quick Settings" menu.
3. Below the "Settings" title select **"Filters and Blocked Addresses"** should be 5<sup>th</sup> option.

### Settings

General   Labels   Inbox   Accounts and Import   **Filters and Blocked Addresses**   Forwarding and POP/IMAP   Add-ons   Chat and Meet   Advanced   Offline   Themes

4. Select "Create a New Filter".

### Settings

General   Labels   Inbox   Accounts and Import   **Filters and Blocked Addresses**   Forwarding and POP/IMAP   Add-ons   Chat and Meet   Advanced   Offline   Themes

The following filters are applied to all incoming mail:

Select: [All](#), [None](#)

[Export](#)

[Delete](#)

4

**Create a new filter**   [Import filters](#)

5. In the **"From"** field enter **@canadorecollege.ca** , then click **"Create Filter"**

From   **@canadorecollege.ca**

To

Subject

Has the words

Doesn't have

Size

greater than

MB



Has attachment



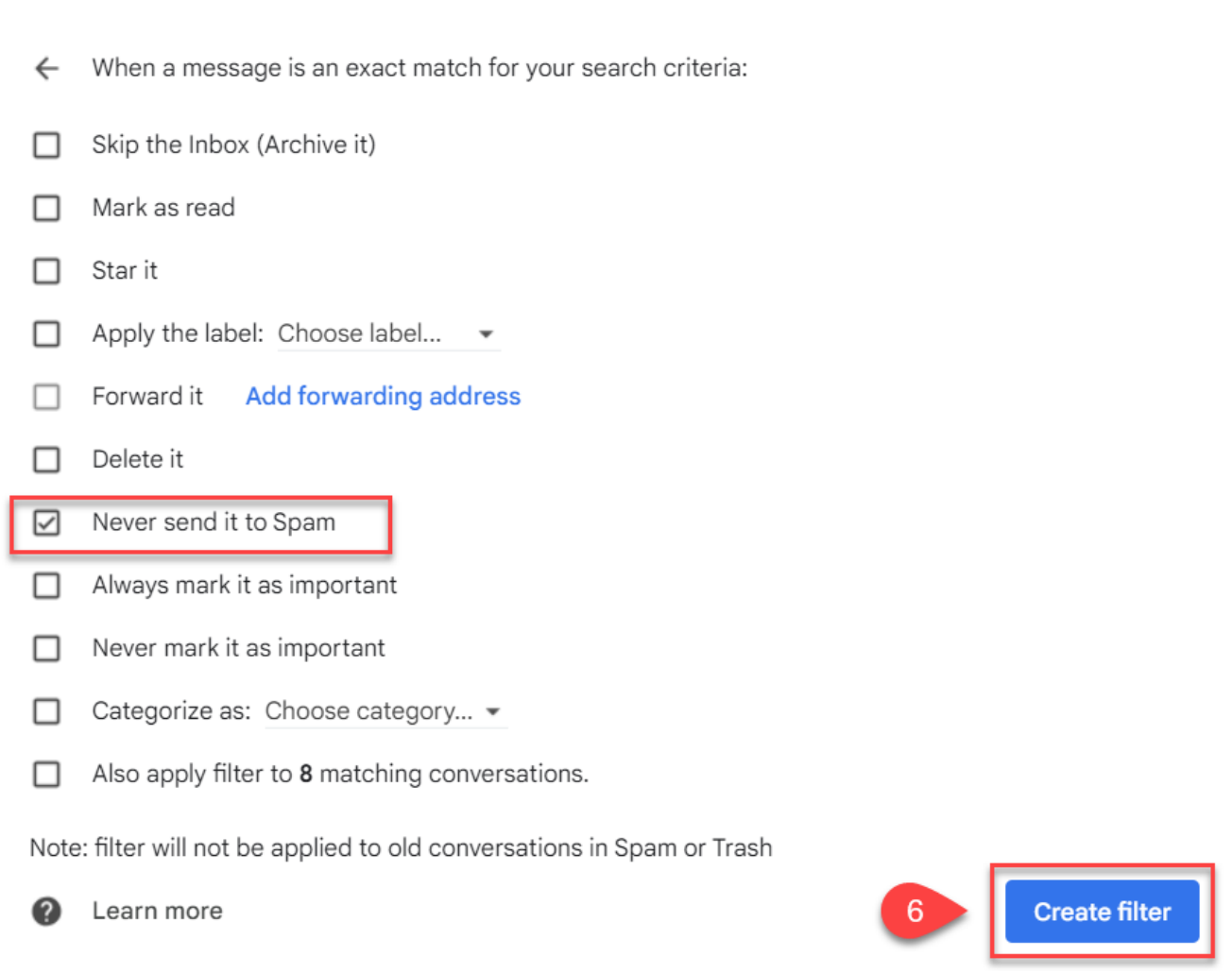
Don't include chats

5

**Create filter**

[Search](#)

6. Checkmark “**Never send it to Spam**”, then click create filter.



← When a message is an exact match for your search criteria:

- ☐ Skip the Inbox (Archive it)
- ☐ Mark as read
- ☐ Star it
- ☐ Apply the label: [Choose label...](#) ▼
- ☐ Forward it [Add forwarding address](#)
- ☐ Delete it
- ☒ **Never send it to Spam**
- ☐ Always mark it as important
- ☐ Never mark it as important
- ☐ Categorize as: [Choose category...](#) ▼
- ☐ Also apply filter to **8** matching conversations.


Note: filter will not be applied to old conversations in Spam or Trash

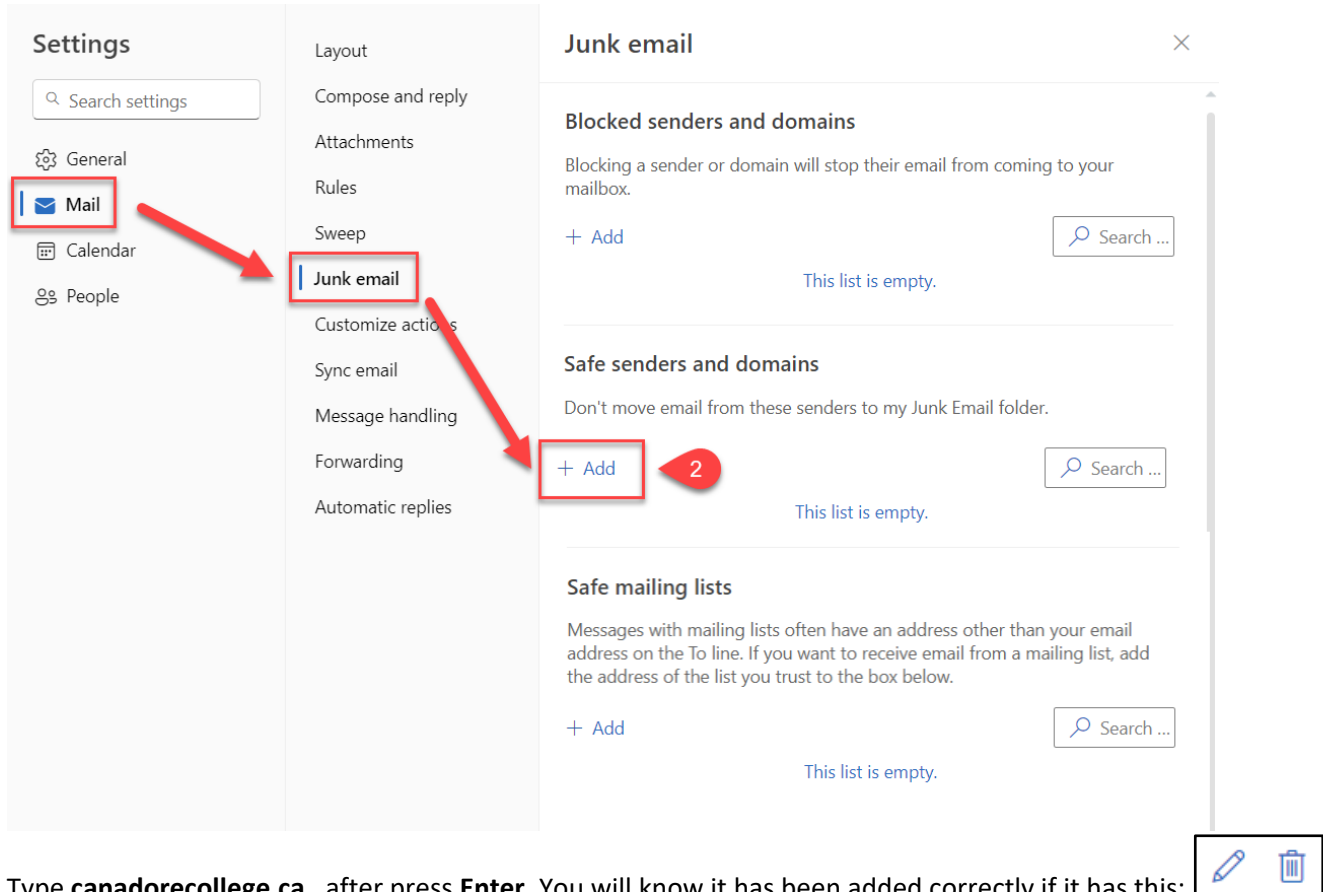
[? Learn more](#)

**6** [Create filter](#)

You will know the filter was completed successfully if it shows on the list and you received the “Your filter was created.” Prompt in the bottom left corner.

## How to Whitelist our emails in Outlook.com (includes Live.com, Hotmail.com)

- While logged into Outlook.com, click the gear icon  in the top right of the browser window.
  - You may need to also select "View all Outlook Settings".
- Select "**Mail**", then "**Junk Email**", under the "**Safe senders and domains**" select "+ Add".



The screenshot shows the Outlook.com settings interface. On the left, the 'Settings' pane is open with 'Mail' selected. In the 'Mail' sub-menu, 'Junk email' is highlighted. A red arrow points from 'Mail' to 'Junk email', and another red arrow points from 'Junk email' to the '+ Add' button under the 'Safe senders and domains' section. A red circle with the number '2' is next to the '+ Add' button. The right pane shows the 'Junk email' settings, including 'Blocked senders and domains', 'Safe senders and domains', and 'Safe mailing lists'. Each section has a '+ Add' button and a search box. A small icon with a pencil and trash can is visible in the bottom right corner of the settings pane.

- Type **canadorecollege.ca** , after press **Enter**. You will know it has been added correctly if it has this:

### Safe senders and domains

Don't move email from these senders to my Junk Email folder.

+ Add

Search ...

canadorecollege.ca

### Safe mailing lists

Messages with mailing lists often have an address other than your email address on the To line. If you want to receive email from a mailing list, add the address of the list you trust to the box below.

+ Add

Search ...

This list is empty.