Email Address Whitelisting 🔗

"Email Whitelisting" is used to describe the act of allowing an email to reach your inbox. This is helpful if you want to make sure a certain business' email doesn't go to your spam folder. Whitelisting is typically accomplished by adding the sender to your contact list in your email client. In this article, I'll give you step-by-step instructions that show how to whitelist a sender.

Below you'll find step-by-step instructions to whitelist a sender in common email clients and providers.

Apple iPhone / iPad

1. Open the email.
2. Tap the sender's name in the From line.
3. On the next screen, tap Create New Contact.
4. Tap Done.

Microsoft Outlook 2013

1. Right-click on the email that you would like to add to your safe sender list
2. Hover over Junk and then click the option Never Block Sender.

Android

1. Tap to open the email.
2. Tap the icon next to the email address.
3. Tap OK.

Apple Mail

1. Right-click on the sender's email address.
2. Select Add to Contacts or Add to VIPs.

Gmail

1. Click and drag the email into the Primary tab.
2. Click Yes to confirm

Outlook.com (formerly Hotmail)

1. Open the email.

2. Click the Add to contacts link

Yahoo! Mail

1. Right-click the email.
2. Select Add Sender to Contacts.
3. Click Save.