

# How to whitelist an email address with Yahoo

## Add the address to your contacts

Add the **email address** that is sending you email (eg support@onlinegroups.net) to your Yahoo! Mail Contacts. Yahoo! will usually deliver email from addresses that are in your Contacts.

## Create a filter for the address

1. Mouse over the Settings menu icon and select **Settings**
2. Click **Filters** and then **Add**
3. Enter a **Filter Name**
4. **Either**
  - o enter the **domain** of the email you want to whitelist in the **Sender** field, **or**
  - o enter the **email address** of the group you want to whitelist in the **Recipient** field
5. Select **Inbox** as the folder to deliver the email to
6. Click **Save** and then click **Save** again

To whitelist all email from a domain, enter the domain in the Sender field

OnlineGroups.net	
Sender	Match
Contains	onlinegroups.net
Recipient	Match
Contains	
Subject	Match
Contains	

@wcs.edu  
@wcs.parentlink.net

To whitelist an online group, enter the group email address in the Recipient field

OnlineGroups.net Administrators	
Sender	Match
Contains	
Recipient	Match
Contains	ogn_admins@onlinegroups.net
Subject	Match
Contains	

noreply@wcs.edu  
YOUR PRINCIPAL'S EMAIL  
YOUR ASSISTANT PRINCIPAL'S EMAIL  
YOUR ATTENDANCE SECRETARY'S EMAIL

- Do not enter email addresses in both the Sender and Recipient fields as Yahoo! Mail will only filter in emails that meet both criteria
- In both the Sender and Recipient fields, you can enter either a specific email address or an entire domain
- Create a new filter for each domain or email address you want to whitelist