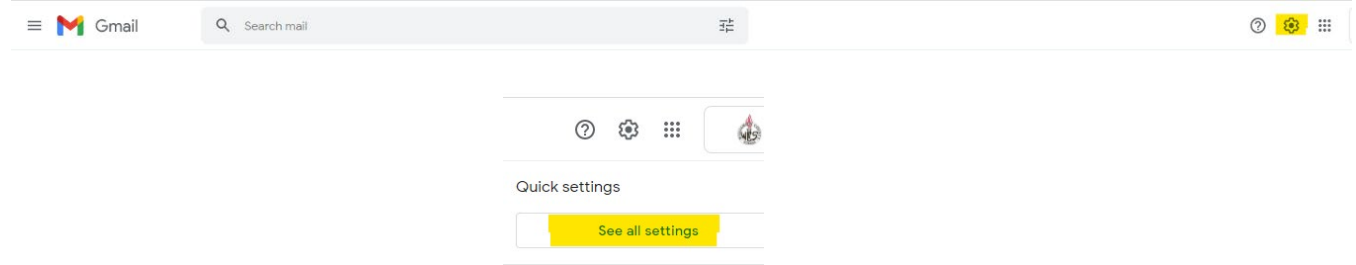
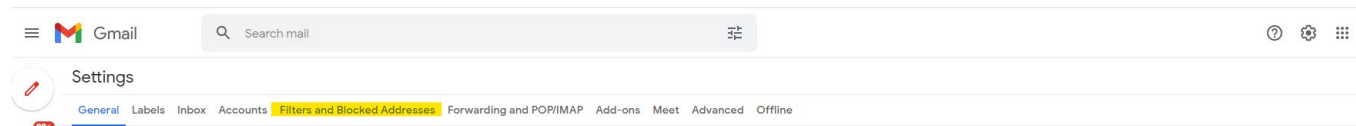


# Whitelisting domains and email addresses in Gmail.

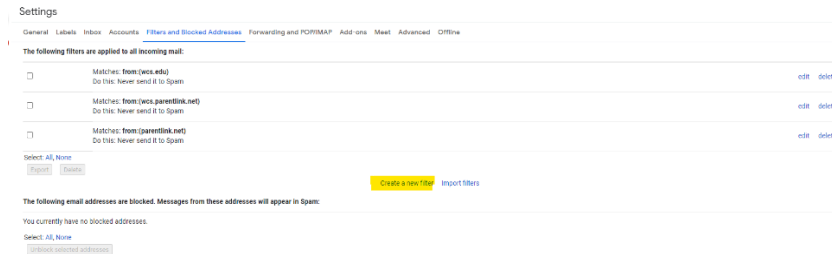
Open your Gmail account and go to the cog in the upper right corner and click on cog



## Click on Filters and Blocked Addresses



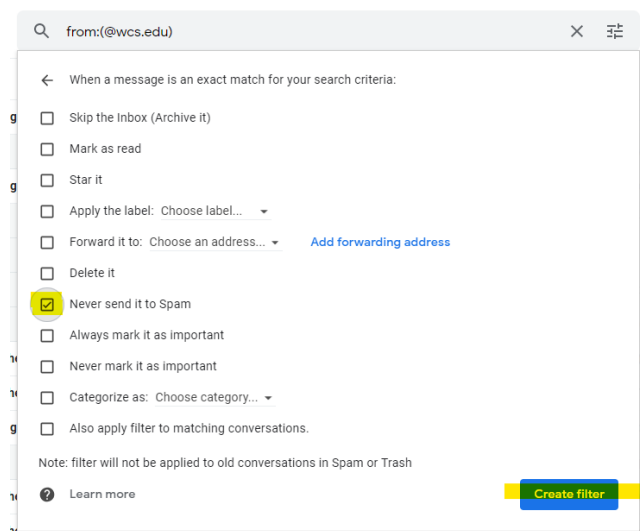
## Click on Create a new Filter and enter:



@wcs.edu  
@wcs.parentlink.net

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

## Choose Never Send it to Spam and click on Create Filter



# How to whitelist an email address with Outlook

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

## Add the address to your safe senders

1. Click the cog icon in the top-right corner and then **More mail settings**
2. Select **Safe and blocked senders** and then **Safe senders**
3. Add add the **domain** of the email you want to whitelist to the list of **Safe senders**
4. Return to **Safe and blocked senders** and then select **Safe mailing lists**
5. Add the **email address** of the [group](#) you want to whitelist to the list of **Safe mailing lists**

To whitelist all email from a domain, add the domain to the list of safe senders

### Safe senders and domains:

@onlinegroups.net (example)

@wcs.edu

@wcs.parentlink.net

To whitelist an online group, add the group address to the list of safe mailing lists

### Safe mailing lists:

ogn\_admins@onlinegroups.net (example)

noreply@wcs.edu

YOUR PRINCIPAL'S EMAIL

YOUR ASSISTANT PRINCIPAL'S EMAIL

YOUR ATTENDANCE SECRETARY'S EMAIL

# 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

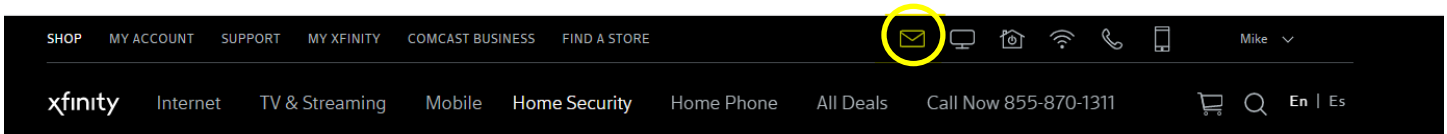
OnlineGroups.net Administrators	
Sender	Match
Contains	
Recipient	Match
Contains	ogn_admins@onlinegroups.net
Subject	Match
Contains	

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

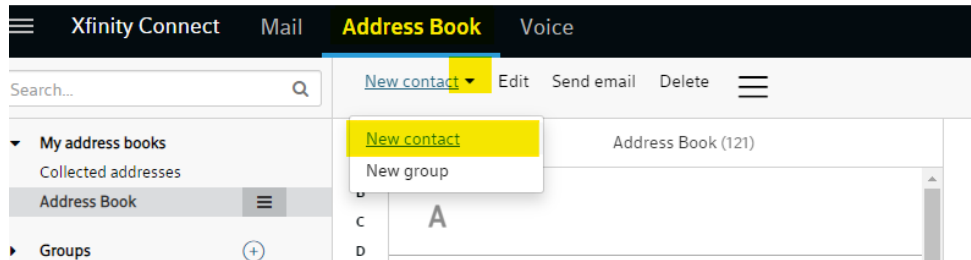
- Do not enter email addresses in both the Sender and Recipient fields as Yahoo! Mail will only filter in emails that meet both criteria
- In both the Sender and Recipient fields, you can enter either a specific email address or an entire domain
- Create a new filter for each domain or email address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

# Whitelisting Directions for Comcast email users.

Log in to Comcast email account. Click on the envelope icon.



Click on Address Book. Then click on New Contact drop down and choose New Contact.



A new contact for each email you are whitelisting will be needed. We recommend entering in the Email 1 space `noreply@wcs.edu`; and your principal's, assistant principal's, and attendance secretary's email addresses. Additionally, a broad domain capture by entering `@wcs.edu` and `@wcs.parentlink.net`. Remember to hit Save for each entry.

