

Whitelist Addresses or Domains in Gmail

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Before You Start

You might need one or more of the following before you can complete this task:

- An active Gmail account
- An email address or domain you want to receive mail from

Spam, Junk and Whitelists

Email providers (Gmail, O365) have spam filters that try to ensure untrustworthy, or possibly malicious, email doesn't make its way to your Inbox. Gmail provides basic spam filtering that will automatically move suspicious mail to your spam folder. Some email providers call this folder "Junk", so keep an eye out for either term.

Gmail also offers an option to add specific addresses or domains as "safe" so they aren't automatically marked as Spam. This list is known as a "Whitelist". If you want to accept all email sent from Wharton, for instance, you can go into your settings in your Gmail inbox and add **@wharton.upenn.edu** (or another domain, for instance @seas.upenn.edu).

Your Whitelists only apply to your Gmail account, and must be managed and set by you.

Adding Addresses to Your Whitelist

The instructions below detail how to add a filter that will whitelist specific addresses or domains will NOT be sent to spam:

1. Log in to your Gmail at **gmail.com**.
2. Click the gear icon in the top-right, and select **Settings**.
3. Click the **Filters and Blocked Addresses** tab.
4. Click **Create at New Filter**.
5. In the pop-up window, enter the email address you want whitelisted in the From field.
 - NOTE: If you want a whole domain whitelisted, you can just enter the domain (ie, "@example.com").
6. Click **Create filter**.
7. Check "Never send it to Spam".
8. Click **Create filter**.

Questions?

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