## How to whitelist an email address with Yahoo! Mail

Sign in to your account at <u>Yahoo! Mail</u> and do the following.

## Add the address to your contacts

Add the **email address** that is sending you email (eg <u>support@onlinegroups.net</u>) 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
  - enter the domain of the email you want to whitelist in the Sender field, or
  - enter the email address of the online 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

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

domain in the Sender field

Sender		Match
Contains	~	
Recipient		Match
Contains	~	ogn_admins@onlinegroups.net
Subject		Match
Contains	~	

Tips:

• 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

See also Yahoo! Mail's help on <u>An email was wrongly filtered as spam</u>.