## How Do I "Whitelist" @Scouting.org Emails in Gmail?

Don't use Gmail? Visit <u>https://blog.hubspot.com/marketing/email-whitelist</u>, check your email service/client's Help section for instructions on "spam filter" and "whitelist" creation, or simply use the instructions below as a general guide.

Step 1. Log into your Gmail account.

**Step 2.** Locate and click the **gear icon** in the top right-hand corner of the Gmail interface – that's the **Settings** button. Then click the **See all settings** button.



**Step 3.** Locate the section in the top ribbon called **Filters and blocked addresses** and choose that option.

= 附 Gmail		ail	Q Search mail	幸
1	Compose		Settings	
	🖵 Inbox	4	General Labels Inbox Accounts and Import Filters and Blocked Addresses Forwarding an The following filters are applied to all incoming mail:	Id POP/IMAP

Step 4. Choose Create a new filter.

**Step 5**. Find the **From** option and then simply type in "@scouting.org" then click **Create filter**.

=	附 Gma	il	Q Search mail				
1	Compose		From	@scouting.org	)		
	Inbox	4	Subject				
☆	Starred		Subject				
0	Snoozed		Has the words				
$\Sigma$	Important		Doesn't have				
⊳	Sent		Size	greater than	-	MB	-
D	Drafts	2	Has attachr	ment 🔲 Don't inc	ude chats		-
• 🗅	Categories						
~	More					Create filter	Search

**Step 6.** Now choose **Never send it to spam**. And to ensure Gmail applies this setting to all the emails you have previously received, you need to choose **Also apply to matching "X" messages**. *Finally, click Create filter*.

≡	附 Gma	il	Q from:(scouting.org)	×	
1	Compose		← When a message is an exact match for your search criteria:		
	Inbox	4	Skip the Inbox (Archive it)		
☆	Starred		Mark as read		
()	Snoozed		Apply the label: Choose label		
D Þ	Important Sent		Forward it Add forwarding address		
0	Drafts	2	Delete it		
• 🗅	Categories		Never send it to Spam		
~	More		Always mark it as important		
Labels		+	Never mark it as important		
	[Gmail]Trash		Also apply filter to matching messages		
	Notes		Not apply life to a real of a set and a set an		
	Personal		Note: niter will not be applied to old conversations in Spam or Irash	ate filt	
	More			nee mite	

Now repeat Steps 1-6 for "@wdboyce.org"

**Step 7.** That's it – done!!