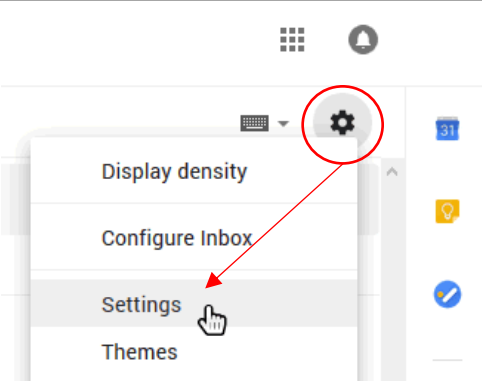
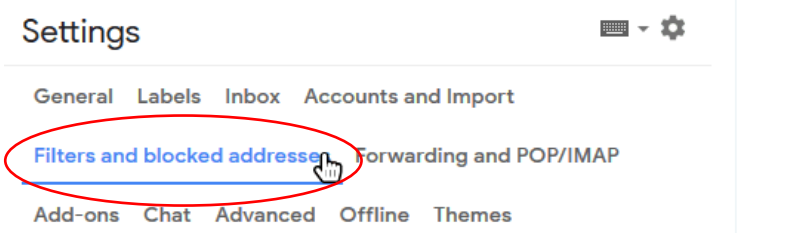
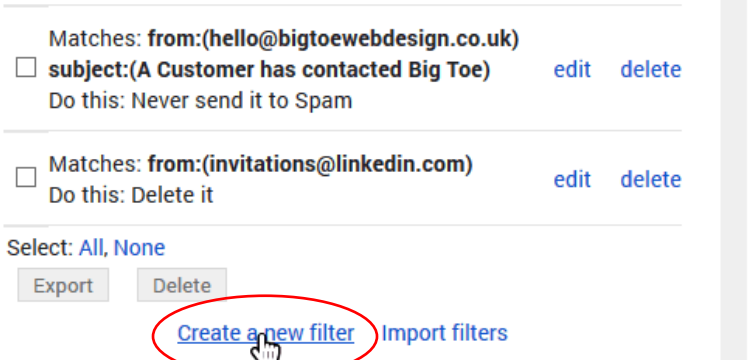


## What Does Whitelist Mean?

Have you ever waited past the point of patience for an email to arrive, only to find it was forwarded to your Spam/Junk folder, or that it simply never arrived? By whitelisting an email address or domain, you are instructing your email provider that you want to receive emails from that sender to be allowed into your inbox rather than be redirected to Spam/Junk or blocked entirely. A whitelist email address will always be allowed into your inbox.

Never miss a message from TRIB Group! **Whitelist the @tribgroup.com domain today!**

## Whitelisting Email Addresses or Entire Domains in Gmail

<p>1. Login to Gmail, click on the gear icon and select "Settings":</p>	 A screenshot of the Gmail settings menu. The gear icon in the top right corner is circled in red. A red arrow points from this icon to the 'Settings' option in the dropdown menu, which is also circled in red. Other options visible include 'Display density', 'Configure Inbox', and 'Themes'.
<p>2. Select "Filters and blocked addresses":</p>	 A screenshot of the Gmail 'Settings' page. The 'Filters and blocked addresses' tab is selected and circled in red. A hand cursor is pointing at the tab. Other tabs visible include 'General', 'Labels', 'Inbox', 'Accounts and Import', 'Forwarding and POP/IMAP', 'Add-ons', 'Chat', 'Advanced', 'Offline', and 'Themes'.
<p>3. Scroll past all your existing filters and select "Create a new filter":</p>	 A screenshot of the Gmail 'Filters and blocked addresses' page. It shows two existing filters. At the bottom, the 'Create a new filter' link is circled in red, with a hand cursor pointing to it. Other elements include 'Matches' for each filter, checkboxes, and buttons for 'edit' and 'delete'.

4. Add the "@tribgroup.com" domain to whitelist to the "From" field.

If you wanted to whitelist a specific email, include it in this field.

From → @tribgroup.com

To

Subject

Includes the words

Doesn't have

Size greater than MB

Has attachment  Don't include chats

Create filter Search

5. Check the "Never send to spam" box and click "Create Filter".

The specific domain or email address will now be whitelisted! There is no limit to the number of individual email addresses or domains that can be whitelisted.

← When a message arrives that matches this search:

Skip the Inbox (Archive it)

Mark as read

Star it

Apply the label: Choose label...

Forward it to: Choose an address add forwarding address

Delete it

Never send it to Spam

Always mark it as important

Never mark it as important

Categorise as: Choose category...

Also apply filter to matching conversations.

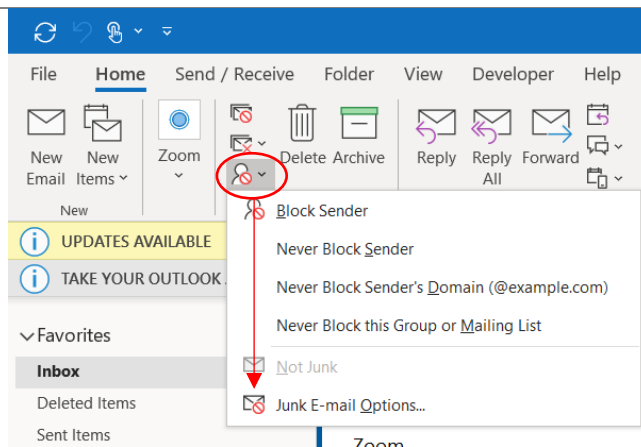
Note: filter will not be applied to old conversations in Spam or Bin

Learn more Create filter

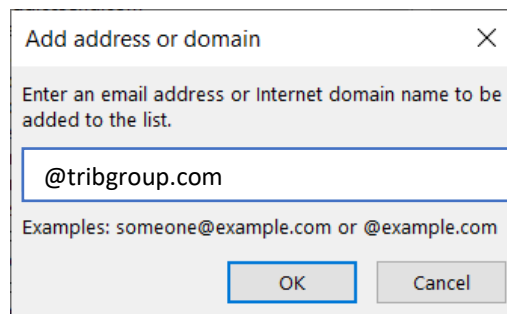
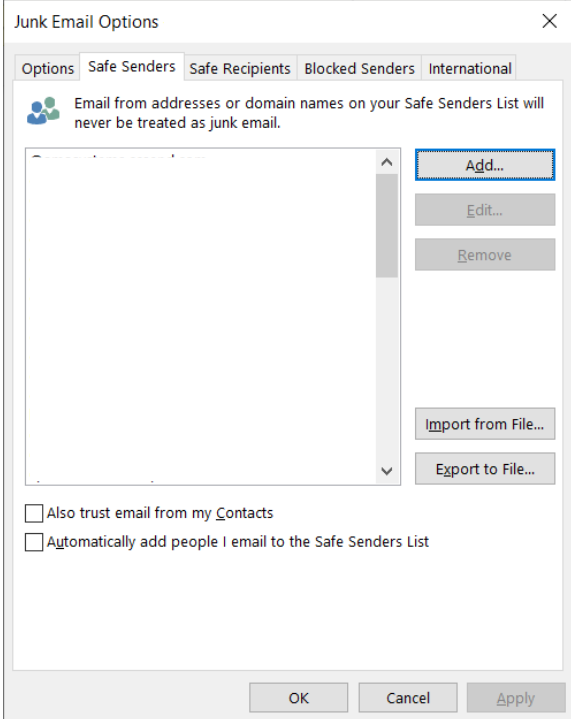
## How to Whitelist an Email in Outlook

Whitelisting a domain or specific email address in Outlook.com is just as easy and works by adding the address or domain in question to a group called "safe senders". An address that has been added to safe senders will be pushed to your inbox regardless of your Spam filters.

1. Click on the menu icon for "Junk Email", then click "Junk Email Options"



2. Select the 2<sup>nd</sup> tab, "Safe Senders", Click "Add" to enter the email address (or domain) that you would like to whitelist. In this case, add "@tribgroup.com". Once you click OK, the emails will be delivered to your inbox.

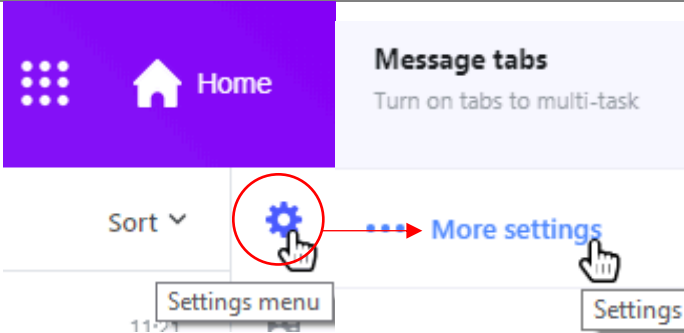
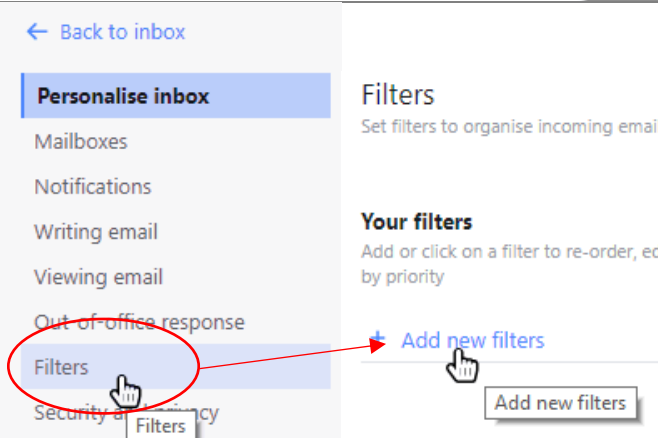
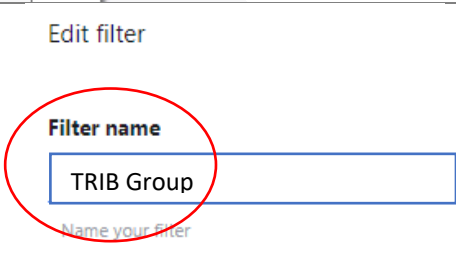


## How to Whitelist an Email in Yahoo Mail

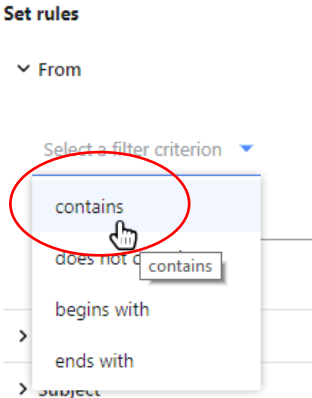
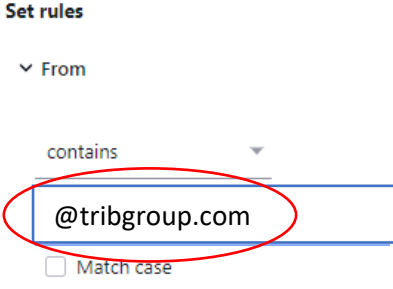
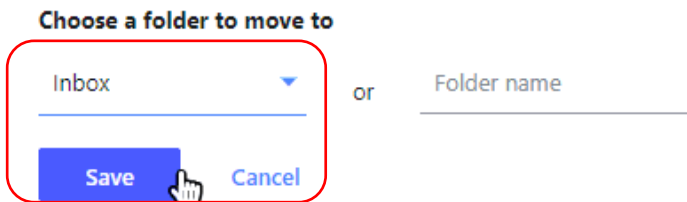
Moving a sender or domain name to your whitelist in Yahoo Mail may be the easiest of these mentioned providers.

If you have received at least one email from the address in question, all you have to do is highlight that message in the Bulk folder and mark it as Not Spam. After that, Yahoo delivers future messages from the same address into your inbox.

If you want to whitelist an email or domain proactively to be sure they are received, you'll need to take a few steps:

<p>1. Navigate to "Settings" icon, then click "More Settings" from the Yahoo Mail menu.</p>	
<p>2. Select "Filters" from the left side menu and hit "Add" to enter information about the domain name or sender.</p> <p>3. Select "Add new filters"</p>	
<p>4. Type TRIB Group as the name for your filter</p>	



<p>5. Under 'Set rules', select 'From' as the rule and 'contains' as the criterion for the filter.</p> <p>The filter will be applied to any email that comes <b>from</b> an email address that <b>contains</b> the text you add:</p>	 <p>The screenshot shows the 'Set rules' interface. The rule is set to 'From'. A dropdown menu for 'Select a filter criterion' is open, with 'contains' selected and circled in red. Other options include 'does not contain', 'begins with', and 'ends with'.</p>
<p>6. Input "@tribgroup.com" to this field.</p> <p>Alternately, an email address may be added here.</p>	 <p>The screenshot shows the 'Set rules' interface. The rule is 'From' and the criterion is 'contains'. The text field below is circled in red and contains '@tribgroup.com'. There is also a 'Match case' checkbox which is unchecked.</p>
<p>7. Select the folder that these messages should be directed to be delivered.</p> <p>8. Save your changes</p>	 <p>The screenshot shows a dialog box titled 'Choose a folder to move to'. A dropdown menu is set to 'Inbox' and is circled in red. To the right is a text field labeled 'Folder name'. At the bottom, there are 'Save' and 'Cancel' buttons, with a hand cursor pointing to the 'Save' button.</p>