

Some of our members are not receiving the mass emails and will need to create a Whitelist with these email addresses so your email program does not reject them without your knowledge.

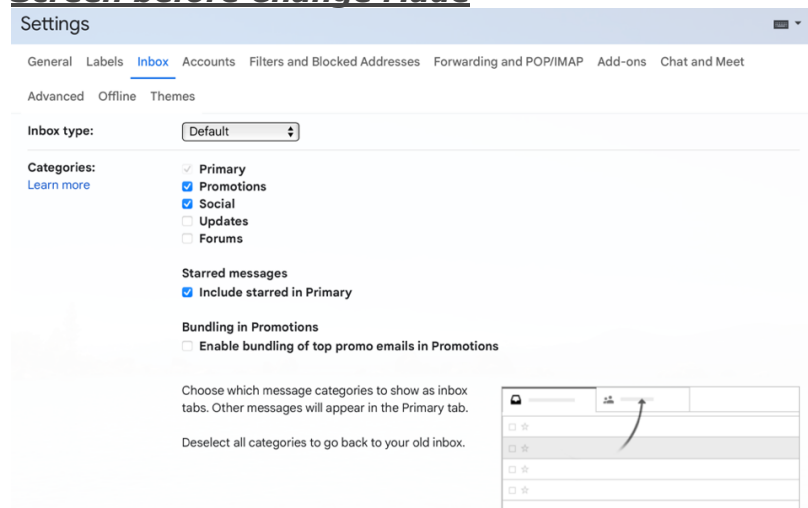
president@grimsbyquiltersguild.ca
members@grimsbyquiltersguild.ca
webmaster@grimsbyquiltersguild.ca
membership@grimsbyquiltersguild.ca

Email has become an integral part of our daily communication, and with the increasing volume of emails, it's essential to ensure that important messages don't get lost in the shuffle. Whitelisting email addresses is a practical way to make sure that emails from trusted sources always land in your inbox. In this guide, we'll walk you through the process of whitelisting email addresses in three popular email platforms: Google, Outlook, and Apple Mail.

The very 1st thing to ensure is the space allotted to you by your email provider is not getting full, when you are running out of space you will not get all messages. This is dependent on the size of the message incoming.

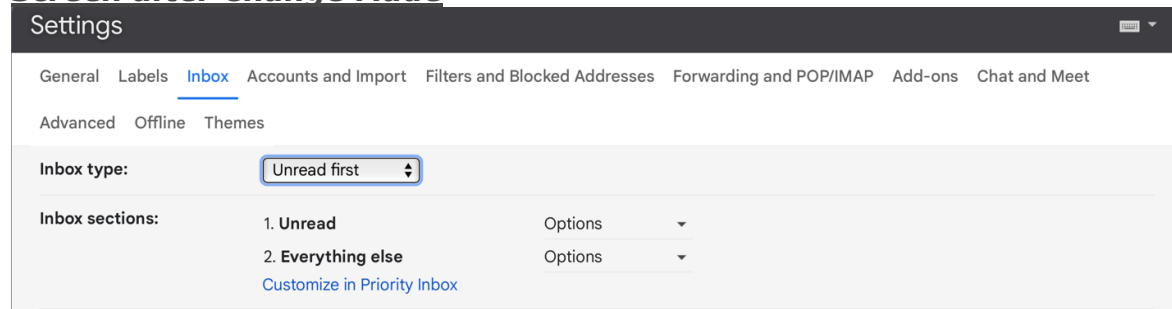
Gmail – Categories (when turned on items in Spam or Promotion categories do not display on tablets or cell phones)

Screen before Change Made



1. Open Gmail and log in to your account.
2. Go to the "Settings" by clicking on the gear icon in the upper-right corner.
3. Select "See all settings."
4. Navigate to the "Inbox" tab.
5. Click the double headed arrow at right side of Inbox type box
6. Change to "Unread first" (this will turn off categories so messages will not be filtered into the Spam or Promotion folders).
7. Click on the "Inbox" to come out of the Setting screen.

Screen after Change Made



To a Whitelist that you create by doing the following depending on the email provider you have

Whitelisting in Google (Gmail):

Google's Gmail is one of the most widely used email platforms. To whitelist an email address in Gmail, follow these steps:

1. Open Gmail and log in to your account.
2. Go to the "Settings" by clicking on the gear icon in the upper-right corner.
3. Select "See all settings."
4. Navigate to the "Filters and Blocked Addresses" tab.
5. Click on "Create a new filter."
6. In the "From" field, enter the email address you want to whitelist.
7. Click "Create filter."
8. Check the box next to "Never send it to Spam."
9. Click "Create filter" again to save the changes.

Whitelisting in Outlook:

Microsoft Outlook is another widely used email client. To whitelist an email address in Outlook, follow these steps:

1. Open Outlook and log in to your account.
2. Click on the "Settings" gear icon in the upper-right corner.
3. Select "View all Outlook settings" at the bottom of the settings pane.
4. Go to "Mail" and then "Junk email."
5. Under the "Safe senders and domains" section, click on "Add."
6. Enter the email address you want to whitelist and press "Enter" after each address.
7. Click "Save" to apply the changes.

Whitelisting in Apple Mail:

For users of Apple Mail, whitelisting email addresses is a straightforward process. Follow these steps:

1. Open Apple Mail and log in to your account.
 2. Click on "Mail" in the top menu and choose "Preferences."
 3. Go to the "Rules" tab.
 4. Click on "Add Rule."
 5. Give the rule a name, like "Whitelist."
 6. In the conditions section, set the rule to "From" and "Contains."
 7. Enter the email address you want to whitelist.
 8. In the actions section, set the rule to "Move Message" and choose "Inbox."
- Click (+) plus sign to add more email address to the same Whitelist
9. Click "OK" to save the rule.

Conclusion:

Whitelisting email addresses is a practical way to ensure that important messages from trusted sources always reach your inbox. By following the steps outlined for Google, Outlook, and Apple Mail, you can streamline your email experience and reduce the risk of missing critical communications. Take a few moments to set up your whitelists and enjoy a more organized and efficient email workflow.

<https://support.calendar.com/hc/en-us/articles/22104079760141-A-Guide-to-Whitelisting-Email-Addresses-in-Google-Outlook-and-Apple>