

# How to Whitelist or Add Email Addresses to Your Safe Sender List

*Source: ConstantContact*

You can allow mail from specific email addresses to safely come into your inbox without it being placed in your junk or spam folder by whitelisting email addresses within your email client or Internet security software and adding email addresses to a safe senders list.

Each program has different steps in order to do this.

## AOL

- **WebMail**
  1. Open the email.
  2. Click on the sender's name and email address.
  3. Click "Add to Address Book" in the window that appears.
  4. Enter any additional information.
  5. Click **Save**.
  
- **AOL (version 9.0 or higher)**
  1. Copy the "from" address from the latest email (or you can copy the addresses listed above).
  2. In the pop-up box, select **Add**.
  3. Paste the copied address/type the address required in the **Other** email field.
  4. Make the newly added address the "Primary email address" by checking the checkbox.
  5. Select **Save**.
  
- **AOL 8.0**
  1. Select **Mail** in the Menu on the top of the screen.
  2. Select Mail Controls.
  3. The Mail Control Screen would be displayed. Select **Next**.
  4. Select Customize Mail Controls for this Screen Name and click **Next**.
  5. You can select "Allow email from all AOL members, email addresses and domains" (allows all emails).
  6. Select **Next** until the **Save** button shows up at the bottom.
  7. Select **Save**.
  
- **AOL 7.0**
  1. Select **Mail** in the Menu on the top of the screen.
  2. Select Mail Controls.
  3. The Mail Control Screen would be displayed. Select **Next**.
  4. Select Customize Mail Controls for this Screen Name and click **Next**.
  5. In the exclusion and inclusion parameters, include the domain xxxxx.com (replace the xxxxx with the domain name).

## AT&T Web Email

1. Open your mailbox.
2. Select **Options** on the top right hand side > **Mail Options** > **Filters** > **Add Filter**.
3. Select **Filters**.
4. Click "Add Filter".
5. In the top row, labeled From Header, select contains from the pull down menu. Enter the address in the text box next to the pull down menu.  
**Example:** You can either give a specific email address or use @xxxxx.com or \*xxxxx.com to whitelist the domain (replace the xxxxx with the domain name).
6. Move down to the bottom where there is the option Move the message to. Select **Inbox** from the drop-down menu.
7. Select the **Add Filter** button once again.

## Comcast SmartZone

1. Click Address Book.
2. Click "New" and choose "New Contact".
3. Add the email address and any additional information.
4. Click **Save**.

## Cox.net Email

1. Go to WebMail Inbox window.
2. Click "Preferences".
3. Under General Email Preferences, click **Blocked Senders**.
4. Type in the sender or domain you wish to allow in the Exceptions List.
5. Click **Add**.
6. Click **Save**.

## EarthLink

1. Open the Address Book.
2. Click **Add**.
3. Enter your contact's domain.
4. Click **Save**.

## Entourage

1. Open the email.
2. Right-click the sender's email address.
3. Select "Add to Address Book" in the short-cut menu.
4. Verify the sender's contact details.
5. Click **Save**.

## Gmail

1. Select contacts from the options on the left side of the Gmail Inbox.
2. Select Create Contact on the top menu.
3. Enter the email address in the primary email box.
4. Select **Save**.

If an email from MSDC is in the Spam folder, you can mark it "Not Spam" to whitelist it.

## MacMail

1. Open the email.
2. **Type the sender's email in the Add Entry field on the Allow List.**
3. Verify the sender's contact details.
4. Click **Save**.

## McAfee

1. Click the **Allow/Deny** menu option in the Control Console
2. Enter the recipient's email address in the **Add Entrys** field in the **Allow List**.
3. You can also add a contact's domain (e.g. whatever comes after the @ symbol) to allow anyone from that company.
4. Click **Save**.

## MSN

1. Select Settings: **Email | Junk e-mail** (bottom left, just above Calendar).
2. From the E-mail settings screen, select **Junk E-mail Guard**.
3. Select **Safe List**.
4. Enter the email address.  
**Example:** You can either enter a specific email address or use \*xxxxx.com or @xxxxx.com to whitelist the domain (replace the xxxxx with the domain name).
5. Select **Add**.

## Mozilla Thunderbird

1. Check if your contact's email is in your Junk folder, right-click on the email and choose "Mark As Not Junk".
2. Click **Address Book**.
3. Make sure that the Personal Address Book is highlighted.
4. Click **New Card**, the New Card window will display.
5. Under the **Contact** tab, copy your contact's "From" address and paste it into the Email dialog box.
6. Click **OK**.

## Norton AntiSpam

AntiSpam works along with Outlook, Outlook Express, Netscape and Yahoo, MSN/Hotmail to block spam mails before it reaches your inbox. To make sure emails reach you, you can add us to your Personal Friends list or Global Friends list. Here is how you can do that:

1. Start Norton AntiSpam, select **Status & Settings** tab.
2. Select AntiSpam.
3. Select **Configure** button - right hand side bottom of the screen.
4. Select **Allowed List** tab - second tab on the list of tabs.
5. Select **Add**.
6. Enter email address in the Email address box.
7. Select **OK**.

## Outlook

- **2003, 2007 and Express**

Without an example email address in your inbox:

1. Select **Actions** from the toolbar at the top of the screen.
2. Select **Junk E-mail**.
3. Select **Junk E-mail Options...**
4. Click the Safe Sender tab.
5. Click **Add**.
6. Type in the email address you wish to add to your safe sender list.
7. Click **OK**.

With an example email in your inbox:

1. Open the email.
2. In the Toolbar options at the top, click the **Safe Lists** drop-down.  
**Note:** This is located in the "Junk Email" section
3. Select "Add sender to Address book".
4. Click **OK**.

To white list an entire domain:

1. Open the email.
2. In the Toolbar options at the top, click the **Safe Lists** drop-down.  
**Note:** This is located in the "Junk Email" section
3. Select "Add Sender's Domain (@example.com) to Safe Senders List.
4. Click **OK**.

- **2010**

1. In Outlook, go to the **Home** tab.
2. Click the **Junk** button.
3. Choose "Junk E-Mail Options" from the drop-down list.
4. Go to the **Safe Senders** tab.
5. Type in either the email address or the domain name you wish to add.
6. Click **OK**.

- **Express**
  1. In Outlook, go to the **Tools** menu.
  2. Select "Address Book".
  3. Click **New** and select **New Contact** from the drop-down menu.
  4. Type in email address and include any details you want.
  5. Click **OK**.

## Outlook.com (Formerly Hotmail)

1. Open your Outlook mailbox.
2. Select Options from the top right (next to the question mark).
3. Select **More options** > **Safe and blocked senders** (under Preventing junk email) > **Safe senders**.
4. In the space provided, enter the address.  
**Example:** You can either enter a specific email address or use \*xxxxx.com or @xxxxx.com to whitelist the domain (replace the xxxxx with the domain name).
5. Select **Add to list**.
6. Ensure the safe mailing lists box has the address you entered, and select **OK**.

## Road Runner

1. Open your Road Runner mailbox.
2. Open your Junk Mail folder.
3. Select the email that includes the e-mail address you would like to add as a safe sender.
4. Click "Mark as Not Spam".

## Spam Assassin

1. Follow the instructions to [manually white list here](#).

## Verizon

1. Open your Inbox.
2. Click **Options**.
3. Click **Block Senders**.
4. Locate the "Safe List".
5. Enter your contact's domain.
6. Click **OK**.

## Windstream

1. Click the **Settings** tab.
2. Click **Messages**.
3. Click **Allow and Block Messages**.
4. Select "Advanced Block Senders".

5. In the Allowed Senders and Domains area type the senders and domains you want to allow.
6. Click **OK**.

## **Yahoo**

In Yahoo Mail, your contacts list is your whitelist. To add the From Address to your Yahoo Contacts:

1. Open your Yahoo mailbox.
2. Click the address book icon under the Yahoo! Mail logo. When you roll your mouse over it, it will say Contacts.
3. Click "New Contact".
4. Fill in the fields of your Contact.
5. Click **Save**.

Mail from this sender should now be delivered to your Inbox.