

1. Gmail

1. Open Gmail and click the **gear icon** in the upper-right corner.
 2. Select **See all settings**.
 3. Go to the **Filters and Blocked Addresses** tab.
 4. Click **Create a new filter**.
 5. In the **From** field, enter the email address you want to whitelist (e.g., contact@riseinniversity.com).
 6. Click **Create filter**.
 7. Check the box for **Never send it to Spam** and any other options you prefer.
 8. Click **Create filter**.
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2. Outlook (Web Version)

1. Log in to your Outlook account.
 2. Click the **gear icon** in the upper-right corner.
 3. Select **View all Outlook settings**.
 4. Navigate to **Mail > Junk Email**.
 5. Under **Safe senders and domains**, click **Add**.
 6. Enter the email address or domain (e.g., contact@riseinniversity.com or @example.com).
 7. Click **Save**.
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3. Yahoo Mail

1. Log in to Yahoo Mail.
 2. Click the **gear icon** in the upper-right corner and select **More Settings**.
 3. Go to **Filters** on the left-hand menu.
 4. Click **Add new filters**.
 5. Name the filter (e.g., "Whitelist") and set rules, such as **From contains** contact@riseinniversity.com .
 6. Select **Inbox** as the folder to move emails to.
 7. Click **Save**.
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4. Apple Mail

1. Open Apple Mail and go to **Mail > Preferences**.

2. Select the **Rules** tab.
 3. Click **Add Rule**.
 4. Set the rule conditions (e.g., **If any of the following conditions are met: From Contains** contact@riseinniversity.com).
 5. Under **Perform the following actions**, choose **Move Message to Inbox**.
 6. Click **OK**.
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5. Microsoft Outlook (Desktop)

1. Open Outlook and click **Home > Junk > Junk Email Options**.
 2. Navigate to the **Safe Senders** tab.
 3. Click **Add**.
 4. Enter the email address or domain (e.g., contact@riseinniversity.com or @example.com).
 5. Click **OK**.
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6. Other Email Clients

For other email providers, look for similar options to create filters, mark senders as safe, or add them to a safe sender list. Typically, this is found under **Settings**, **Spam Filters**, or **Junk Email** sections.

Important: If You Use Gmail...

If you're using a "tabbed inbox" system in Gmail, here is a quick update to ensure you see all the exciting and transformative offerings you've requested from The Shift Network.

Google has split your inbox into three separate inboxes and created tabs across the top labeled Primary, Social, and Promotions.

Virtually all emails from bloggers, other websites, and people you subscribe to are lumped into the "Promotions" tab automatically... where you may not see them.

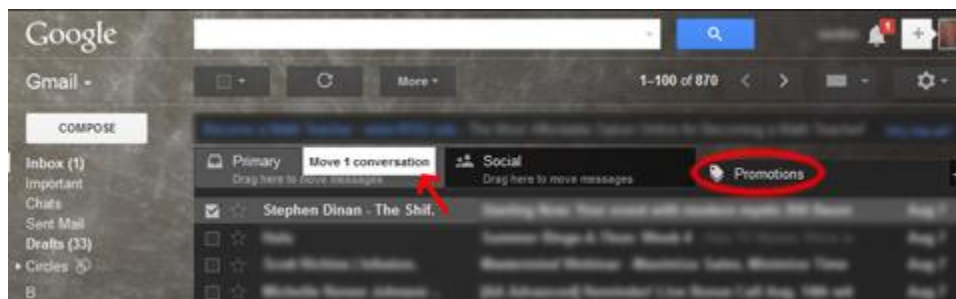
And unless you choose otherwise, much of the valuable content you've specifically asked to receive will also end up under the Promotions tab by default.

The good news is you can quickly and easily choose which emails go into which inbox tab.

Look at your Gmail account to see if the “tabbed” inboxes have been turned on (you'll see the tabs across the top of your emails).

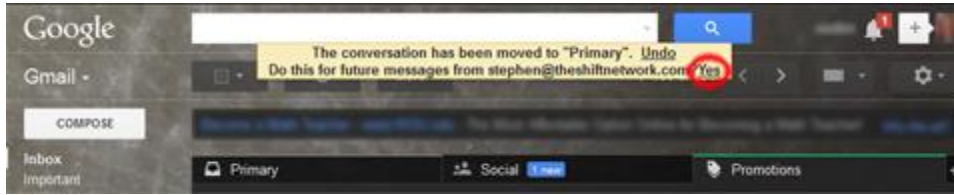
If so, here's how to make sure you're seeing the emails you've asked to see:

1. Click on the Promotions inbox tab. Drag any emails from anyone you want to hear from (like The Shift Network) and drop them onto the Primary tab.



[Click to see image full-size.](#)

2. Then, when a prompt asks if you want future emails to go into your Primary inbox, just click yes.

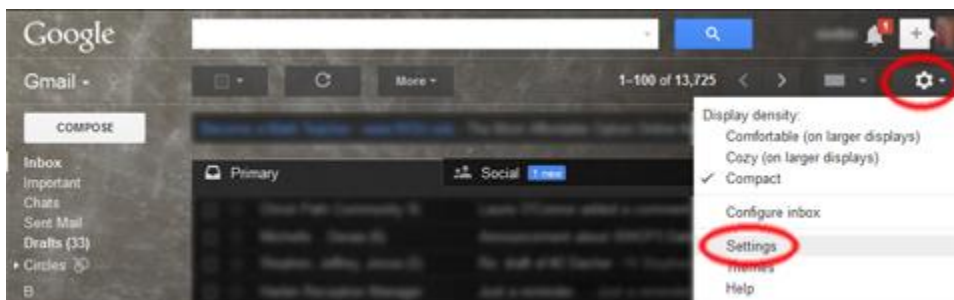


[Click to see image full-size.](#)

Oh, and be sure to check your Promotions inbox to make sure nothing else you really want is getting caught in it.

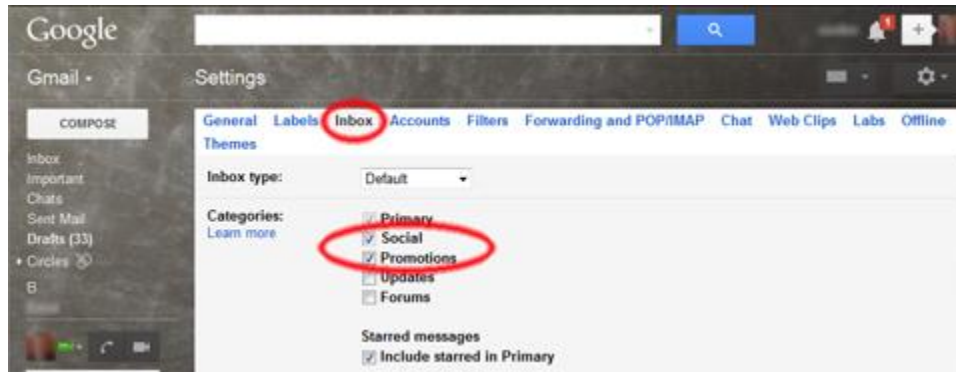
Easy enough!

By the way, if you want to totally turn off the tabbed inboxes (which I did, because I don't want anyone else screening the emails I've asked to receive and I don't want to keep having to check multiple tabs), just click on the Settings “gear” image at the upper right corner of your inbox and select “Settings.”



[Click to see image full-size.](#)

Click the “Inbox” tab and uncheck ALL of the categories except “Primary,” then save your changes.



Click to see image full-size.