How to Whitelist an Email in Gmail

If you use Gmail as your email provider, it's easy to stop certain messages from going to spam. You just need to set Gmail spam filters to never mark all future communications from that sender as unwanted mail. Whitelisting emails in Gmail can be done quickly through the web client:

1. Log in to your Gmail account.

2. Click the **Settings gear icon** in the top-right corner, then select **See all settings**.

3. Navigate to the tab labeled **Filters and Blocked Addresses** to access information about your existing filters, and select **Create a new filter**.

   o **Note:** To whitelist a single sender, type the entire email address. To whitelist every sender from a certain domain, type only the domain (e.g., @mail.breezechms.com). This will set Gmail spam settings to approve every message from that domain.

4. Enter the emails or domains you want to add to the Gmail whitelist into the **From** section.

5. Click **Create filter** to confirm.

6. Put a mark next to **Never send it to Spam** to add this address to the Gmail safe sender list.

7. Click **Create filter** again to save settings.

Using Gmail's filter settings, you can also star these emails, apply a chosen label, mark them as important, or perform other actions.