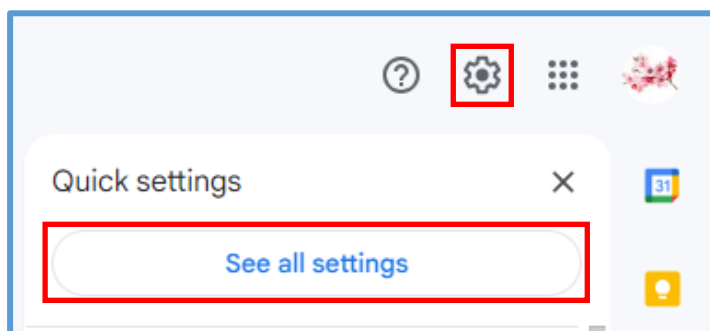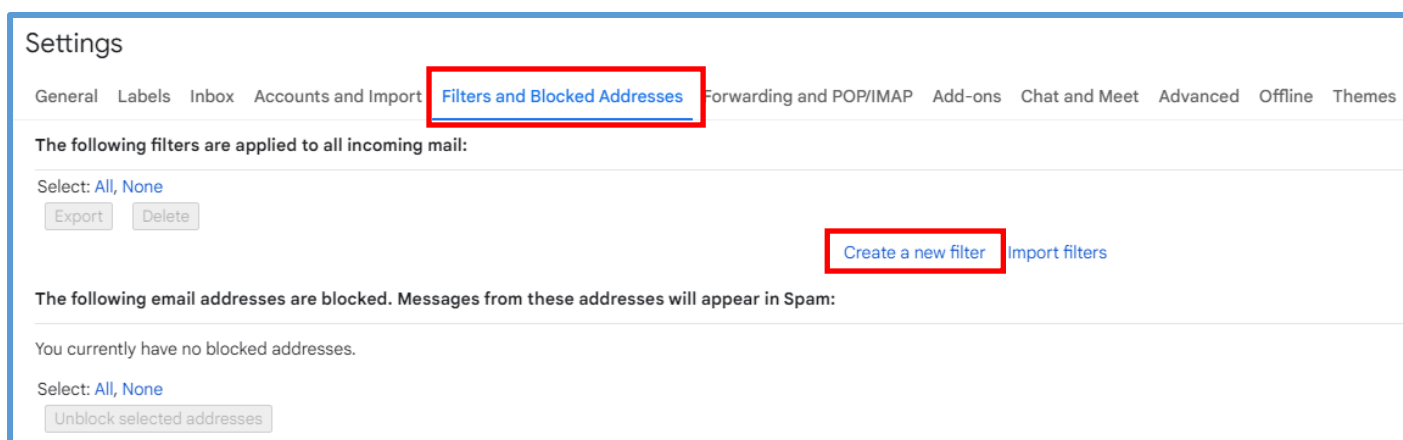# Creating a Safe Sender Whitelist

## Creating a filter in Gmail

Login to your Gmail account in your browser. Click on the cog icon up the top right and then select "See all settings".
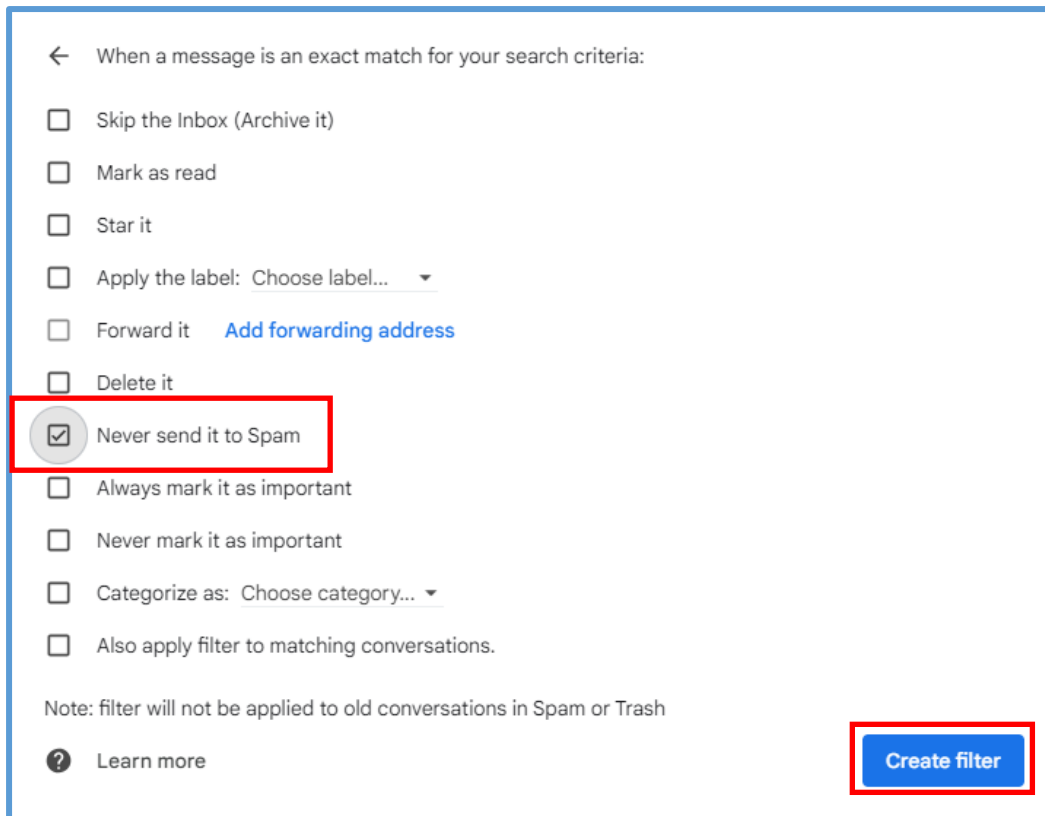


You will then be able to navigate all Gmail settings. Click on "Filters and Blocked Addresses" from the menu running horizontally. Then click on the button "Create a new filter".



In the "create a filter" box, enter the school domain **@eq.edu.au** into the "From" section. Then click Create filter.
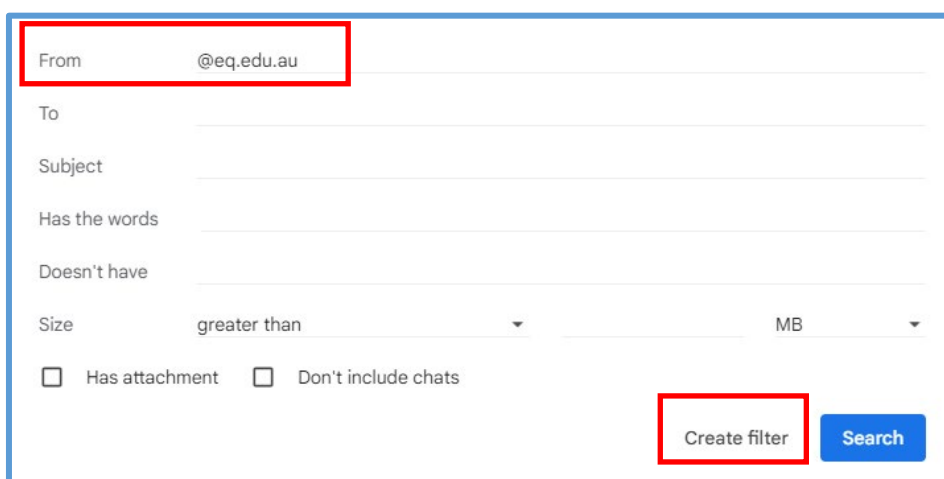
On the next menu, select "Never mark it as Spam" and then click Create filter.
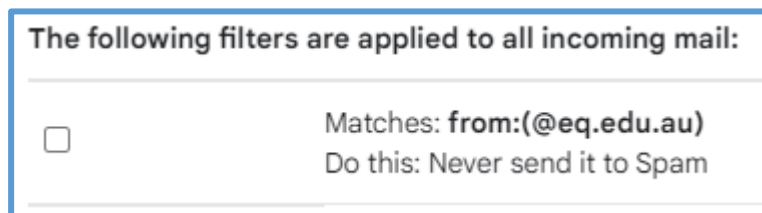


Once done successfully, you will have a rule saved in your filter list.



Complete these steps for **@charterstowerssde.eq.edu.au** and **@discussions.eq.edu.au** to create filters for both these domains. This will ensure that all emails from staff, admin and our home tutor distribution list do not go to the Spam folder.
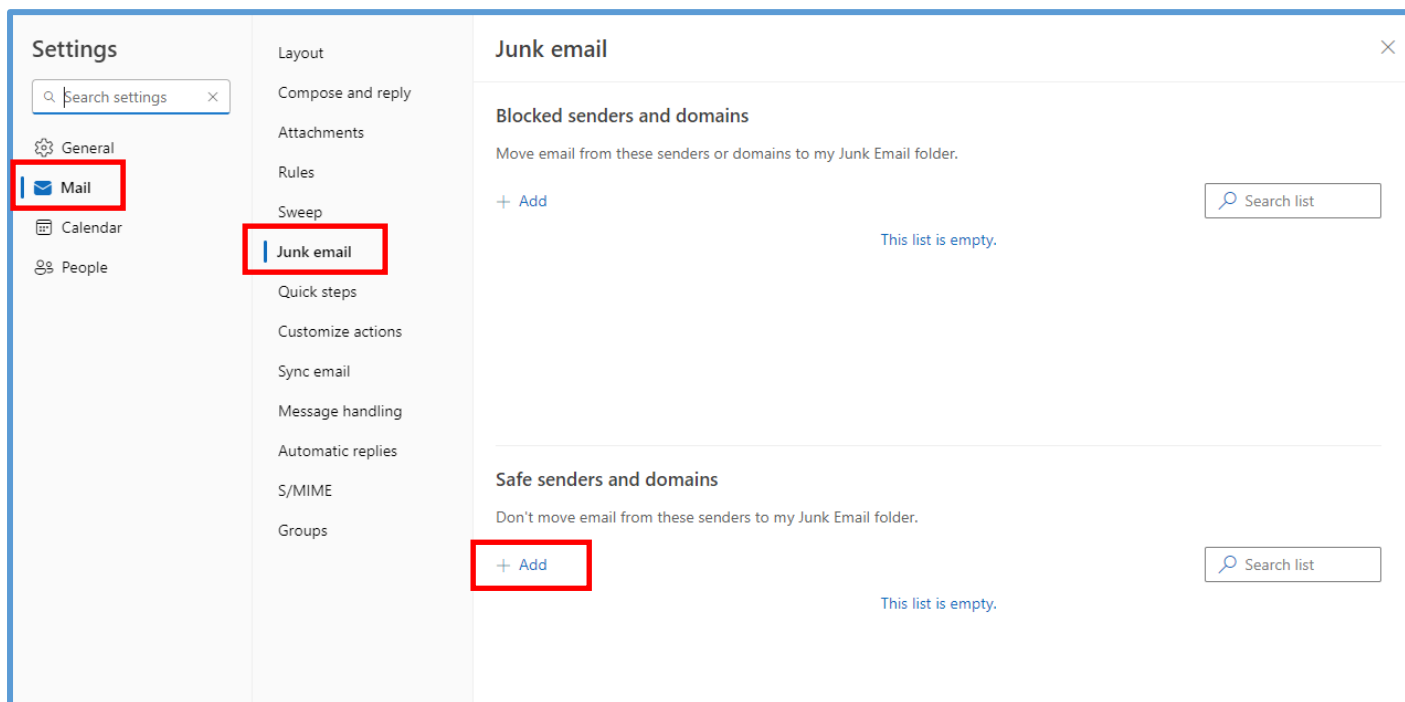
## Creating a Safe Sender list in Outlook

Login to Outlook in your browser. Then click on the cog icon up the top right to open Settings.

In the Settings page, click **Mail** then **Junk Email**.

Under **Safe senders and domains** click the **+Add** button to bring up the input box.



Enter **eq.edu.au** and hit Enter on your keyboard. This will add the domain to the Safe senders and domains list.

Do this for **charterstowerssde.eq.edu.au** and **discussions.eq.edu.au** to ensure all school domains are listed under the Safe senders and domains list.

Once these domains are listed, click the Save button. Now the school's emails will go to the inbox instead of being blocked or sent to the Junk folder.