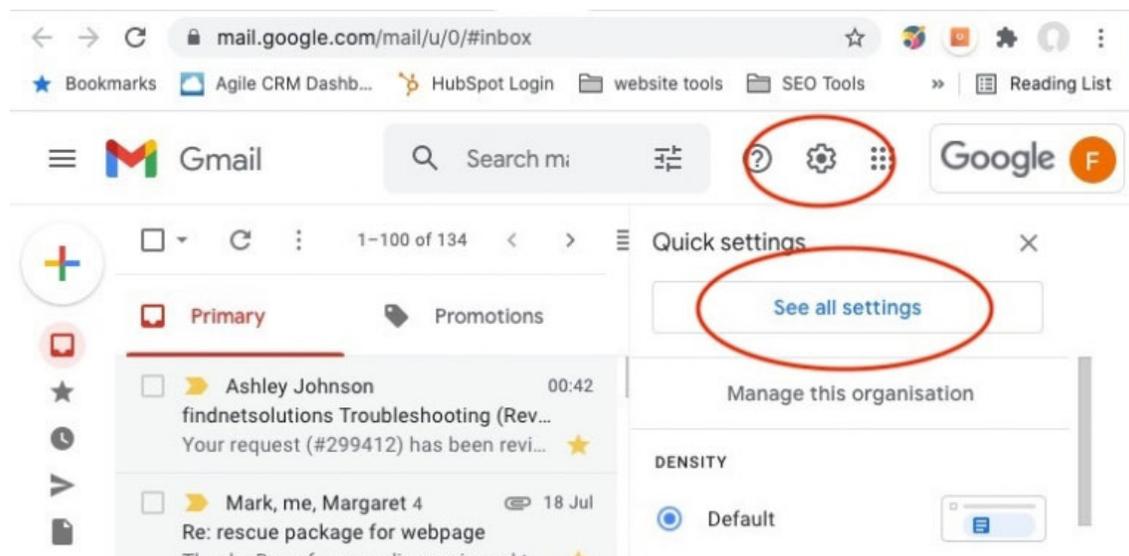


What your clients need to do in their Gmail browser to receive your emails

Adding addresses to your Allowlist (Whitelist) in Gmail

Gmail offers an option to add specific addresses or domains as “safe” so they aren’t automatically marked as spam. This list is known as an “Allowlist.” Your Allowlists only apply to your Gmail account and must be managed and set by you. If you want to accept all emails sent from a specific address, follow these instructions:

1. Log in to your Gmail at gmail.com.
2. Click the gear icon in the top-right, and select Settings.
3. Click All Settings.
4. Click the Filters and Blocked Addresses tab.
5. Click Create at New Filter.
6. In the pop-up window, enter the email address you want to add to your Allowlist in the From field. If you want a whole domain Allowlisted, (whitelist) you can just enter the domain (i.e., “@example.com”).
7. Click Create filter.
8. Check Never send it to Spam.
9. Click Create filter.



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