

Yahoo! Mail



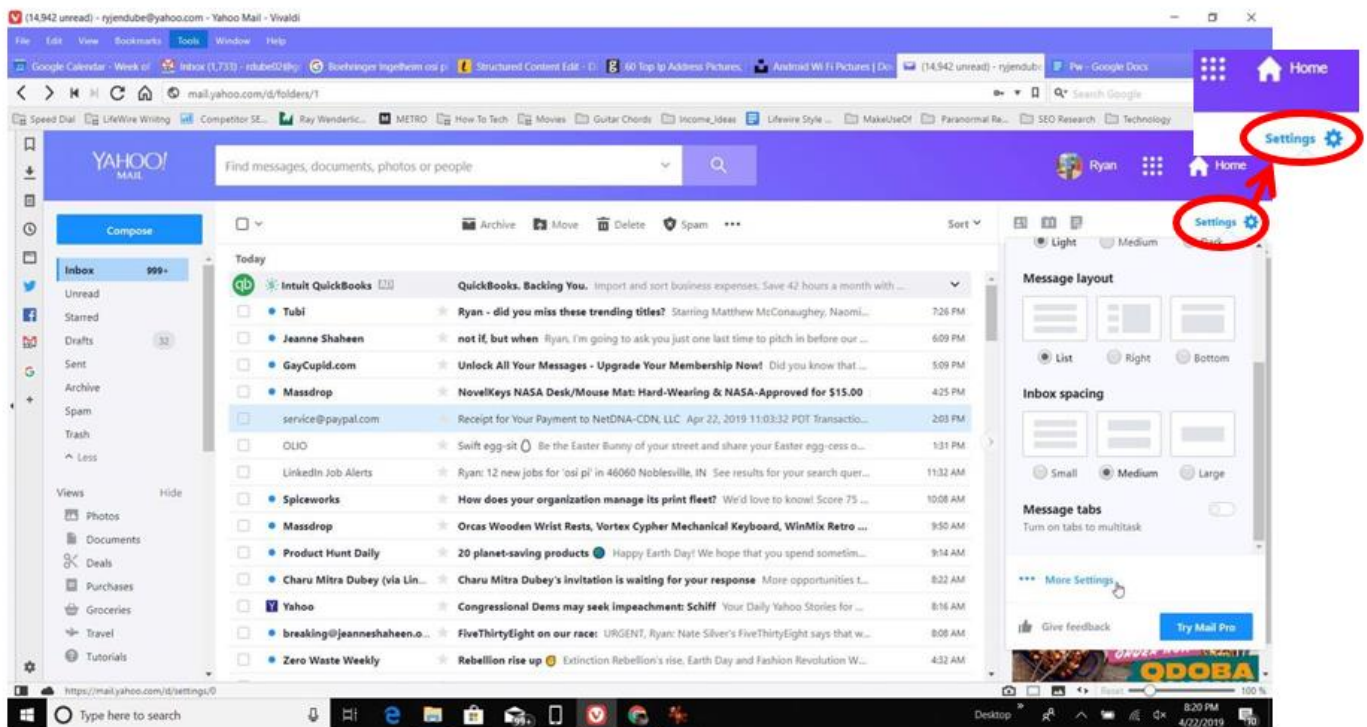
How to Whitelist Yahoo Emails

Whitelisting an email address in Yahoo is very simple. There are two ways to do this in Yahoo. You can either 1) create a filter OR 2) add the email address (*this means you would need to add each Area 46 email individually*) to your Yahoo contacts. Please try adding a filter first. It will save you time.

1) Add a Filter in Yahoo Mail (Preferred Method)

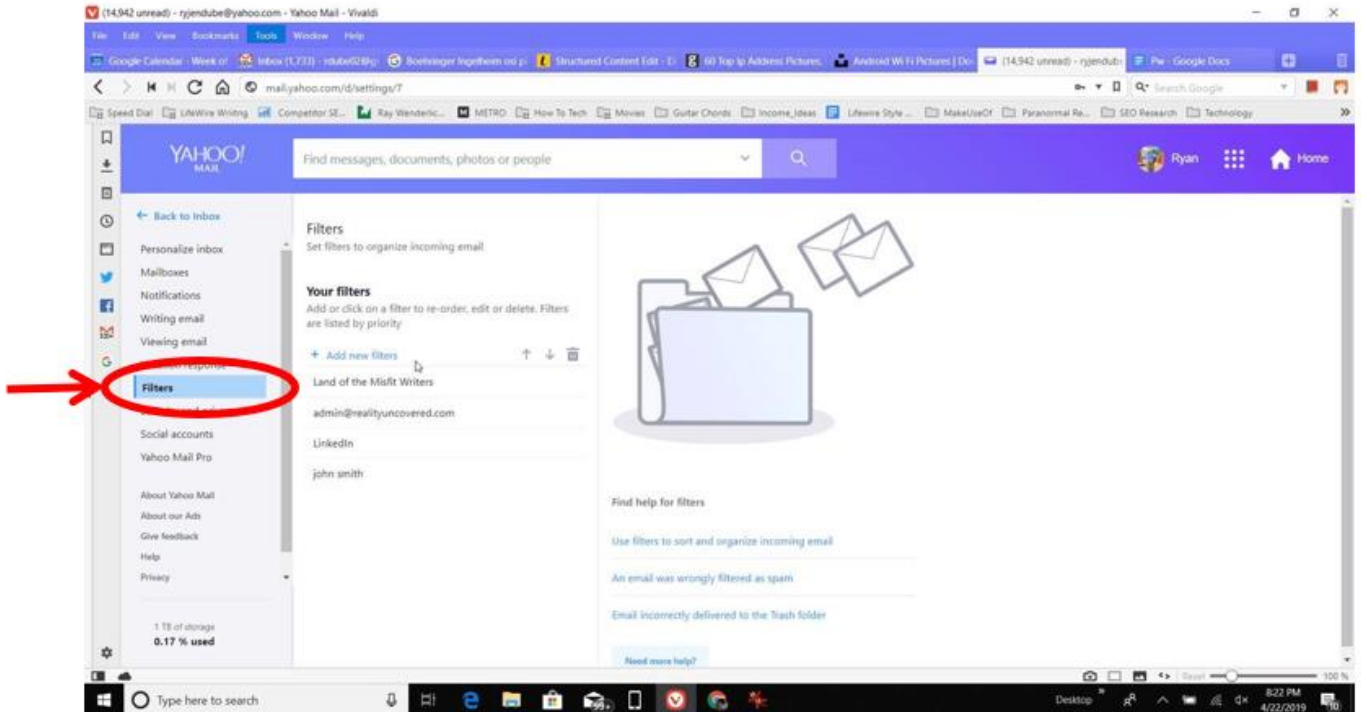
Another way to keep your friends' incoming messages from Spam is to add a filter that ensures the email lands in your inbox.

1. Click on the **Gear icon** in the upper right corner of your inbox, and click **More Settings**.

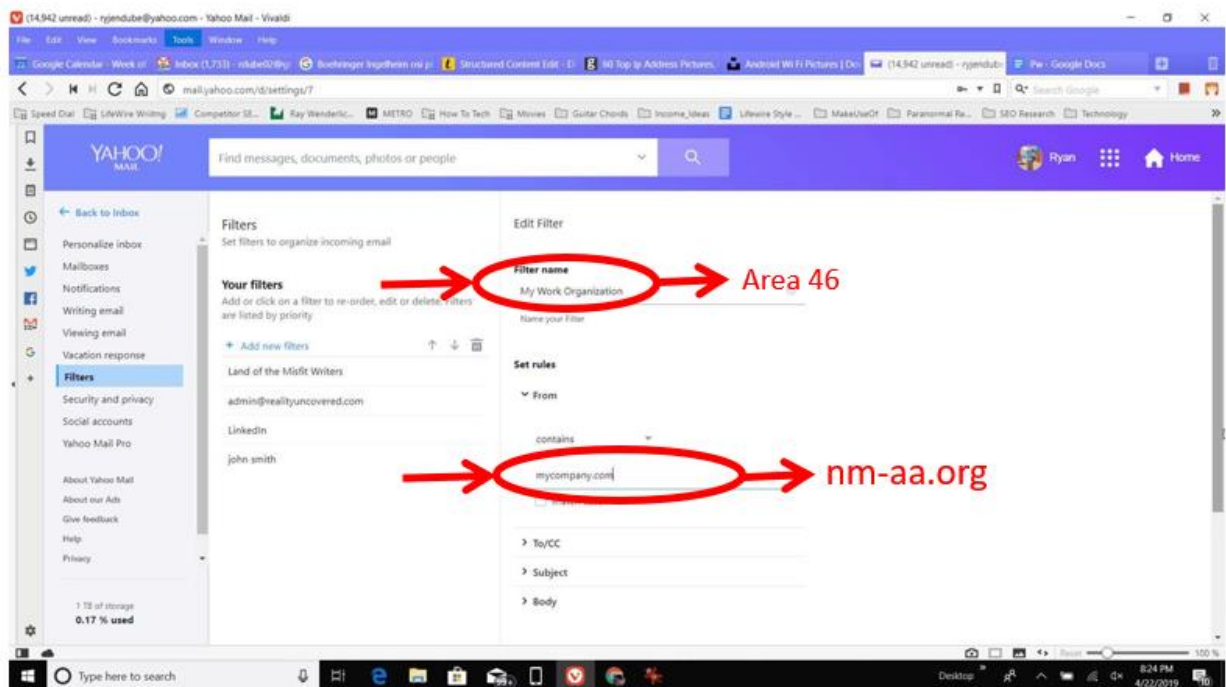




2. Click **Filters** from the left navigation menu and select **Add new filters**.



3. In the **Add a new filter** form, give the filter a name, and fill out the domain or the email address you want to whitelist. Click **Save** to save the new filter, and click **Save** again to close the form.





4. Once you're done, you'll see the filter show up in the list of filters in the **Filters** window.

This filter will move the incoming email from that address directly to your Inbox by default.

2) Add a Yahoo Contact

In Yahoo Mail, click on the **Contacts card icon** in the upper right corner of your Inbox. Click **New Contact** in the left navigation pane.

A screenshot of the Yahoo Mail 'Add Contact' form. The form is titled 'Add Contact' and has a 'New Contact' button in the top left. The left sidebar shows a list of contacts, including 'O'Neill, Mark', 'Ordersys@laptoprescue.com', 'PayPal', 'Ralph, Arnald', 'rdube02@gmail.com', 'roper, kelly', and 'Stephen'. The main form area has fields for 'First Name' (John), 'Middle Name' (Smith), 'Last Name' (empty), 'Email' (johnsmith@yahoo.com), and 'Mobile' (empty). To the right of the form, there are red annotations: 'Area 46' next to the first name, 'Chair' next to the middle name, and '+ Chair@nm-aa.org' next to the email field. There are also '+' signs next to the mobile field and the 'Add More' dropdown. At the bottom, there are 'Save' and 'Cancel' buttons.

NOTE: You MUST do this for every single Area 46 Trusted Servant email address!