## **Start With Filters and Blocked Addresses**

Add the mbmag.org domain as an "allowed" sender by making an email filter.

1. Open Gmail. In the upper-right corner, select the Settings (gear) icon

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2. Click "See all Settings"

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#### 3. Select Filters and Blocked Addresses

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4. Select Create a new filter. You might need to scroll down to find this link

Sett	ttings	
Gen	neral Labels Inbor Accounts and Import Filters and Blocked	Addresses Forwarding and POP/IMAP
Add	d-ons Chat and Meet Advanced Offline Themes	
	Do this: Star it, Forward to Mark it as im	important eait aeiete
	Matches: <b>from:(support()stripe.com) subject:Payment</b> Do this: Star it, Forward to, Mark it as in	important edit delete
	Matches: <b>from:(support@s ripe.com) subject:Payment</b> Do this: Star it, Forward to Mark it as im	mportant edit delete
	Matches: from:(relay@membershipworks.org) subject:(New memb Do this: Star it, Forward to Mark it as im	important edit delete
	Matches: <b>from:(paypal.com) subject:(payment received)</b> Do this: Star it, Forward to Mark it as im	mportant edit delete
	Matches: <b>from:(relay@membership vorks.org) subject:(New memb</b> Do this: Star it, Forward to	iber signup) edit delete
	Matches: <b>from:(no-reply@zoom.us)</b> Do this: Forward to	edit delete
	Matches: <b>from:(no-reply@zoom.us)</b> Do this: Forward to	edit delete
Sele	ect: All, None Export Delete Create a new filter Import f	filters

5. A dialog box appears. In the **From** field, type **@mbmag.org** to allow ALL the emails that are sent from mbmag.org to be "allowed" and avoid going to spam

From	@mbmag.org		
То			
Subject			
Has the wo	ds		
Doesn't hav	8		
Size	greater than	•	MB
🔲 Hasa	tachment 🔲 Don't incl	ide chats	
			Create filter Search
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6. At the bottom of the dialog box, select **Create filter** 

7. On the next screen, tell Gmail what to do with the email address or domain you just indicated. To do so, check the box next to **Never send it to Spam**. To finish the process, click **Create filter**.

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÷	When a message is an exact match for your search criteria:		
	Skip the Inbox (Archive K)		
	Mark as read		
	Star it		
	Apply the abel: Choose label 💌		1
	Forward it to: Choose an address  Add forwarding address		/
	Pelete it		
$\checkmark$	Never send it to Spam	/	
	Always mark it as important		
	Never mark it as important		
	Categorize as: Choose category 🔻		
	Also apply filter to matching conversations.		
Not	e: filter will not be applied to old conversations in Spam or Trash	+	
0	Learn more	Create filter	

# **Or, You Can Begin with an Email Message to Add Allowed Email Addresses**

You can also start the process of making an email filter in Gmail from a message from the person you want to add to the allowed list.

- 1. Open the email message from any address with @mbmag.org in the email address
- 2. In the upper-right corner of the message, select the **three-dot** (menu) icon

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3. Select Filter messages like this

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	Inbox	4,348		
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()	Snoozed			
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()	Spam	12		Delete this messare

4. With the email address now auto-filled for you in the **From** field, change the email address to *@mbmag.org* to allow ALL emails from the guild

From	@mbmag.org			
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Has attack	nment 🔲 Don't include chats			
			Create filter Sea	irch

5. At the bottom of the dialog box, select **Create filter** 

#### **Additional Gmail Filtering Tips**

When creating filters in Gmail, keep these additional points in mind.

- When you add an email address or domain in Gmail, the filter doesn't apply to messages already received. It works from the time you enable it onward.
- Another way to mark emails as not being spam is to use the **Not spam** button. However, this button is only visible when a message is opened from the Spam folder. In other words, you cannot use this method to proactively prevent messages from getting marked as spam. And, it will only mark that one email address as Not Spam, not ALL the mails from MBMAG.org

Instructions adapted Nov 2021 from https://www.lifewire.com/how-to-whitelist-a-sender-or-domain-in-gmail-1172106