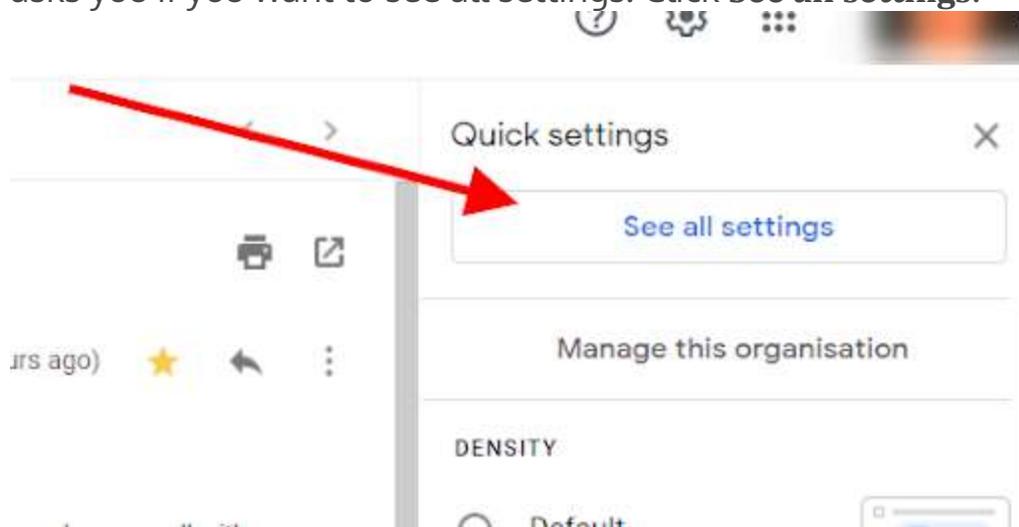


How to Whitelist an Email in Gmail on Your Desktop

Step 1. Make sure that you are logged into Gmail.

Step 2. Locate the **Settings** button in the top right. It's the little **cog icon**. Click that.

Step 3. You should now see a drop-down that gives you some shortcuts and asks you if you want to see all settings. Click **See all settings**.



Step 4. You should now be taken to another screen.

Step 5. From the top ribbon in the new menu, click **Filters and blocked addresses**.



Step 6. Click **Create a new filter**.



Step 7. Type in "*@parksvillelawnbowlingclub.com*" into the **From:** field.

From

To

Subject

Has the words

Doesn't have

Size

Has attachment Don't include chats

[Create filter](#) [Search](#)

Step 8. Click **Create new filter.**

Step 9. Choose **Never send to spam.**

← When a message is an exact match for your search criteria:

- Skip the Inbox (Archive it)
- Mark as read
- Star it
- Apply the label:
- Forward it to: [Add forwarding address](#)
- Delete it
- Never send it to Spam**
- Always mark it as important
- Never mark it as important
- Categorize as:
- Also apply filter to matching conversations.

Note: filter will not be applied to old conversations in Spam or Trash

[Learn more](#) [Create filter](#)

Step 10. Click **Create filter** and you're done.

