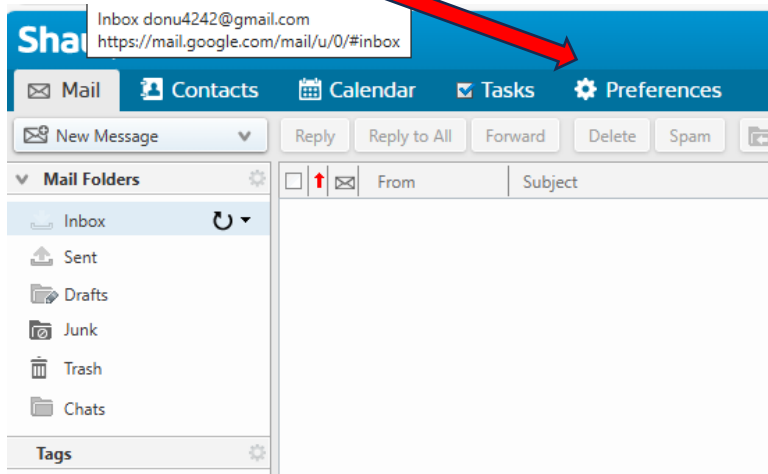


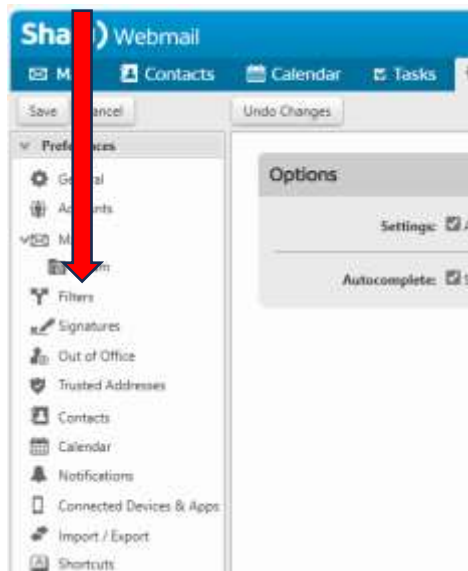
How to Whitelist an Email in SHAW.CA webmail

1.) Log in to Shaw Webmail

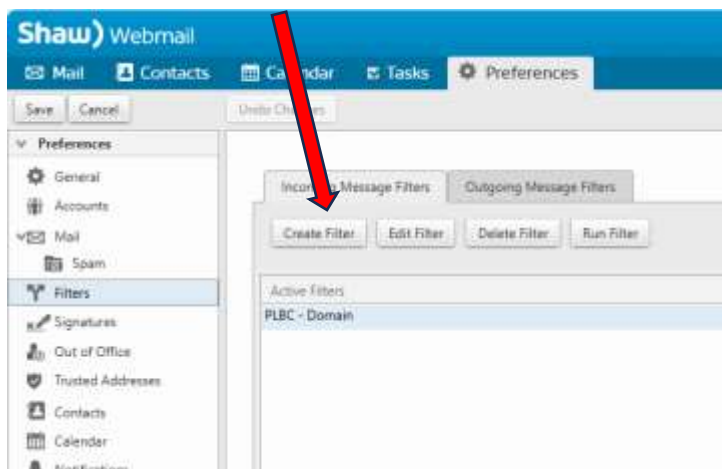
2.) Click the **Preferences** button.



3.) Click **Filters** on the left menu



4.) Click the **Create Filter** button.



5.) Fill in the boxes as shown with the address (partially hidden) as @parksvillelawnbowlingclub.com

Add Filter

Filter Name: Active

If **any** of the following conditions are met:

From contains **domain**

Perform the following actions:

Keep in Inbox

Do not process additional filters

OK Cancel

6.) Click OK.