

A cluster of overlapping, faceted geometric shapes in shades of yellow, green, and blue, located in the top-left corner of the slide.

Trusted Senders

Add Senders to Your “White List”
So You Are Certain to Receive their Email

A cluster of overlapping, faceted geometric shapes in shades of yellow, orange, and red, located in the bottom-right corner of the slide.

Login to your account at <https://wm.gds.us>.

Click Settings (Gear at the top)

On the left menu, choose Spam Filtering

The screenshot shows the user interface for managing spam filtering. At the top, a navigation bar contains several icons, with a gear icon (Settings) circled in red. On the left, a sidebar menu lists various settings, with 'Spam Filtering' highlighted and circled in red. The main content area is divided into three sections: 'Options', 'Trusted Senders', and 'Blocked Senders'. The 'Options' section has three sub-sections: 'Low Probability of Being Spam' (No Action), 'Medium Probability of Being Spam' (Delete Message), and 'High Probability of Being Spam' (Delete Message). The 'Trusted Senders' section includes a yellow highlight stating 'Email addresses in your contacts are always considered trusted senders.', 'Trusted Domains' (6 items), and 'Trusted Email Addresses' (2 items). The 'Blocked Senders' section shows a dropdown for 'Blocked Sender Action' set to 'Move to Junk Email Folder' and 'Blocked Senders' (0 items). 'Save' and 'Cancel' buttons are located at the top left of the main content area.

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Save Cancel

Options

Low Probability of Being Spam
No Action

Medium Probability of Being Spam
Delete Message

High Probability of Being Spam
Delete Message

Source: System Policy

Trusted Senders

Email addresses in your contacts are always considered trusted senders.

Trusted Domains *6 items*

Trusted Email Addresses *2 items*

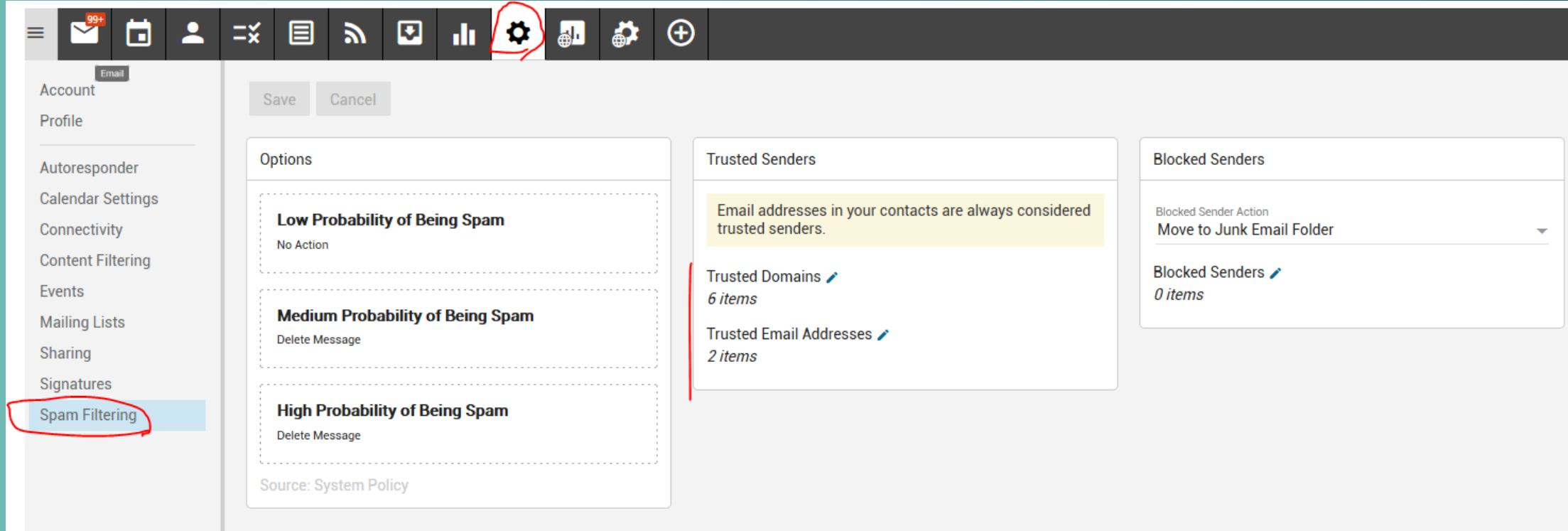
Blocked Senders

Blocked Sender Action
Move to Junk Email Folder

Blocked Senders *0 items*



Click the pencil icon next to either Trusted Domains or Trusted Email Addresses



The screenshot shows the Outlook settings interface for Spam Filtering. The left sidebar has 'Spam Filtering' selected and circled in red. The top navigation bar has a gear icon circled in red. The main content area is divided into three sections: 'Options', 'Trusted Senders', and 'Blocked Senders'. The 'Options' section has three categories: 'Low Probability of Being Spam' (No Action), 'Medium Probability of Being Spam' (Delete Message), and 'High Probability of Being Spam' (Delete Message). The 'Trusted Senders' section has a yellow highlight for the first item and lists 'Trusted Domains' (6 items) and 'Trusted Email Addresses' (2 items), both with pencil icons. The 'Blocked Senders' section shows a dropdown for 'Blocked Sender Action' set to 'Move to Junk Email Folder' and 'Blocked Senders' (0 items) with a pencil icon. 'Save' and 'Cancel' buttons are at the top left of the main area.

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Trusted Senders


Email addresses in your contacts are always considered trusted senders.

Trusted Domains 
6 items

Trusted Email Addresses 
2 items

Blocked Senders

Blocked Sender Action
Move to Junk Email Folder

Blocked Senders 
0 items

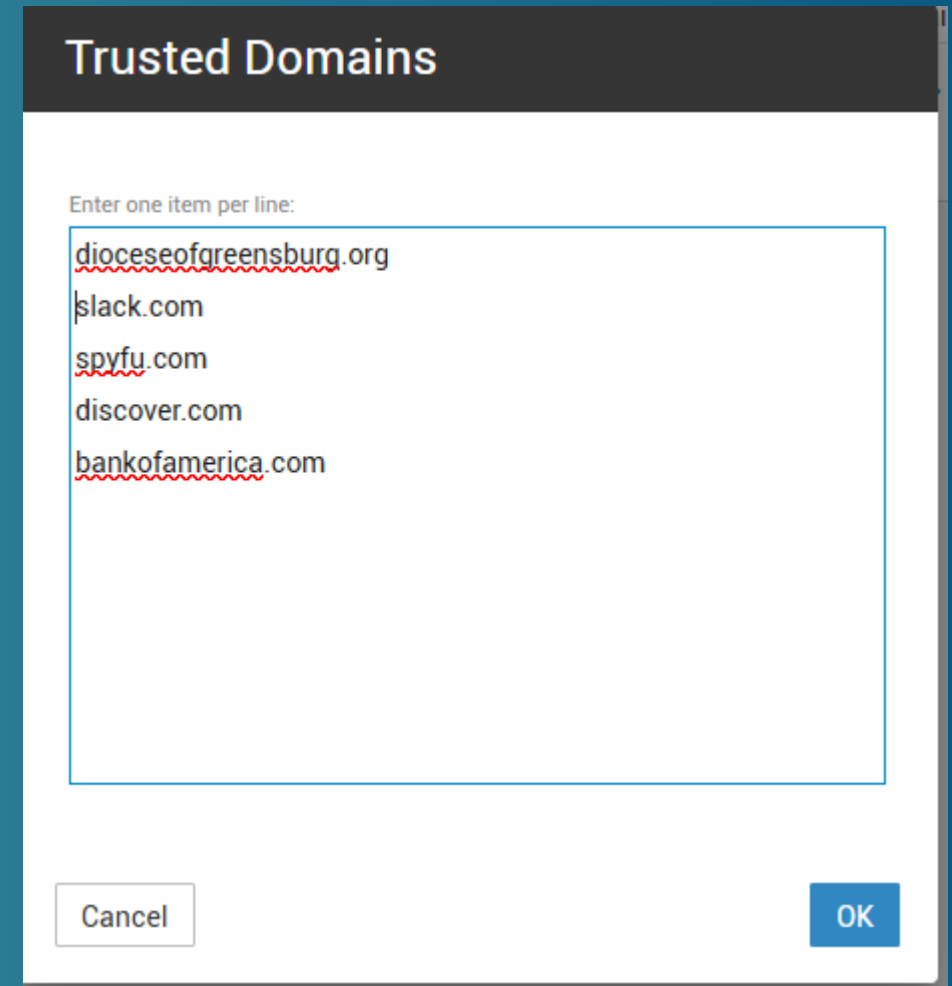


TRUSTED DOMAINS

Add domains (the part AFTER the @ in the email address for any domains you wish to add.

One per line

Click OK



Trusted Domains

Enter one item per line:

dioceseofgreensburg.org
slack.com
spyfu.com
discover.com
bankofamerica.com

Cancel OK



TRUSTED EMAIL ADDRESSES

Enter the email addresses

One per line.

Click OK

Trusted Email Addresses

Enter one item per line:

chocolatecandy@gmail.com
johnsmith23@aol.com
abccorp@yahoo.com

Cancel OK



SHOULD YOU ADD DOMAIN OR EMAIL ADDRESS

- The domain is the part AFTER the @ in the email address.
- Adding a domain means anyone sending from that domain is not filtered as spam.
- This is ideal if you want to get all the emails from a company

EXAMPLES:

ABCcorp.com

You would receive emails from anyone sending from ABCcorp.com like info@abccorp.com, fred.johnson@abccorp.com or sandy@abccorp.com

Yahoo.com

If you allowed yahoo.com then anyone sending from yahoo.com would pass through the spam filters – and you would get a lot of spam.



SHOULD YOU ADD DOMAIN OR EMAIL ADDRESS

- If in doubt, use the email address
- This is especially important when the domain (the part after the @ in the email) is a generic/free service like Comcast.net, Verizon.net, gmail.com, yahoo.com, aol.com, etc.

EXAMPLES:

AOL.com
Yahoo.com
Gmail.com
Comcast.net
Verizon.com

Rather than enter domains, you would enter the specific email address.

Johnsmith@aol.com
Fred.johnson32@yahoo.com
yarrow453@gmail.com
larryg@comcast.net
comedytonight@verizon.net



DOMAIN TRUSTED SENDERS

When you set Trusted Senders, you only affect the spam filtering on your account

Domain Administrators can change Trusted Senders for EVERYONE on your domain.

Please contact us at 724-523-3001 or info@cmewebsites.com if you need assistance with domain wide settings.





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724-523-3001

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Emai: info@chroma-marketing.com

