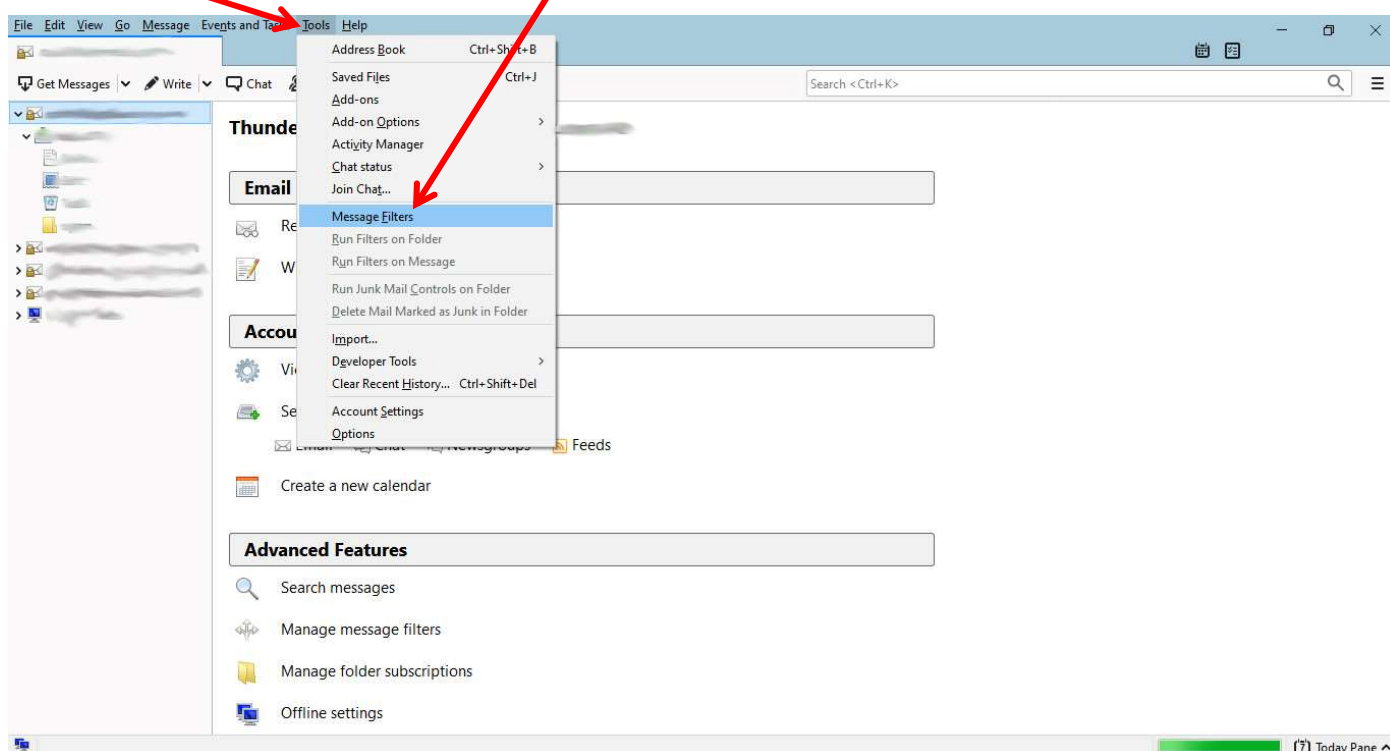
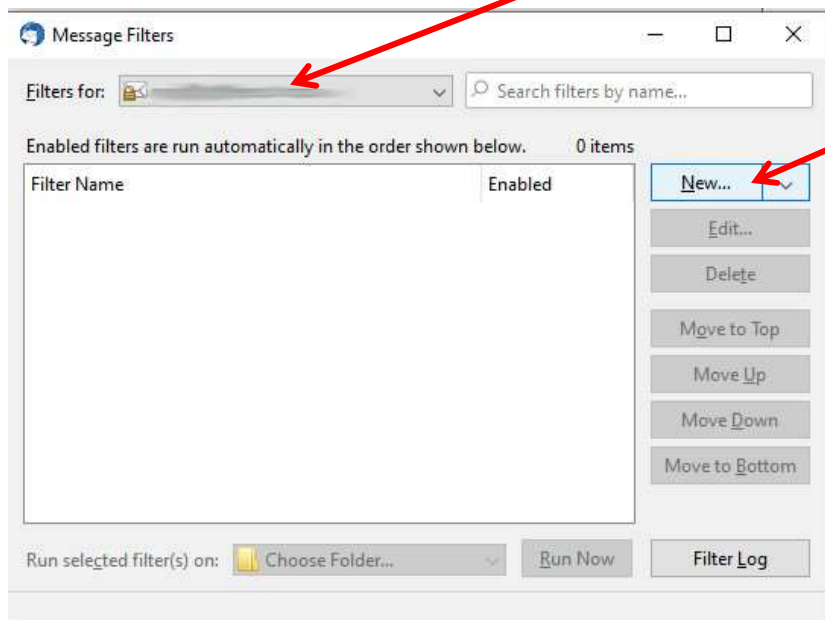


## How to whitelist our email addresses in Thunderbird (desktop program)

From the **Tools** menu, click on **Message Filters**



Ensure your email address is selected in **Filters for**, if not select it from the dropdown. Click **New**



We have TWO domains and a Gmail email address which need to be entered into the filter as detailed below.

Our domains are: @sjellisaccountants.com.au and @thura.com.au

Our Gmail address is: [steve.ellis6@gmail.com](mailto:steve.ellis6@gmail.com)

Add a **Filter name** of your choice

Tick **Manually Run**  
Tick **Getting New Mail**  
Select **Filter before Junk Classification** from the dropdown

Choose **Match any of the following**

Select **From**

Select **contains**

Enter [@sjellisaccountants.com.au](mailto:@sjellisaccountants.com.au) into the text box

Click the **+** box to add another line

Ensure **From** and **contains** are also selected in the dropdowns

Enter [@thura.com.au](mailto:@thura.com.au) in the text box

Click **+** again to add another line

Ensure **From** and **contains** are also selected in the dropdowns

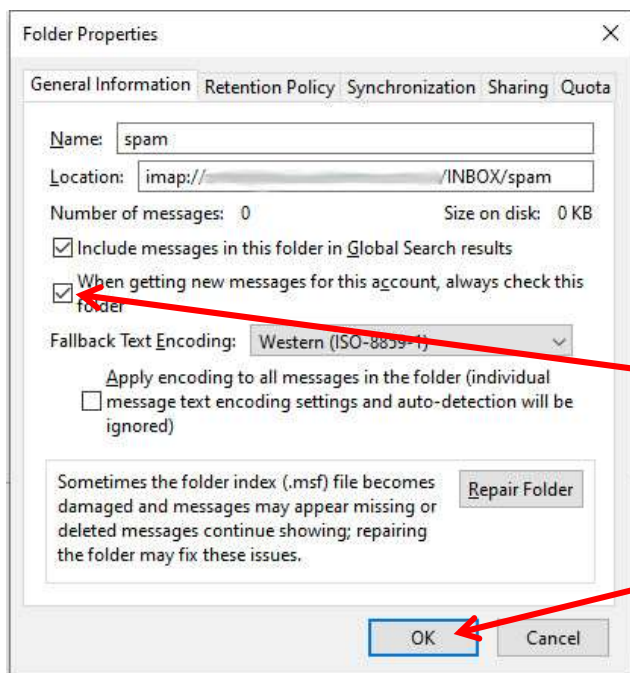
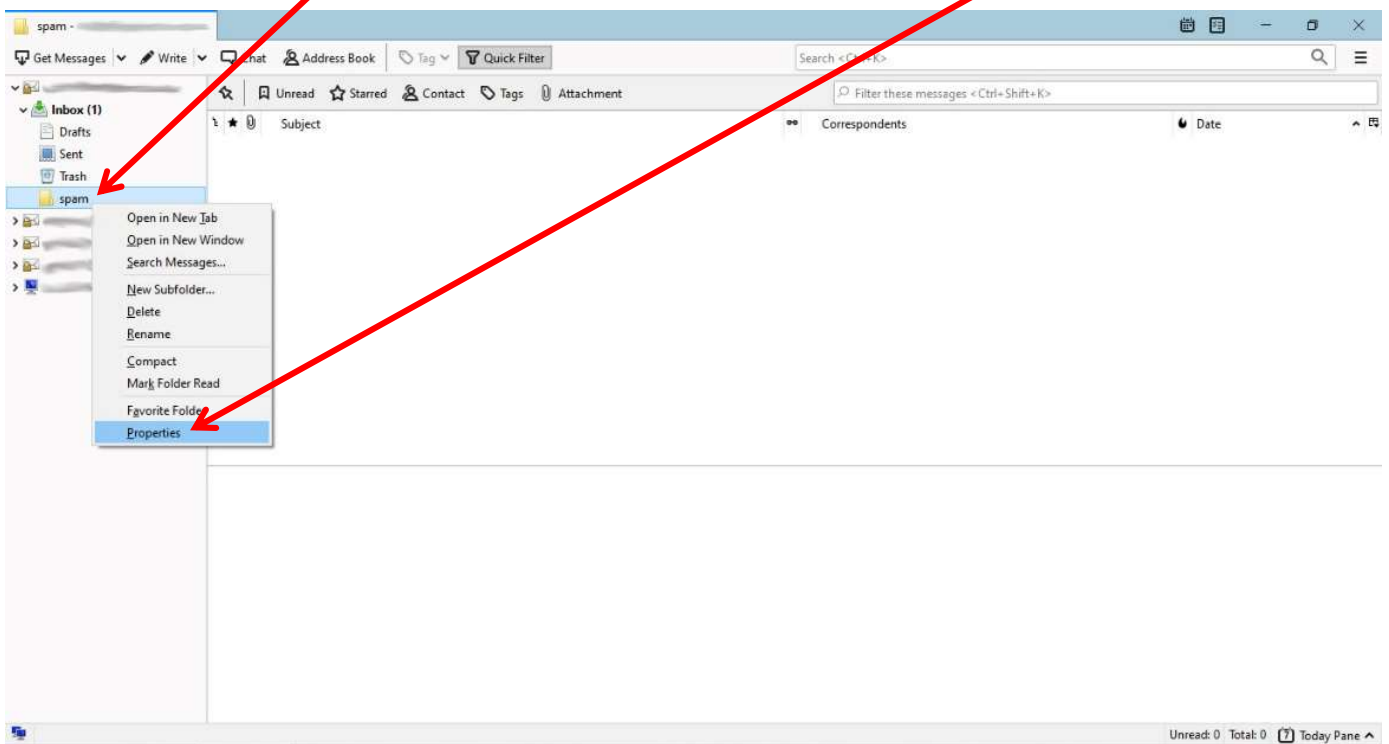
Enter [steve.ellis6@gmail.com](mailto:steve.ellis6@gmail.com) in this text box

Ensure **Move Message to** is selected

Select the **Inbox** of your email account in the next dropdown

Click **OK**  
Then close the Message Filters menu

Right-click on the **Spam/Junk** folder for your email address and select **Properties**



Tick **When getting new messages for this account, always check this folder**

Then click **OK**

This completes the process of setting up message filters for our email addresses.

Following the steps above should ensure that our emails go straight to your Inbox, not your Spam folder.