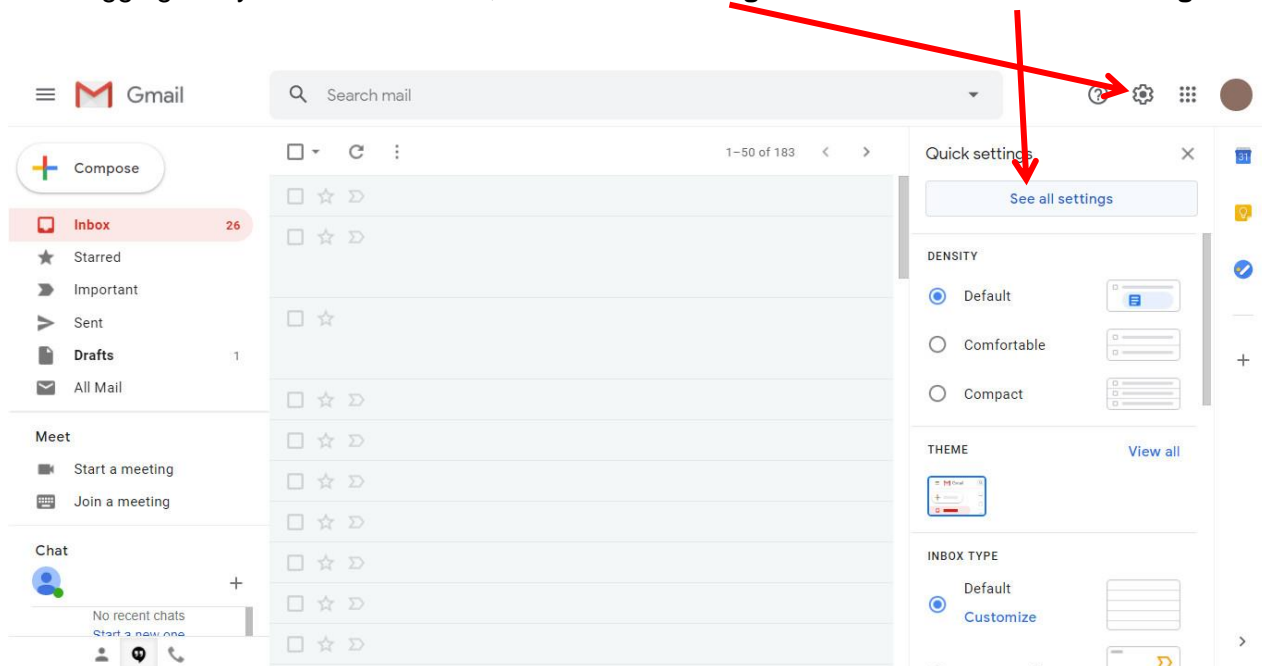


How to whitelist our email addresses in Gmail

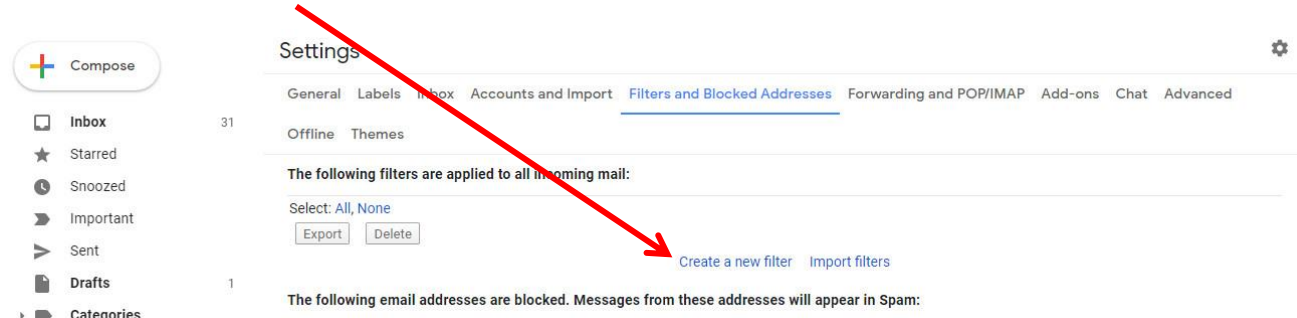
After logging into your Gmail account, click on the **Settings** icon then select **See all settings**



From the Settings menu, click on **Filters and Blocked Addresses**



Click on **Create a new filter**



In the **From** line, enter our TWO domains and our Gmail address, separated by the “pipe” symbol, which is a vertical bar that looks like this | and is added by pressing the shift and backslash keys.

Our domains and email address to add are:

[@sjellisaccountants.com.au](mailto:steve.ellis6@sjellisaccountants.com.au)

[@thura.com.au](mailto:steve.ellis6@thura.com.au)

steve.ellis6@gmail.com

Alternatively, copy and paste the following line into **From** and click **Create filter**

[@sjellisaccountants.com.au](mailto:steve.ellis6@sjellisaccountants.com.au)|[@thura.com.au](mailto:steve.ellis6@thura.com.au)|steve.ellis6@gmail.com

From: @sjellisaccountants.com.au|@thura.com.au|steve.ellis6@gmail.com

To:

Subject:

Has the words:

Doesn't have:

Size: greater than MB

Has attachment Don't include chats

Create filter Search

In the next menu, tick the **Never send it to Spam** box and then click **Create filter**

from:(@sjellisaccountants.com.au|@thura.com.au|steve.ellis6@gmail.com)

← When a message arrives that matches this search:

- Skip the Inbox (Archive it)
- Mark as read
- Star it
- Apply the label: Choose label...
- Forward it: [add forwarding address](#)
- Delete it
- Never send it to Spam**
- Always mark it as important
- Never mark it as important
- Categorize as: Choose category...
- Also apply filter to 11 matching conversations.

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

Learn more

Create filter

This completes the process for creating the message filter, you can now return to your Inbox.

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