

## How to whitelist our email addresses in iCloud Mail (webmail)

Our email addresses should be added to your Contacts list to ensure our emails go to your Inbox. To do so, please follow the instructions below.

We have a total of FOUR email addresses to add to Contacts:

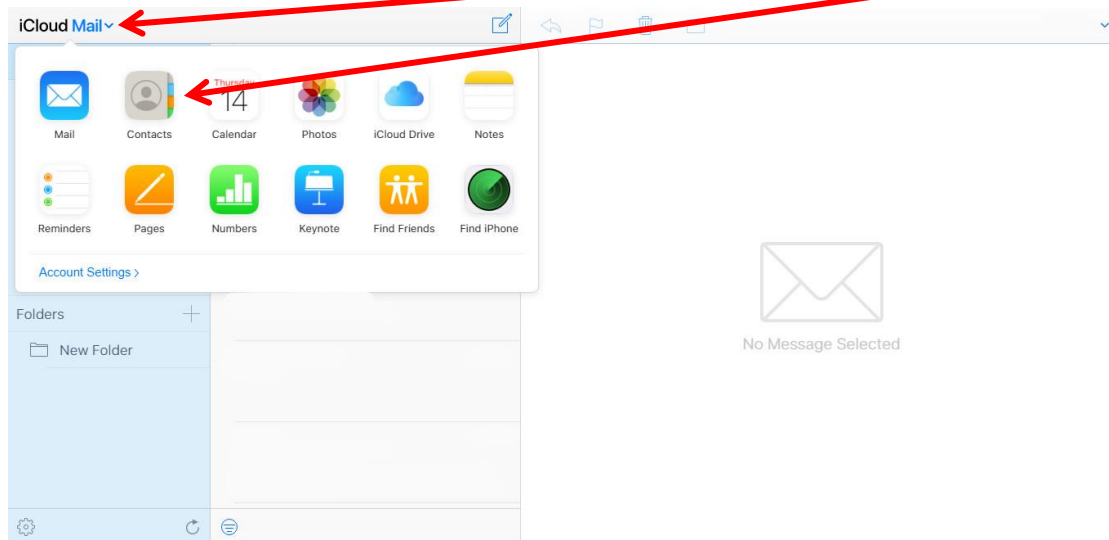
[admin@sjellisaccountants.com.au](mailto:admin@sjellisaccountants.com.au)

[business@sjellisaccountants.com.au](mailto:business@sjellisaccountants.com.au)

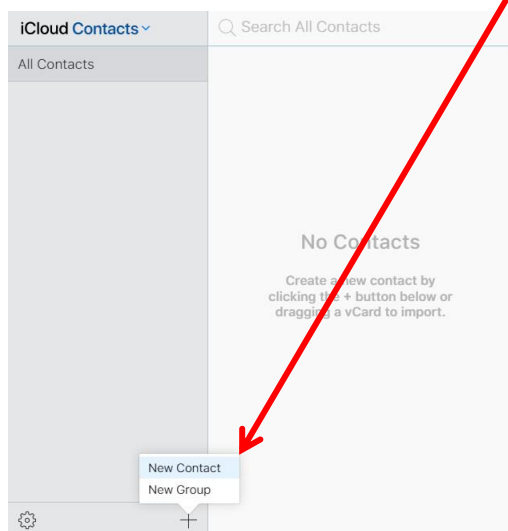
[finplanning@thura.com.au](mailto:finplanning@thura.com.au)

[steve.ellis6@gmail.com](mailto:steve.ellis6@gmail.com)

After logging into iCloud Mail, click on the **Mail** dropdown and select **Contacts**



Click on the **+** symbol and select **New Contact**



Give the contact a **Name** of your choice, enter the **Email Address** and then click **Done**

Cancel

Add Photo

S J Ellis Admin

Last

Company

Mobile Phone

Work admin@sjellisaccountants.com.au

Home Email

Homepage URL

Work Street

Suburb State

Done

Continue adding our other email addresses by clicking on the **+** sign and **New contact** and repeating the step above

iCloud Contacts

Search All Contacts

All Contacts

S J Ellis Admin

S J Ellis Business

S J Ellis Gmail

Thura Financial Planning

New Contact

New Group

This completes the process of adding our email addresses to your Contacts list. You can now return to your Inbox.

However, if an email from us does go to your Junk folder, please click on the **Not Junk** button. This should prevent future emails from that email address going to the Junk folder.

iCloud Mail

Inbox 1

VIP

Drafts

Sent

Archive

Trash

Junk

Search Junk

SJ Ellis admin

From SJ Ellis admin

Not Junk

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