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## USGBC and GBCI Safe Sender Instruction

Adding a domain to a safe sender list typically involves configuring the settings within your email client or email service provider. Below are general instructions for some commonly used email clients:

### 1. Microsoft Outlook on the Web:

- i. Sign into your [Outlook on the web](#) account.
- ii. At the top of the screen, select “Settings” the gear icon. The “Settings” dialog box will appear.
- iii. Select “Mail” in the primary (leftmost) pane and then, “Junk email” from the secondary pane.
- iv. Click “Add+” under the “Safe sender and domains.”
- v. In the text field that appears, type the email address or domain name you wish to whitelist, and press the Return key to save it.
- vi. Click “Save” to save the changes.
- vii. You may now exit the “Settings” dialog box.

### 2. Gmail:

- i. Visit the [Gmail website](#) and sign into your account.
- ii. In the search box at the top, select the Down arrow.
- iii. In the From field, enter the sender email address.
- iv. In the filter creation window, ensure the correct email or domain is specified.
- v. Click “Create filter.”
- vi. Check the box “Never send it to Spam” and click “Create filter.”

### 3. Yahoo Mail:

- i. Visit [Yahoo Mail](#) and sign into your account.
- ii. Click on the “Settings” gear icon in the upper-right corner.
- iii. Select “More Settings.”
- iv. Click on “Filters” in the left sidebar.
- v. Click on “Add” to create a new filter.
- vi. Enter a filter name, and in the “Sender” field, select “contains.”

- vii. Enter the domain you want to whitelist and choose the destination folder.
- viii. Click "Save" to add the filter.

#### **4. Apple Mail on macOS:**

- i. In Mail on iCloud.com, click the "Junk" folder in the sidebar.
- ii. Select the message.
- iii. Select "Not Junk" in the notification bar at the top of the message window or drag the message to the Inbox in the sidebar.

Please note that the exact steps may vary slightly depending on the version of the email client or service you are using. If you encounter any difficulties, refer to the help or support documentation for your specific email client or service.

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