WashU

How to whitelist WashU advancement emails

Follow these steps to make sure our messages always reach your inbox.

Gmail

View steps
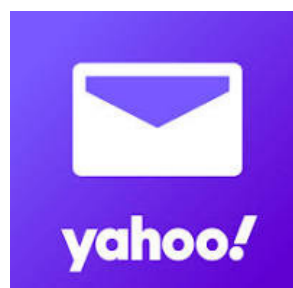
Apple Mail

View steps

Outlook

View steps

Yahoo

View steps

WashU
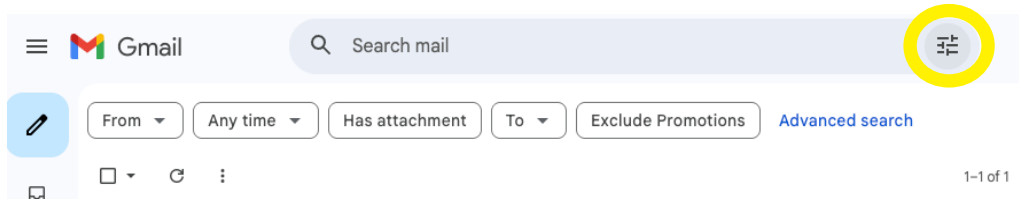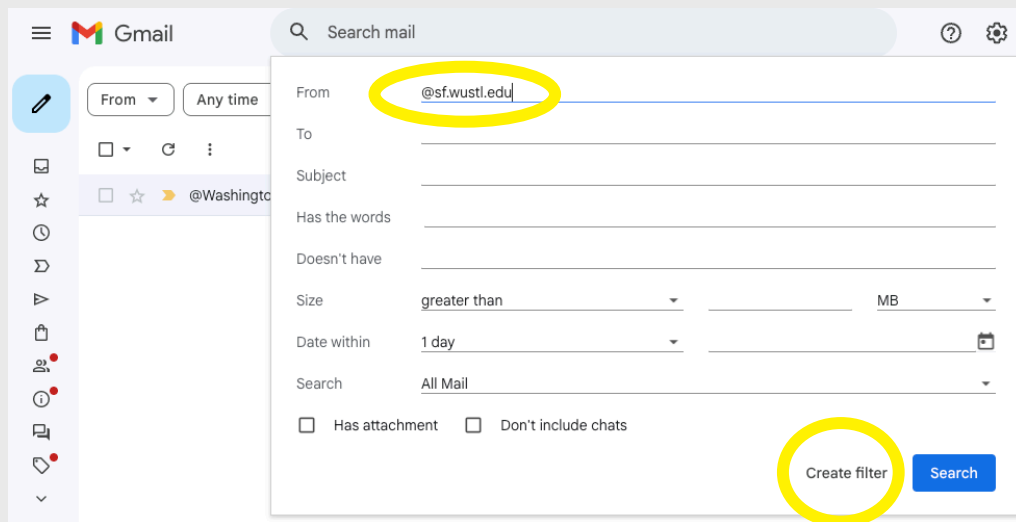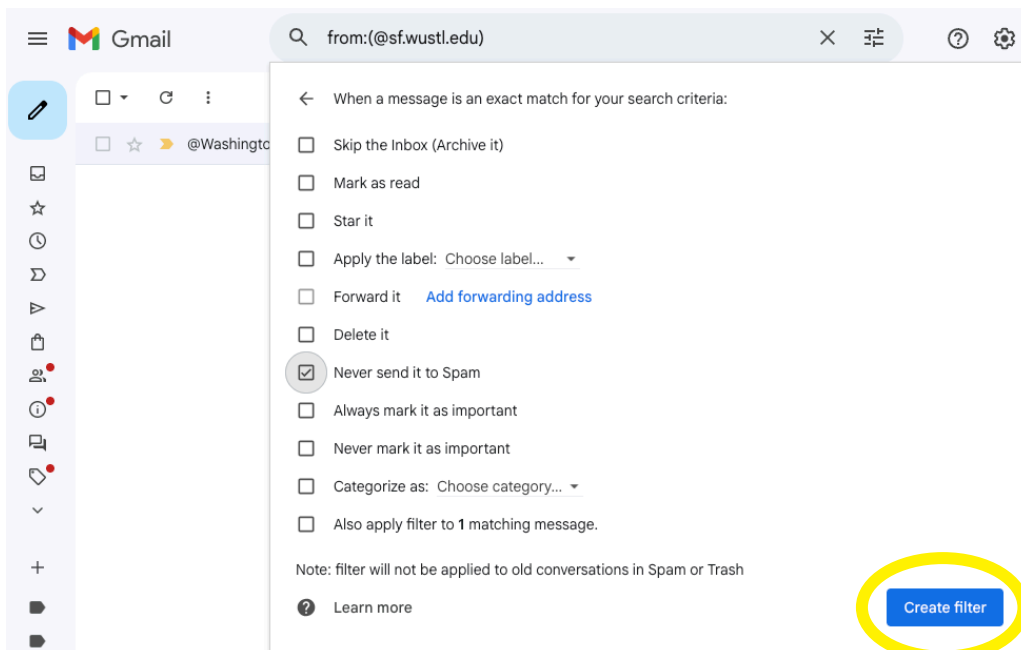
Gmail: Whitelisting

Step 1: Click the search bar option icon.

Step 2: Add WashU Advancement email to From field (**@sf.wustl.edu**) then click Create Filter
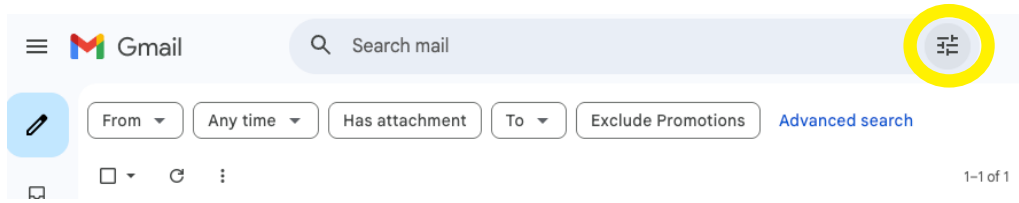

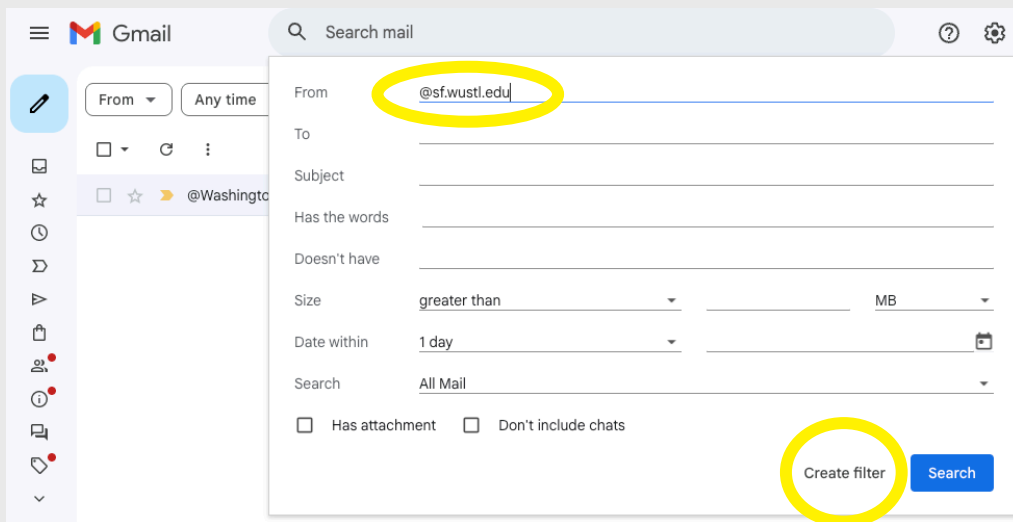Step 3: Click **Never send it to Spam** option then click Create Filter.
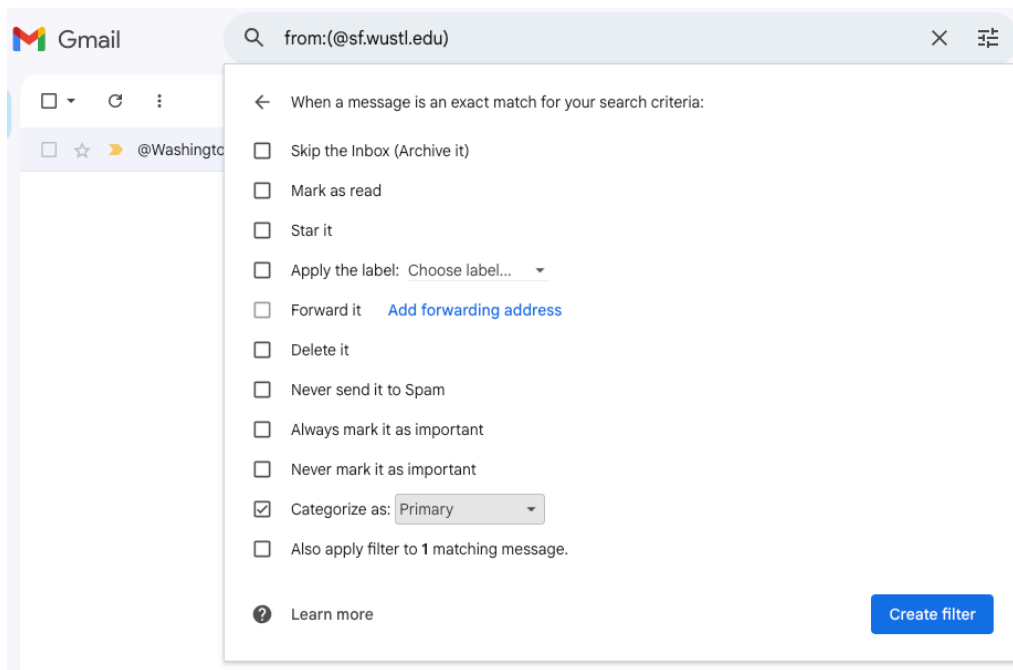
WashU

Gmail: Primary inbox

Step 1: Click the search bar option icon

Step 2: Add WashU Advancement email to From field (**@sf.wustl.edu**) then click Create Filter
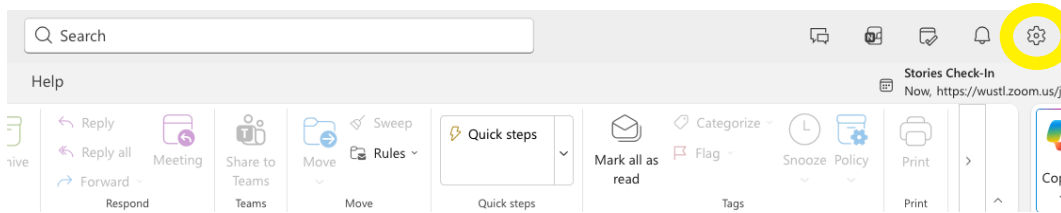

Step 3: Click **Categorize as: and select the Primary** option then click Create Filter
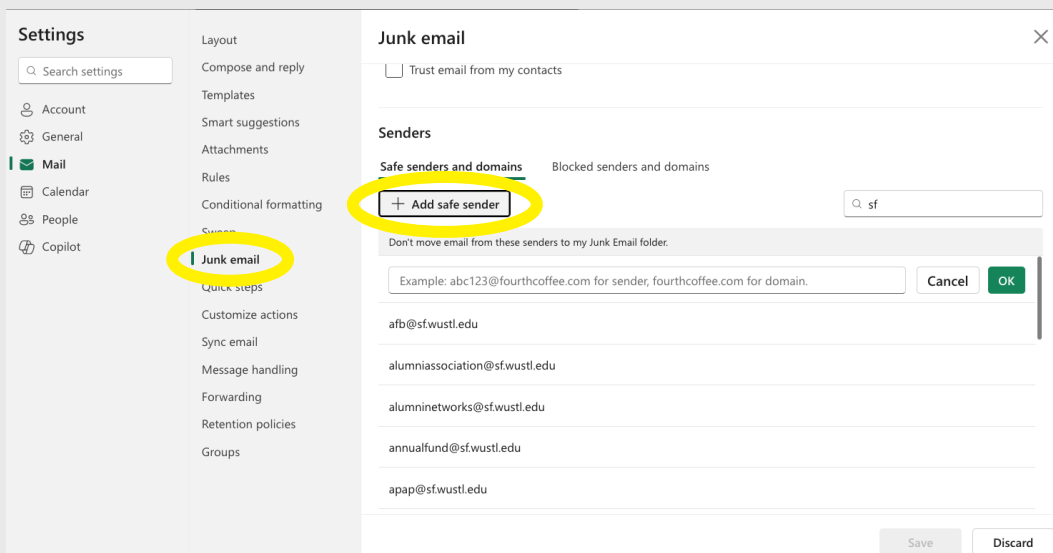

You can add **@sf.wustl.edu** to your Gmail whitelist and primary inbox at the same time by checking both the **Never send it to Spam** and **Categorize as: Primary** options
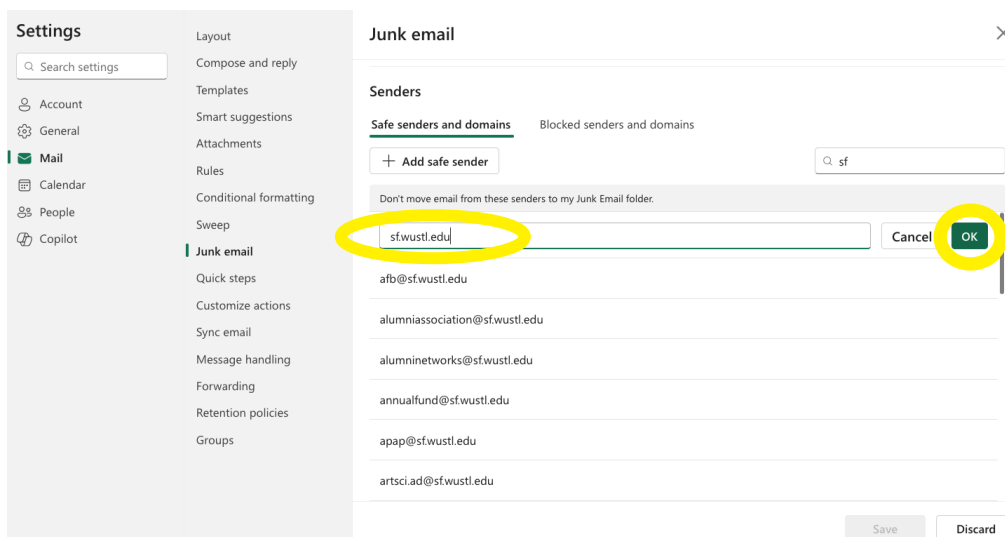
Outlook: Whitelisting

Step 1: Click the gear icon to open email settings.

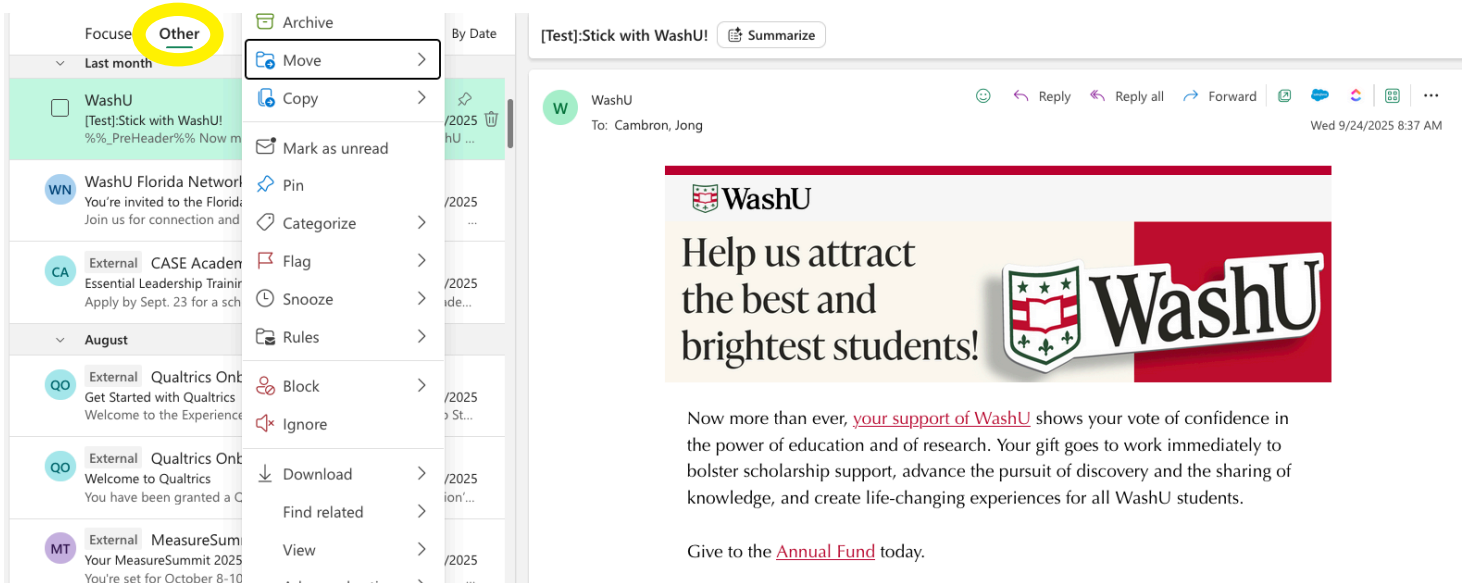Step 2: Select Junk email tab, scroll down to Senders section and click **+Add safe sender**.

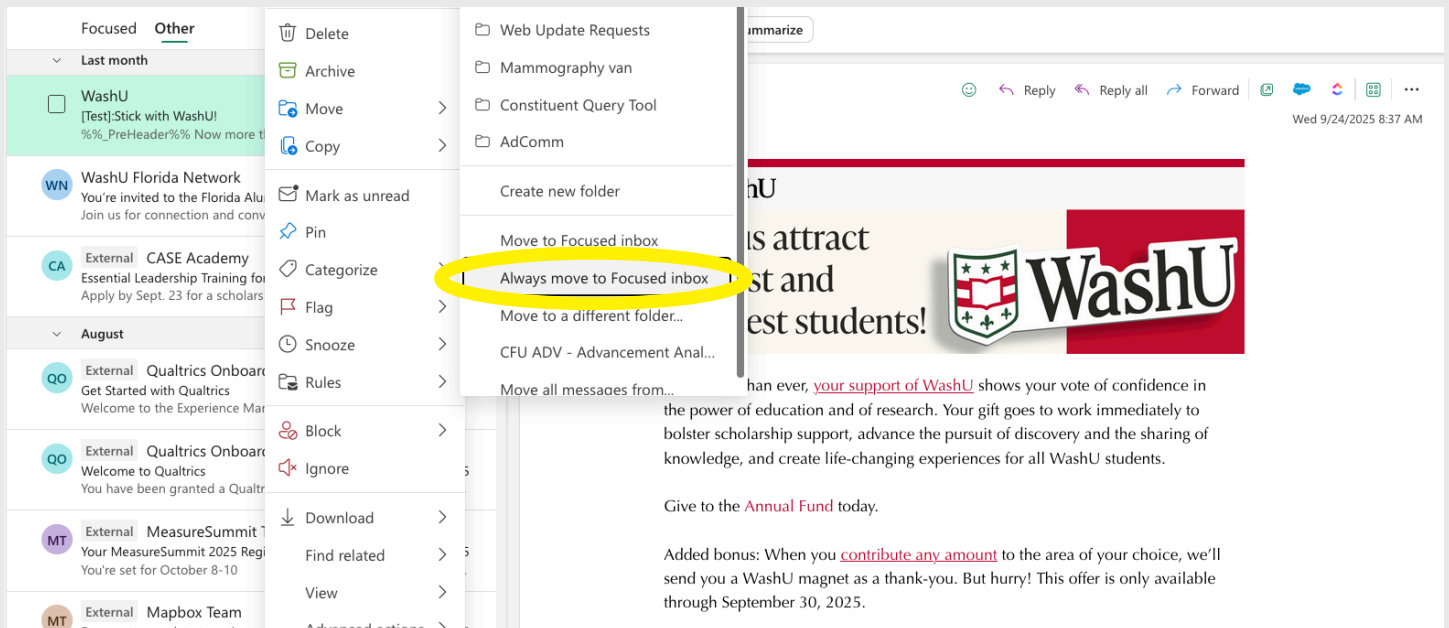Step 3: Type **sf.wustl.edu** in the empty text box and then click OK.

Outlook: Focused inbox

Step 1: Highlight a WashU email in your inbox, select the Other tab, and then **right click** to show options.
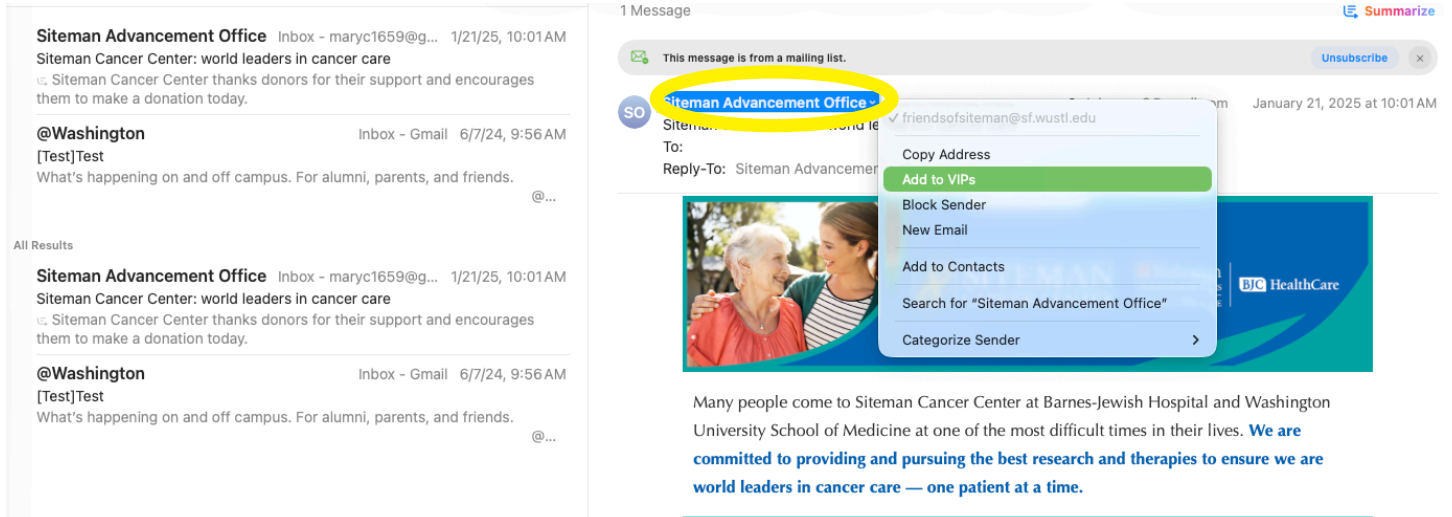

Step 2: Click on Move to view options and then select **Always move to Focused inbox**.
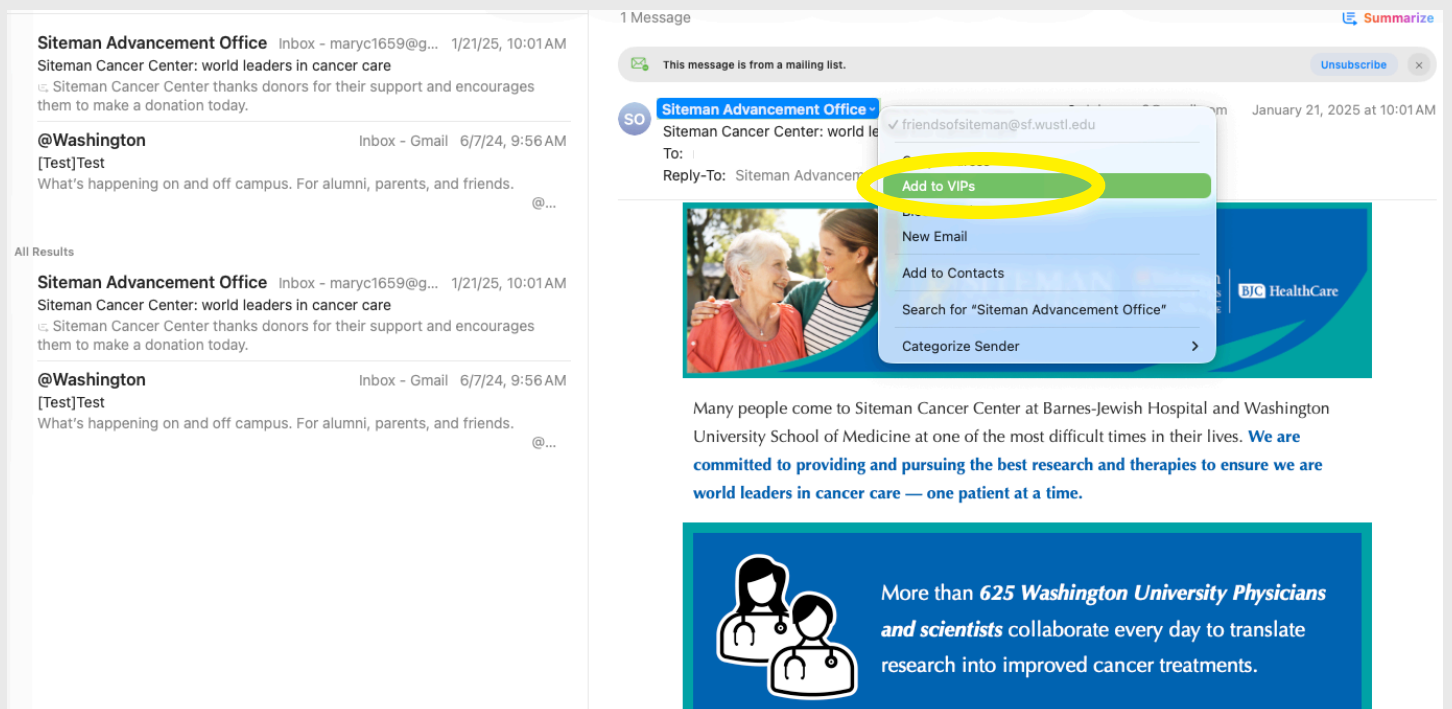
Apple Mail: Whitelisting

Step 1: Click the sender's name to highlight it and then click the down carrot to open up options.
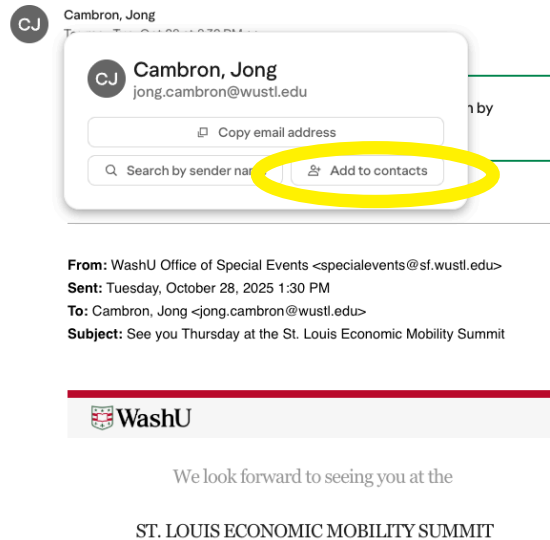

Step 2: Click on Add to VIPs (Once added as a VIP future emails will automatically be delivered to both your inbox and VIP mailbox).

Yahoo! Mail: Whitelisting

Step 1: Hover over the sender's name and click **Add to contacts** when a pop-up appears.

Step 2: Look for the Contacts box on the right side of your screen to **add at least one name** then click save.