To get a safe senders list started in Gmail, follow these steps:

- 1. Log in to your Gmail account on a desktop browser.
- 2. Click the gear icon in the upper-right corner and select "See all settings".

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🖉 Compose		□ - C :	1-2 of 2	< >	Quick settings
Inbox	2	Get started with Gmail		×	See all settings
☆ Starred		Customize your	Customize your		Manage this organization
Snoozed		inbox			Anns in Gmail
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			Program Policies Powered by Google		O Comfortable

- 3. Navigate to the "Filters and Blocked Addresses" tab at the top of the settings page.
- 4. Click on "Create a new filter".

	Settings									
2	General Labels Inbox Accounts Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons Chat and Meet Advanced									
	Offline Themes									
	The following filters are applied to all incoming mail:									
	Select: All, None Export Delete Create a new filter Import filters									
+	The following email addresses are blocked, messages from these addresses will appear in Spam:									
	Select' All None									
	Unblock selected addresses									

- 5. In the "From" field, enter the email address or domain you want to add to your safe senders list. For example, you can enter a specific email address or use an asterisk before the domain (e.g., *@outlook.com) to allow all emails from that domain.
- 6. Click "Create filter".

From	*@lpsww.nsw.edu.au,)		
То				
Subject				
Has the words				
Doesn't have				
Size	greater than	•	MB	
Has attach	iment			

- 7. In the next window, check the box next to "Never send it to spam".
- 8. Click "Create filter" to finalize the process.

←	When a message is an exact match for your search criteria:
	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 0 matching conversations.
Note	e: filter will not be applied to old conversations in Spam or Trash
?	Learn more Create filter

Alternatively, you can add senders to your safe list by:

- 1. Opening an email from the sender you want to add.
- 2. Hovering over the sender's name or email address.

3. Clicking "Add to Contacts".

By adding senders to your contacts, you're signalling to Gmail that you trust these sources, which helps ensure their emails reach your inbox.