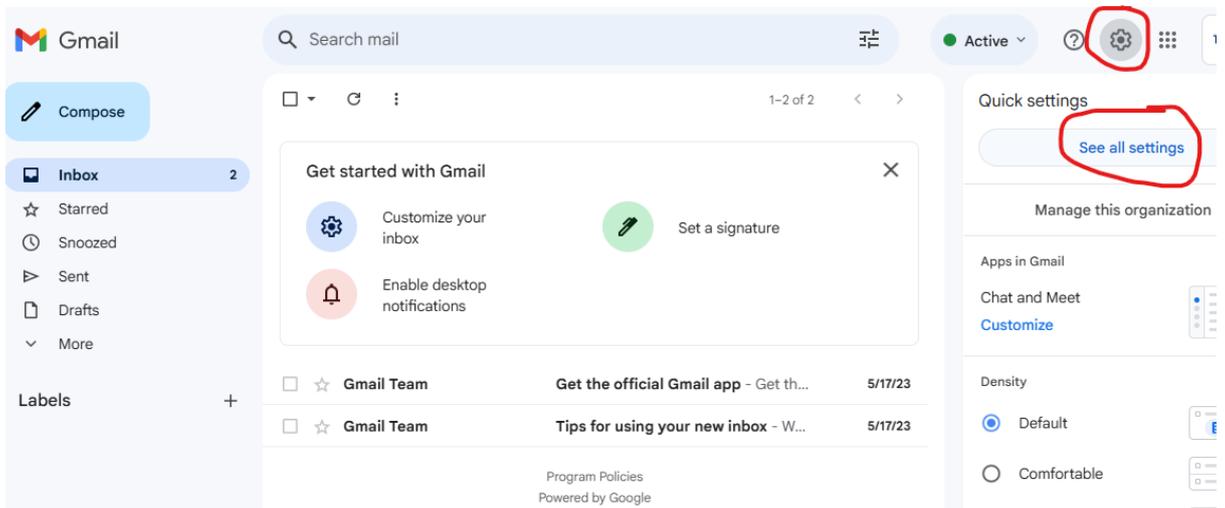
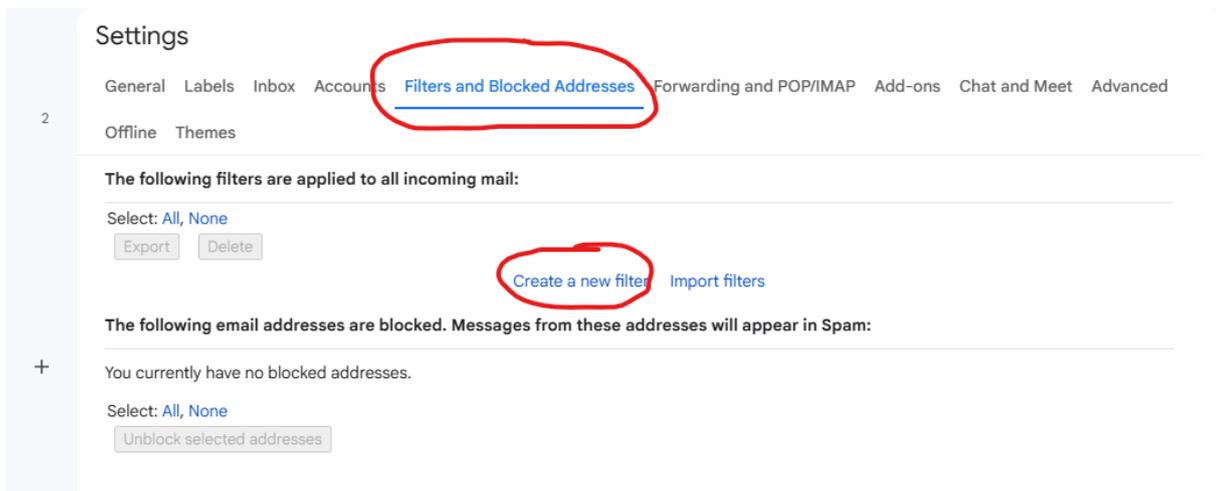


To get a safe senders list started in Gmail, follow these steps:

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".



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



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,

To

Subject

Has the words

Doesn't have

Size greater than MB

Has attachment

**Create filter** **Search**

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: 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.