

EMAIL COMMUNICATION

Why am I not receiving WaileaWahines@gmail.com email?

Keeping communication from a specific email from going to Spam/Junk is called **Whitelisting**. Whitelisting is specifically allowing emails from a certain source (Wahines) to be allowed into your inbox. How this is accomplished varies between different email and internet platforms but will typically work the same. Basically, this allows email to be delivered and not placed in your Spam/Junk folder or bounced back to the sender.

Example: gmail does not have a specific whitelist setting but would be accomplished in this way:

- Open your GMAIL.
- Click on the GEAR icon on the right upper corner for SETTINGS.
- Select FILTERS AND BLOCKED ADDRESSES from the top menu bar.
- Click the CREATE A NEW FILTER link.
- In the FROM field type waileawahines@gmail.com.
- Click CREATE FILTER at the bottom of the screen.
- Check mark "Never send it to Spam"
- Click CREATE FILTER at the bottom of the screen.

For more specific instruction on your platform:

- Contact your email provider, OR
- Search the internet for instruction.
- As an example, to find this instruction for gmail, in your browser type in the following search "*how to whitelist with gmail*".