Brix - EN Wiki

How to Whitelist Us

Here’s how to ensure that emails from us (and indeed anyone else you choose) do not end up in your spam/junk/delete folder. These instructions generally assume you have the email on your screen.

iPhone

1. Tap the sender’s from name
2. Choose “Create New Contact”
3. Tap “Done” to save

Android

1. Tap the picture of the sender
2. Tap the add to contacts icon
3. Tap “Create new contact”
4. Choose the correct account if you are signed into multiple email addresses
5. Tap the check mark to save

Gmail

1. Open the email in your inbox
2. Hover over the sender’s name
3. Select “Add to contacts” to save the sender to your Contacts list

You can also whitelist in Gmail before opening the email: Just hover over the sender’s name next to the subject line and select “Add to contacts” to save to your Contacts list.

How to move senders to your Gmail Primary tab:

1. Drag the email from your Promotions tab to your Primary tab
2. When asked, “Do this for future messages?” select “Yes”

Apple Mail

1. Open the email in your inbox
2. Click on the sender’s email address
3. Click “Add to Contacts”

Outlook 2003 (and higher)

1. Open the email in your inbox.
2. Right click “Click here” to download images in the gray bar at the top of the message.
3. Click “Add Sender to Safe Senders List.”

Yahoo

1. Open the email in your inbox
2. Click on the sender’s email address
3. Click “…”
4. Choose “Add to contacts”
5. Add additional information if needed
6. Click save to finish

Windows Live Mail

1. Open the email in your inbox
2. Click on the sender’s email address
3. Click “Add”
4. Add additional information if needed
5. Click save to finish

AOL

1. Click “Contacts” in the left toolbar
2. Click “New Contact”
3. Add contacts information
4. Choose “Add Contact” to save

Hotmail

1. In the upper right hand corner of your account, click on the “Settings” icon. From here, click on the option for “Options”.
2. While in this section, click on the option for “Safe and blocked senders”.
3. Click on “Safe senders”.
4. Enter in the sender’s email address and click the button to “Add to list”.

Thunderbird

1. Check if your sender’s email is in your “Junk” folder. Then, right click on the email and select “Mark As Not Junk”.
2. Click “Address Book”.

3. Make sure that the “Personal Address Book” is highlighted.
4. Click “New Card”, the “New Card” window will display.
5. Under the “Contact” tab, copy your sender’s “From” address and paste it into the email dialog box.
6. Click “Ok”.

GMX

1. Open the email.
2. Click the “Plus” symbol on the sender’s email address.
3. Add the first/last name of the sender.
4. Click “Ok”.

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