

Gmail & Yahoo Whitelist Domain

“HOW TO”

Whitelist a domain – What’s going on?

- **Q1) Why should we whitelist a domain?**
- A1) The main goal of Whitelisting a domain is to put those email messages into your inbox instead of your Spam box. Spam filters and settings unfortunately block small guys from sending emails in bulk or to a number of people exceeding an unknown number.
- **Q2) Does Simply Interpreting send spam emails?**
- A2) Simply Interpreting has 3 domains at present:
 - **Simplyinterpreting.com** (used for sending appointment confirmations)
 - **Myezfu.com** (Alternative/backup domain for sending appointment confirmations)
 - **Simpreter.com** (Our marketing and e-blast domain, here we do marketing and send out daily open offers notice, and important messages such as if our phones are down)
- **Q3) Why does Simply Interpreting have 3 domains?**
- A3) Simply has 3 domains to improve the chances to send emails and to have a backup in case one domain or server is unavailable. That way we can still communicate with you.

Google/Gmail – Whitelist a domain

- 1) Log into your Gmail account
- 2) Go to Settings
- 3) Go to Filters and Blocked Addresses tab
- 4) Scroll down and click “Create a new filter”
- 5) Enter our domain in the “FROM” box, create one filter for each domain to whitelist
- 6) Click Create Filter

Google/Gmail – Whitelist a domain

Search mail

From ← Step 2

To

Subject

Has the words

Doesn't have

Size greater than MB

Has attachment Don't include chats

Remember to do this separately for each of our domains:

- 1) Simplyinterpreting.com
- 2) Myezfu.com
- 3) Simpreter.com

Select: All, None

Step 1 → Import filters

Don't forget 😊

The following email addresses are blocked. Messages from these addresses will appear in Spam:

You currently have no blocked addresses.

Select: All, None

Google/Gmail – Whitelist a domain

- 7) Check that the domain is inputted correctly. You should see a list of emails that “match” the criteria you inputted in the background
- 8) Click “Never send it to spam”
- 9) Click “Create filter”
- *It's that easy – You can also set special settings, such as adding a label or creating a Simply folder to organize your work and emails*

Google/Gmail – Whitelist a domain

The screenshot shows the Gmail filter creation process. At the top, a search bar contains the text "from:(simplyinterpreting.com)". Below this, a list of filter actions is shown, with "Never send it to Spam" selected. A blue "Create filter" button is at the bottom right. Red arrows and text provide step-by-step instructions: 1) Check the domain in the search bar; 2) Verify matching emails; 3) Click "Never send it to Spam"; 4) Click "Create filter". A note explains that other settings like labels and folders can be added to the filter.

from:(simplyinterpreting.com) X

← When a message arrives that matches this search: 1) Check that the domain is correct
2) To the right, you should see emails matching the criteria

- Skip the Inbox (Archive it)
- Mark as read
- Star it
- Apply the label: Choose label...
- Forward it to: Choose an address... add forwarding address
- Delete it
- Never send it to Spam 3) Click "Never send it to Spam"
- Always mark it as important
- Never mark it as important
- Categorize as: Choose category...
- Also apply filter to matching messages. 4) Click "Create filter"

*Note, you can set other settings to organize your inbound emails from us, such as adding a label to our emails or sending our emails to a designated folder

Note: filter will not be applied to old conversations in Spam or Trash

? Learn more

Create filter

Yahoo! – Whitelist a domain

- 1) Log into your Yahoo Account
- 2) Click “Settings”, then Click “More Settings”
- 3) Click “Filters”, then click “Add”
- 4) Input domain name then click “Save”
- 5) Repeat for our 3 domains:
- **[Simplyinterpreting.com](https://www.simplyinterpreting.com)**
- **[Simpreter.com](https://www.simpreter.com)**
- **[Myezfu.com](https://www.myezfu.com)**

Other Email Account?

- If you are experiencing issues with emails ending up in your Spam folder and are not using Google or Yahoo, you may email marcus@simplyinterpreting.com directly to request for assistance, if needed.
- **Note:** Some email providers will block our emails due to extreme spam settings and whitelisting a domain may not work. In the past, this happened with AOL, iCloud, and some internet providers free email accounts. We have informed the email providers of these cases but this is no guaranteed fix and seems to occur now and then.

Thank you!

- Thank you Interpreters for your hard work with Simply!
- **If you do not want to receive emails from Simply,** please email cs@simplyinterpreting.com, scheduling@simplyinterpreting.com, and marcus@simplyinterpreting.com with subject: "Do NOT Email ME" or "UNSUBSCRIBE". *Please make sure this is sent from the email address that you wish this to apply to.*
- If you have any problems, comments, suggestions, praises, complaints, please email them to marcus@simplyinterpreting.com.

We read each and every email and value our Interpreters greatly!