



How to Whitelist Our Emails Instructions for Gmail

To keep our emails from landing in your spam folder on Gmail, and ensure that you receive all of the important stuff that we send you, carefully follow these instructions:

First, add us to your Contacts List:

1. Open an email that you've received from us.
2. Click the drop-down arrow next to the "Reply" button at the top-right of the message window.
3. Click on "Add to Contacts List" on the drop-down list that appears.

Second, move our emails to your Primary tab (optional)

Recently, Google make a big stir when they introduced the new Primary / Social / Promotions tabs in their users' inboxes. Some people like them, and some people hate them. If you like them, then skip this step – but if you want to make sure that our emails don't get lost in your Promotions tab, here's what to do:

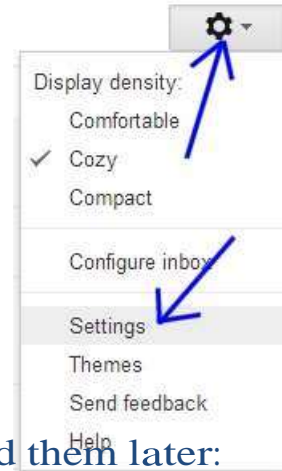
1. Click on the "Promotions" tab.
2. Find an email from DougHoltOnline, and click and drag it to your "Primary" tab.
3. You'll see a message saying "Do this for future messages from doug@dougholtonline.com ?"
4. Click on the "Yes" link.



Keep reading on the next page – there's more important stuff for you to do!

Third, create a Filter to flag and mark our emails as Important

1. Click on the “Gear” icon at the top-right of your screen, then click on “Settings”
2. Click on the “Filters” tab
3. Scroll to the bottom, and click to “Create a new filter”
4. In the “From” field, write doug@dougholtonline.com
5. Click on the link “Create filter with this search »”
6. Check the boxes “Never send it to Spam” and “Always mark as important” (fifth and third from the bottom)
7. Click on the blue “Create filter” button

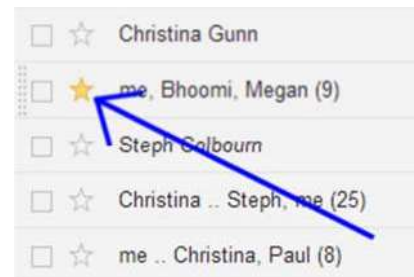


And finally, save your favorite emails, so you can find them later:

You know how sometimes you read an email that is just amazingly valuable, and you know you’ll want to refer to it later, but when you go looking later, you can’t find it?

Well, you can avoid that by saving it somewhere easy to find when you need it:

1. Click on the star symbol just to the left of the sender’s name, where the email appears in your main inbox view.
2. When you want to read the email later, find it by clicking on the “Starred” folder under your inbox tab.



And for extra credit, you can also use different colored stars – details at:

<https://support.google.com/mail/answer/5904?hl=en>

Got questions about how to do any of this?
Just reach out to us at Doug@DougHoltOnline.com – we’re here to help!