

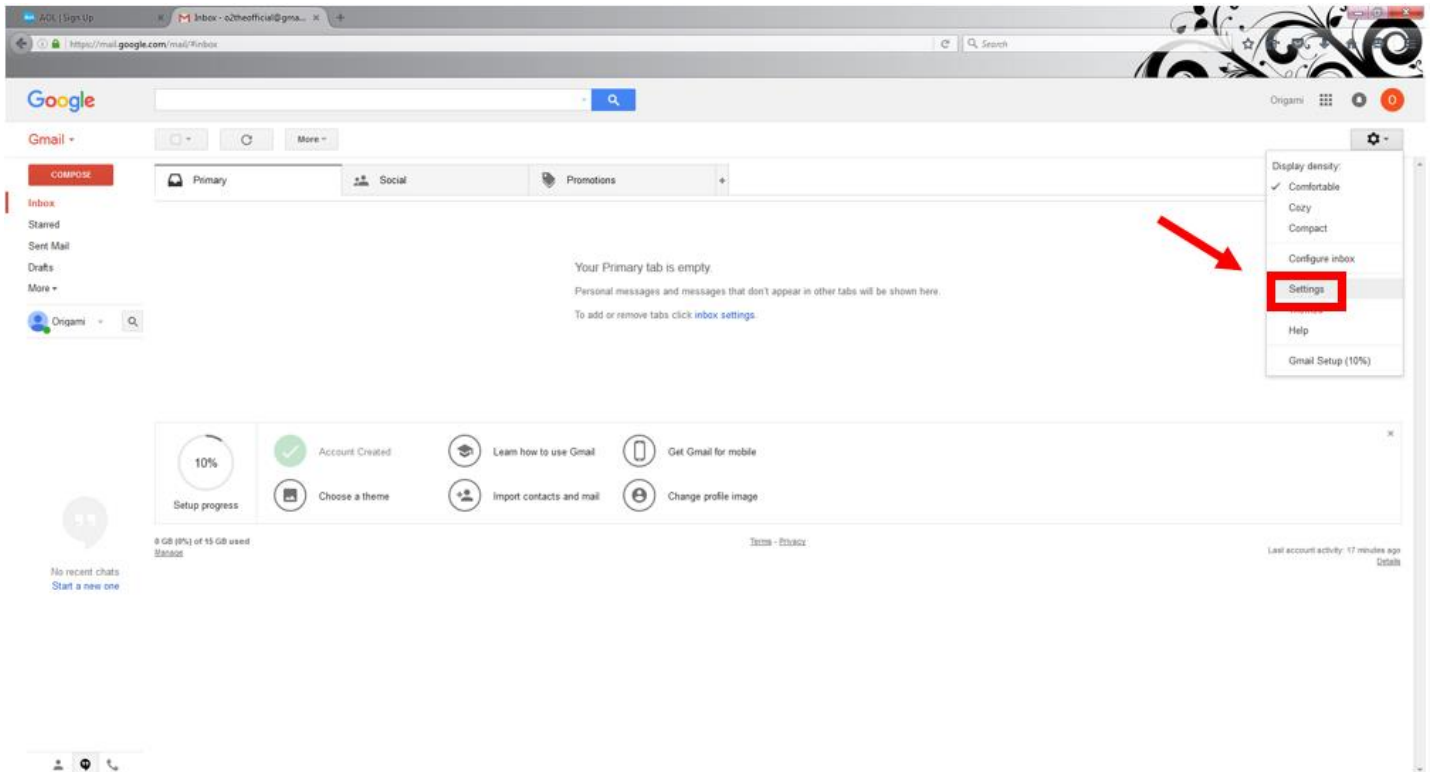
Whitelist

Gmail

These steps outline how to add Origami Owl to your email account's Whitelist.

Step 1: Log in to your **Gmail** account.

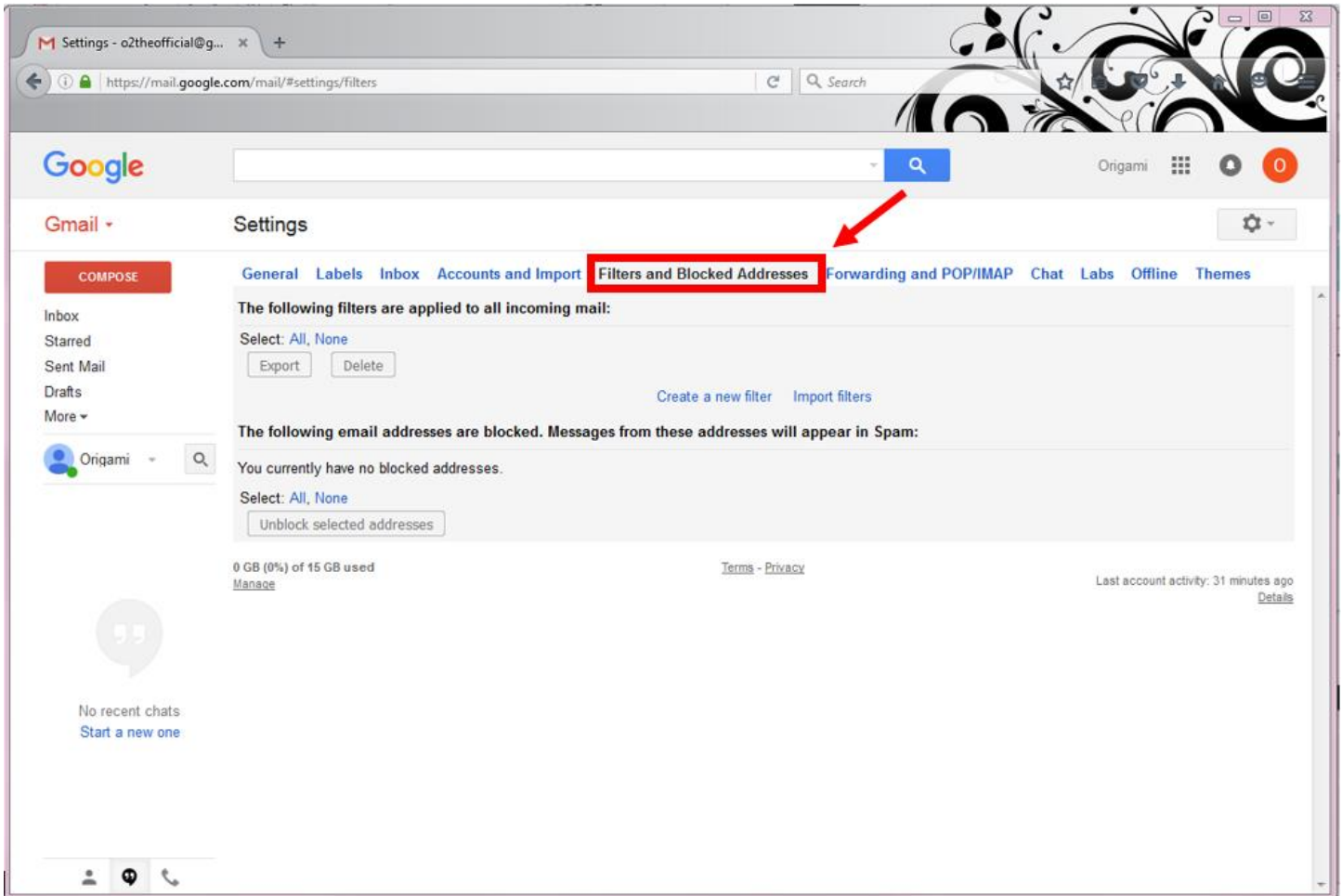
Step 2: Click on the **Settings gear** in the top-right corner and go to **'Settings'**.



Whitelist

Gmail

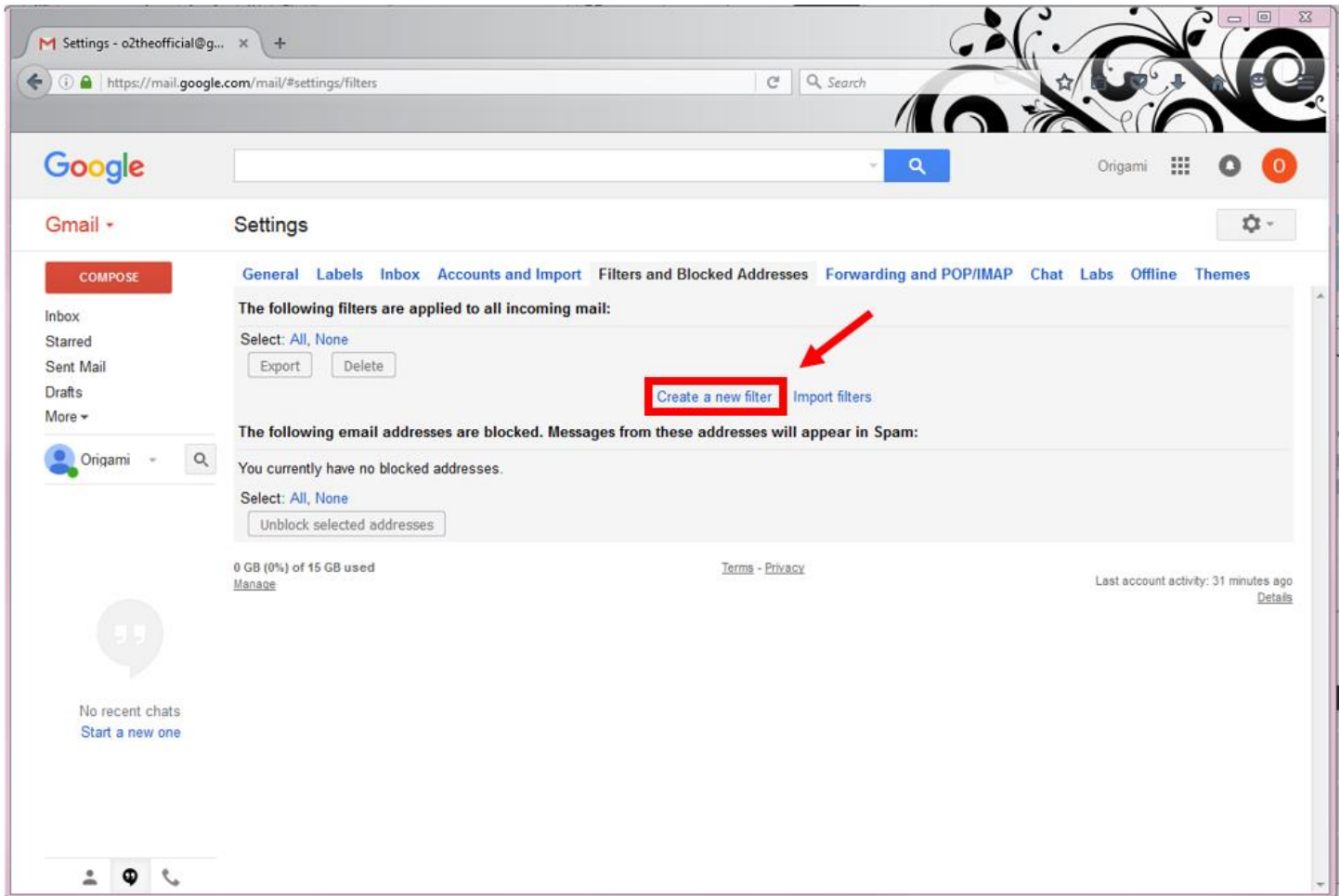
Step 3: Select the 'Filters and Blocked Addresses' tab.



Whitelist

Gmail

Step 4: Click on 'Create a new filter'.



Whitelist

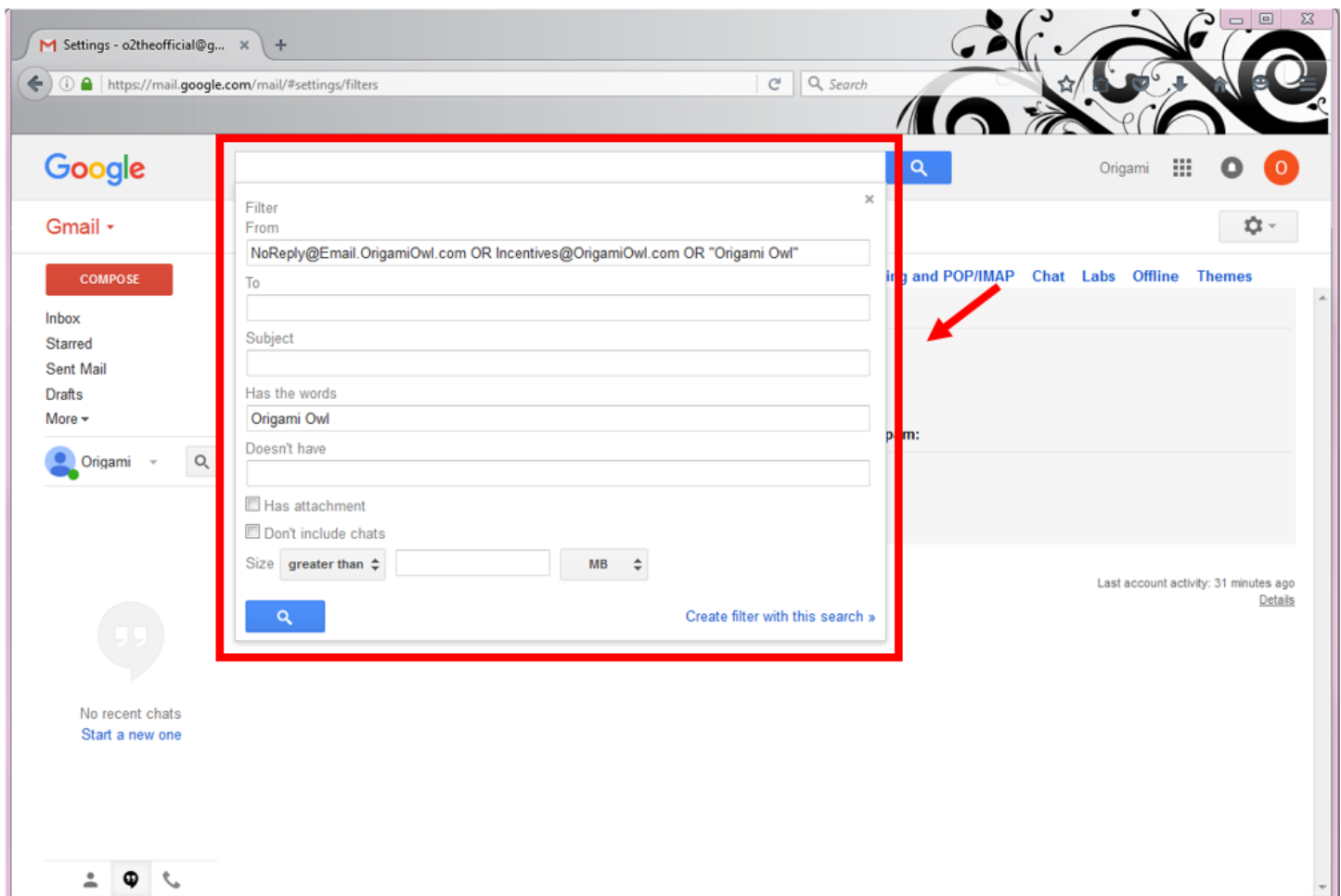
Gmail

Step 5: In the 'From' field, add the e-mail addresses or names of people or companies you never want to land in your SPAM folder. ***Use the capital word "OR" between each e-mail address/name.**

The Whitelist can include:

- A specific e-mail address: NoReply@Email.OrigamiOwl.com (what we are requesting all our designer to add)
- Incentives@OrigamiOwl.com
- Name of a company: "Origami Owl"

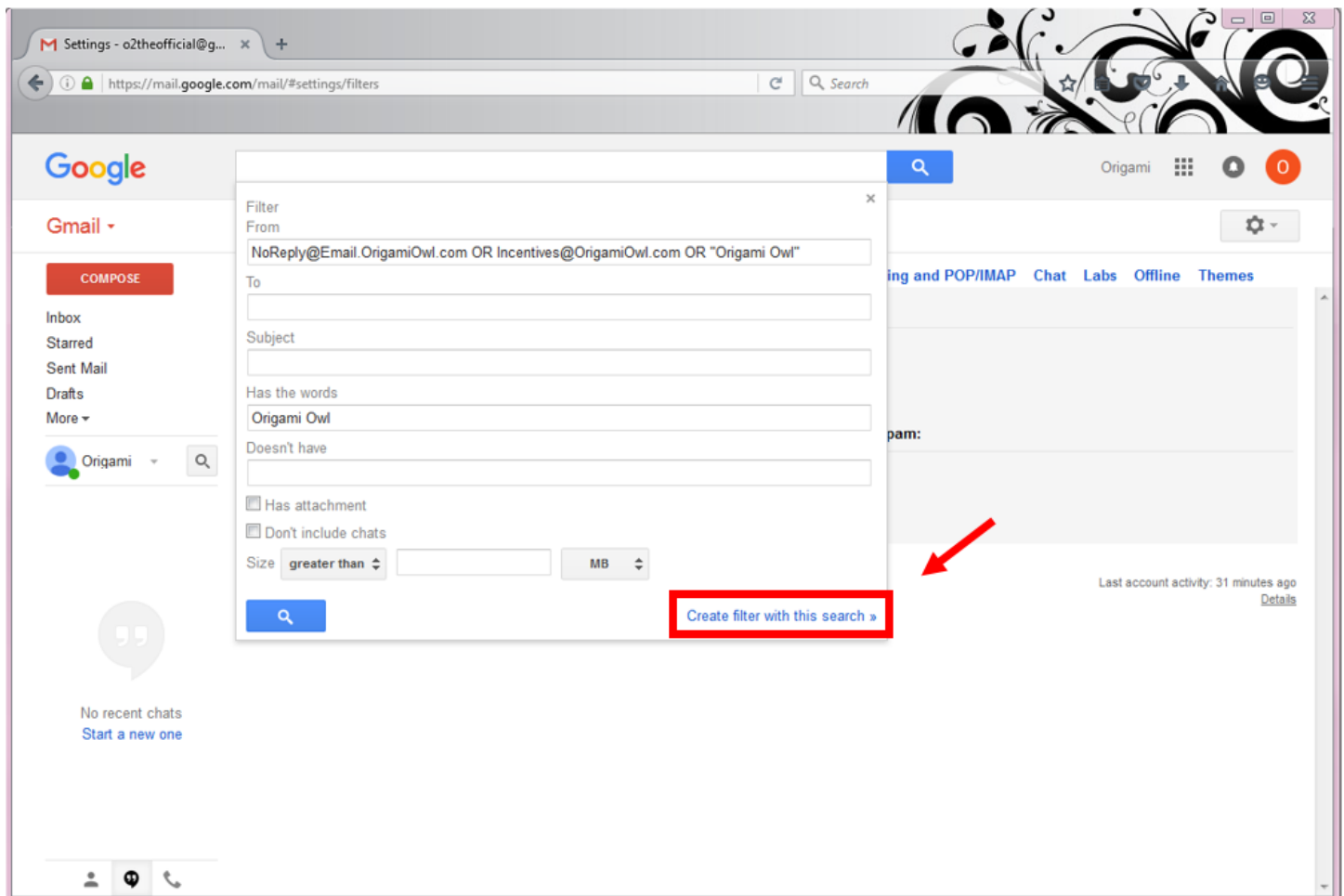
If you are including all of these, it would look like this:



Whitelist

Gmail

Step 6: Click "Create filter with this search".



The screenshot shows the Gmail settings page for a user named 'Origami'. A dialog box for creating a filter is open, with the following fields filled:

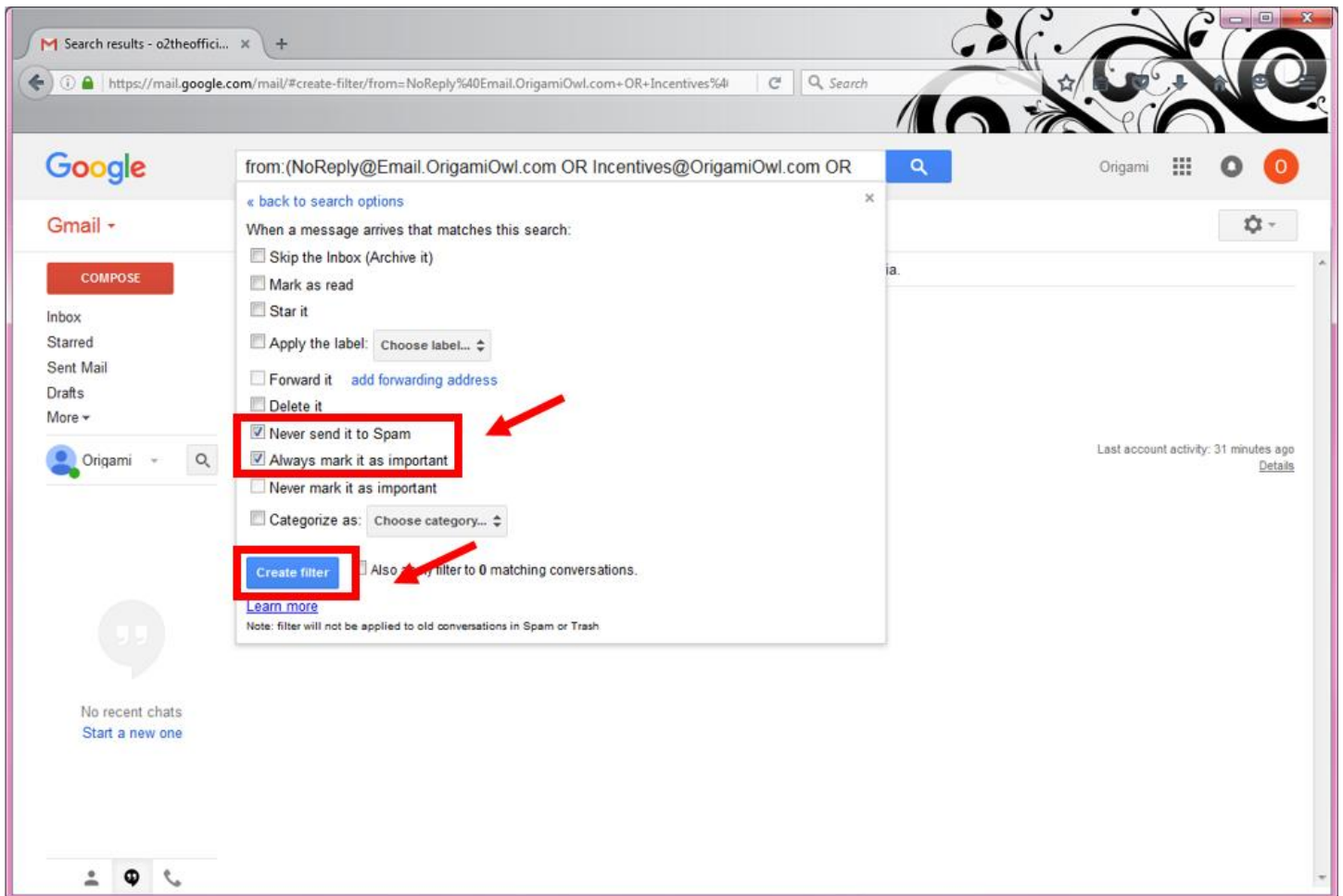
- Filter:** From
- From:** NoReply@Email.OrigamiOwl.com OR Incentives@OrigamiOwl.com OR "Origami Owl"
- To:** (empty)
- Subject:** (empty)
- Has the words:** Origami Owl
- Doesn't have:** (empty)
- Has attachment
- Don't include chats
- Size:** greater than [] MB

A red box highlights the "Create filter with this search »" button at the bottom right of the dialog box. A red arrow points from the right side of the dialog box towards the main settings page. The background shows the Gmail interface with a search bar and various settings options like "Inbox", "Starred", "Sent Mail", "Drafts", and "More".

Whitelist

Gmail

Step 7: Check the box the **'Never send it to Spam'** and **'Always mark it as important'**.



That's it! If you want to create several filters to keep them organized by domain, friends, family or work, just repeat steps 4 through 7.