



How to Whitelist a Domain

Click on your email provider:

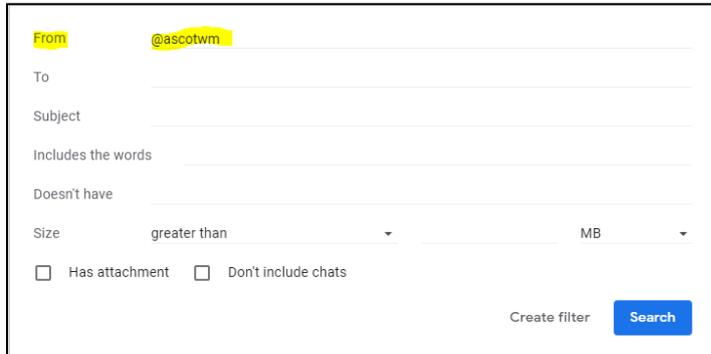
1. Gmail
2. Outlook/live/hotmail/msn
3. Yahoo! Mail/BT Internet
4. AOL

There is no universal way to whitelist a domain, so if this is not an option, you will have to whitelist the email address; however, this will only solve the problem for that particular email address. Alternatively, consult the 'Help' section associated with your email application where you should find instructions on how to whitelist a domain.

If you are still not seeing our emails please do not hesitate to contact us on 01344 851 250.

Gmail

1. Click the on cog icon in the top-right corner, and then **Settings**.
2. Click on **Filters and blocked addresses**.
3. At the bottom of the page pick **Create a new filter**.
4. Enter the **@ascotwm** domain in the **From** field:



From **@ascotwm**

To

Subject

Includes the words

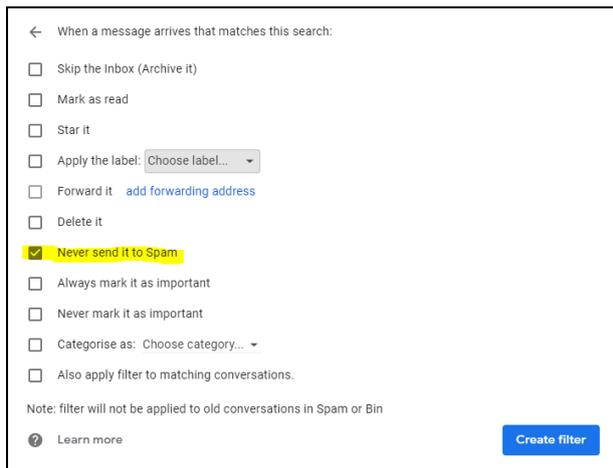
Doesn't have

Size greater than MB

Has attachment Don't include chats

Create filter Search

5. Click **Create filter**.
6. Select the **Never send it to Spam** option and then **Create filter**:



← When a message arrives that matches this search:

Skip the Inbox (Archive it)

Mark as read

Star it

Apply the label: Choose label...

Forward it [add forwarding address](#)

Delete it

Never send it to Spam

Always mark it as important

Never mark it as important

Categorise as: Choose category...

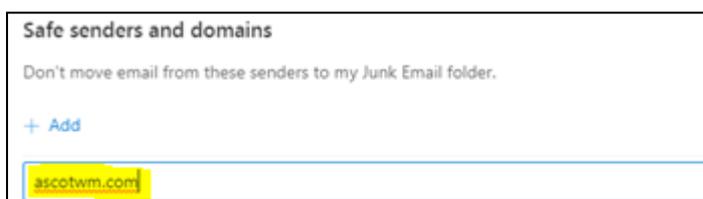
Also apply filter to matching conversations.

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

[Learn more](#) Create filter

Outlook/Live/Hotmail/MSN

1. Click the cog icon in the top-right corner and then **View all Outlook settings**.
2. Under the **Mail** tab, select **Junk email**.
3. Select **Add** under **Safe senders and domains**.
4. Add the **ascotwm.com** domain to the list of **Safe senders and domains** and press **enter** to add the domain to the list:



Safe senders and domains

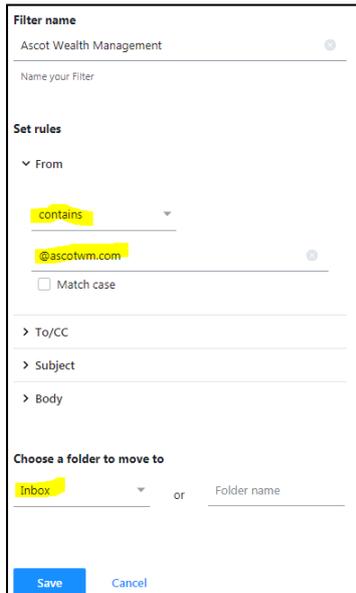
Don't move email from these senders to my Junk Email folder.

+ Add

ascotwm.com

Yahoo! Mail/Sky/ BT Internet

1. Select the settings cog in the top right corner.
2. At the bottom of the menu click **more settings**.
3. Click **Filters** and then **Add new filters**.
4. Enter **Ascot Wealth Management** under **Filter Name**.
5. In the **From** field select **contains** as a filter criterion and enter **@ascotwm.com** as a filter value.
6. At the bottom select **Inbox** as folder type.
7. Click on **Save**:



The screenshot shows the 'Filter name' dialog box in Yahoo! Mail. The filter name is 'Ascot Wealth Management'. Under 'Set rules', the 'From' field is set to 'contains' with the value '@ascotwm.com'. The 'Match case' checkbox is unchecked. Below, the 'Choose a folder to move to' section has 'Inbox' selected. At the bottom, there are 'Save' and 'Cancel' buttons.

AOL

1. Look for an email from Ascot Wealth Management in your inbox.
2. Once you open the email, two options will appear at the top. Select 'Don't block this sender':

 **Images blocked** Show images | Don't block this sender

Alternatively, reply to the email. AOL will automatically whitelist this person.

Please note that this will only whitelist the specific sender and not the ascotwm.com domain. If you receive emails from multiple AWM employees please do this with each one individually.