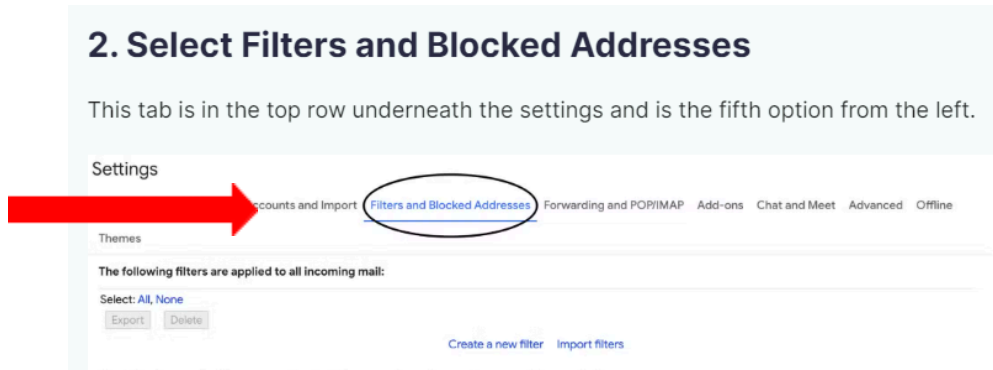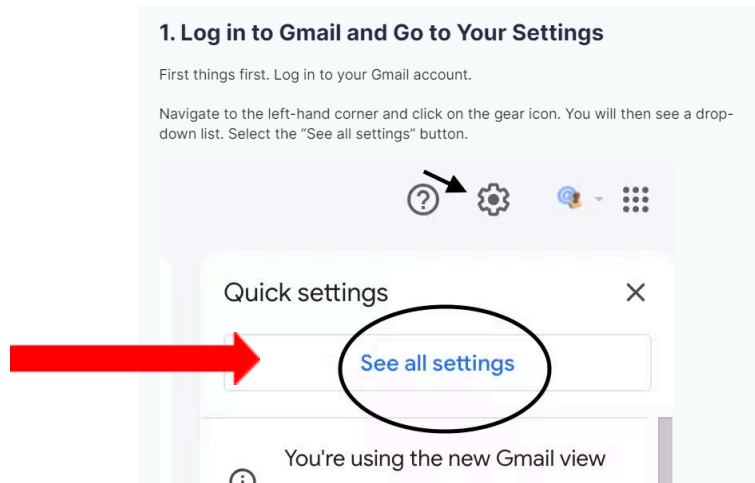# Directions: Whitelisting the Procare Email Address
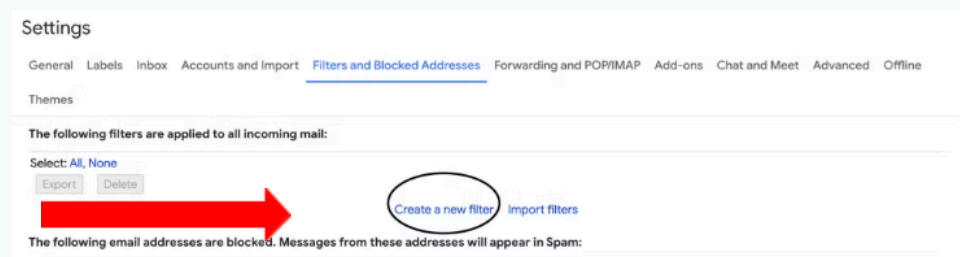## (When Using Gmail)

Please use these directions to whitelist the info@myprocare.com email address if you do not receive your confirmation number to your Gmail when registering for the CER School Age Program (SAC).
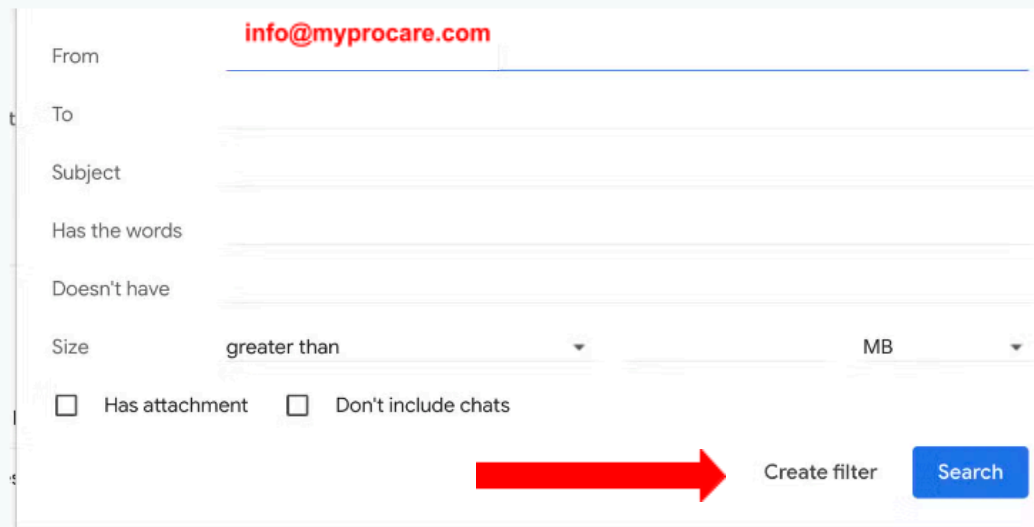
1. Log in to Gmail and Go to Your Settings

First things first. Log in to your Gmail account.

Navigate to the left-hand corner and click on the gear icon. You will then see a drop-down list. Select the "See all settings" button.

Quick settings

See all settings

You're using the new Gmail view

2. Select Filters and Blocked Addresses

This tab is in the top row underneath the settings and is the fifth option from the left.

Settings

...ccounts and Import   Filters and Blocked Addresses   Forwarding and POP/IMAP   Add-ons   Chat and Meet   Advanced   Offline

Themes

The following filters are applied to all incoming mail:

Select: All, None

Export   Delete

Create a new filter   Import filters

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

3. Create a New Filter

You're halfway there!

Scroll down and select the "Create a new filter" button. This will be in the center of the page.

Settings

General   Labels   Inbox   Accounts and Import   Filters and Blocked Addresses   Forwarding and POP/IMAP   Add-ons   Chat and Meet   Advanced   Offline

Themes

The following filters are applied to all incoming mail:

Select: All, None

Export   Delete

Create a new filter   Import filters

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

4. Add the Email Address You Want to Whitelist

Once you select the "Create new filter" button, you should see a pop-up that looks lik(an email format. Type the email address you wish to whitelist in the "From" line. Once you complete this step, select "Create filter".

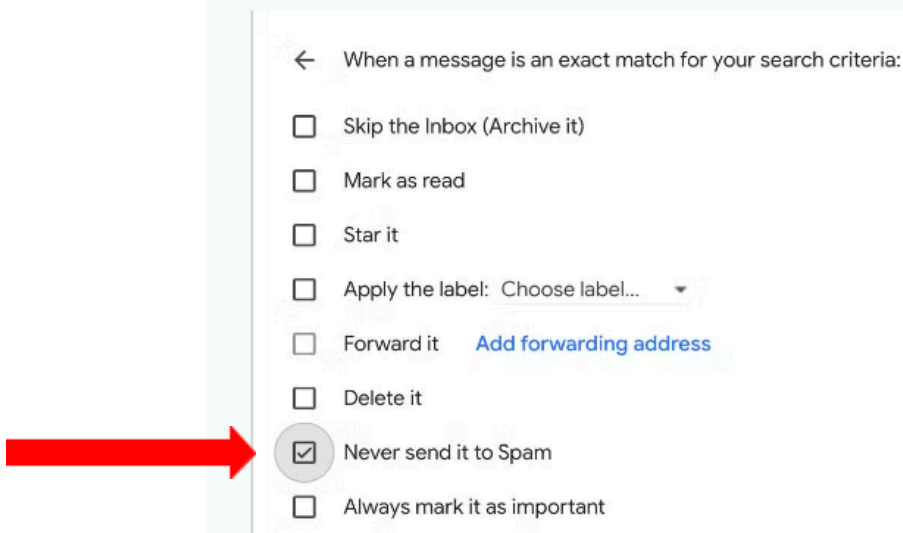|	
From	**info@myprocare.com**
To	
Subject	
Has the words	
Doesn't have	
Size	greater than ▾ MB ▾

☐ Has attachment   ☐ Don't include chats

Create filter   **Search**

*** The Procare email you will need to whitelist is info@myprocare.com

5. Complete Whitelist

Check the "Never send it to Spam" box. This is the seventh option from the top. Once this is selected, press the "Create filter" button. And just like that, the email address has been whitelisted!
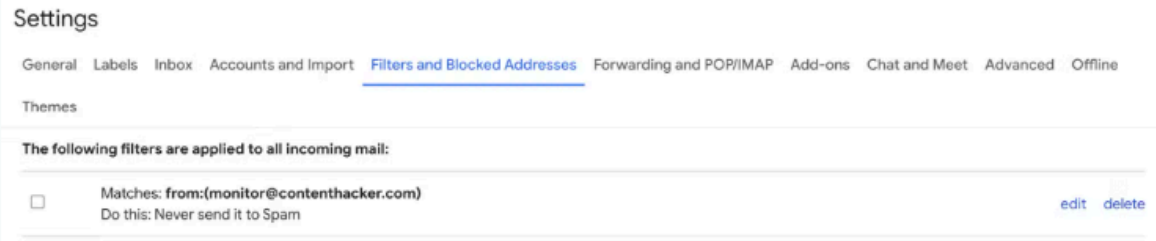
←   When a message is an exact match for your search criteria:

☐ 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

6. Confirm the Email Was Whitelisted

Double-checking your work never hurts. Take a quick look in your settings to verify your desired email address has been whitelisted correctly.

After you select the "Create filter" button you will be led back to the settings page. Look under "Themes" and see what filters are applied to your email.

Settings

General   Labels   Inbox   Accounts and Import   **Filters and Blocked Addresses**   Forwarding and POP/IMAP   Add-ons   Chat and Meet   Advanced   Offline
Themes

The following filters are applied to all incoming mail:

☐   Matches: **from:(monitor@contenthacker.com)**   edit   delete
        Do this: Never send it to Spam

You should see the email you whitelisted with the message "Never send it to Spam" below it.