Discovering D2L: Email Whitelist (junk mail settings)

Email Whitelist

Are you receiving your course emails? Or, are they getting caught by your spam or junk mail filter? Sometimes your email provider may direct emails from your instructor or from D2L into your spam or junk folder if they think the email is spam. This is particularly common when a professor sends an email to a large group of students. In order to receive all the communication from D2L and your instructors, you may need to change some settings on your email.

An email whitelist is a list of contacts or addresses that your spam or junk filter will let through to your inbox. It is a good idea to make sure that your instructors’ email addresses are included on a whitelist in your email account. You may also want to add d2l@depaul.edu and tsc@depaul.edu, as certain D2L notifications will come from these email addresses. Here is how to whitelist your instructor’s email address in a DePaul Student Email, Outlook.com, Gmail, or Yahoo email account.

Outlook.com and DePaul Student Email: @mail.depaul.edu, @outlook.com, @hotmail.com, @msn.com, & @live.com

1. Click on the gear icon and select options.
2. Click Block or Allow.

3. Type your instructor’s email address in the field.
4. Click the plus sign after each address to add the address to the list.
5. You may also want to add d2l@depaul.edu and tsc@depaul.edu. You may also add any other email addresses or domains you wish to trust. Note: DePaul faculty and stuff use the domain @depaul.edu and DePaul students use @mail.depaul.edu.
6. If you want to trust all email addresses saved in your Outlook contacts, check the box Trust email from my contacts.
7. Click Save.
1. Click the gear icon 🔄 and select Settings.

2. Select Filter in the settings bar.

3. Select Create a New Filter.

4. In the From field, type your instructors’ email addresses. Separate email addresses with semicolons.

5. You may also want to add d2l@depaul.edu and tsc@depaul.edu. You may also add any other email addresses or domains you wish to trust. **Note:** DePaul faculty and stuff use the domain @depaul.edu and DePaul students use @mail.depaul.edu.

6. Click Create filter with this search.

7. On the following page, check the Never send It to Spam box.

8. Click Create filter.
1. Select the gear icon and click on **Settings**.
2. Click **Filters**.
3. Give your filter a name.
4. In the **Sender Contains** field, type your instructors’ email addresses. Separate email addresses with semicolons.
5. You may also want to add d2l@depaul.edu and tsc@depaul.edu. You may also add any other email addresses or domains you wish to trust. **Note:** DePaul faculty and stuff use the domain @depaul.edu and DePaul students use @mail.depaul.edu.
6. Click **Save**.