

## 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?

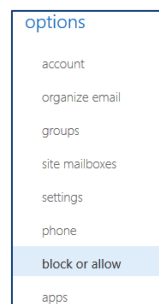
Sometimes your email provider may direct emails from your instructor or from D2L into your spam or junk folder if they think the email is spam. This is particularly common when a professor sends an email to a large group of students. In order to receive all the communication from D2L and your instructors, 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.

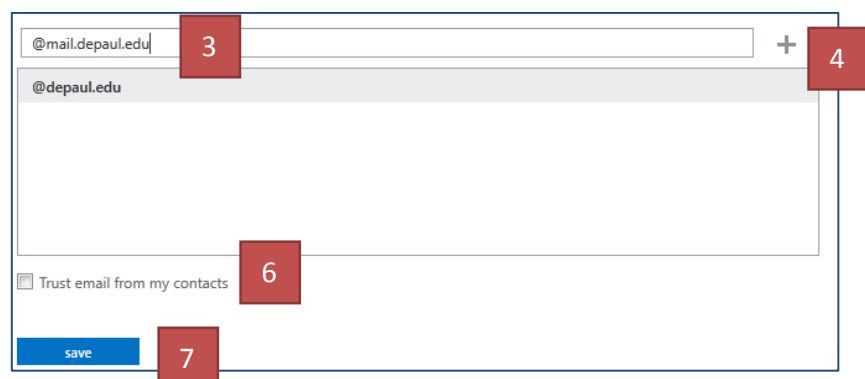
#### Outlook.com and DePaul Student Email:

@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 staff 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**.



Gmail:  
@gmail.com

1. Click the gear icon  and select **Settings**.
2. Select **Filter** in the settings bar.

General Labels Inbox Accounts **Filters** Forwarding and POP/IMAP Chat Web Clips Labs Offline Themes

3. Select **Create a New Filter**.

The following filters are applied to all incoming mail:


Select: All, None

Export Delete

Create a new filter Import filters

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

Filter

From 

@depaul.edu; @mail.depaul.edu

To


Subject


Has the words

Doesn't have

☐ Has attachment

☐ Don't include chats



 Create filter with this search »

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 staff 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**.

from: (@depaul.edu; @mail.depaul.edu)

« back to search options

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


☐ Delete it 

☒ **Never send it to Spam**

☐ Always mark it as important

☐ Never mark it as important

☐ Categorize as: Choose category... ▾

 **Create filter** ☐ Also apply filter to 3 matching conversations.

[Learn more](#)

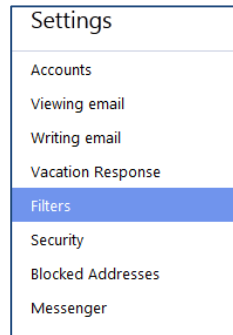
Note: filter will not be applied to old conversations in Spam or Trash

## Yahoo:

@yahoo.com, @ymail.com, @rocketmail.com, @att.net, & @sbcglobal.net

1. Select the gear icon  and click on **Settings**.

2. Click **Filters**.



A screenshot of the Yahoo Settings menu. The menu is a vertical list of options: Settings, Accounts, Viewing email, Writing email, Vacation Response, Filters (highlighted in blue), Security, Blocked Addresses, and Messenger.

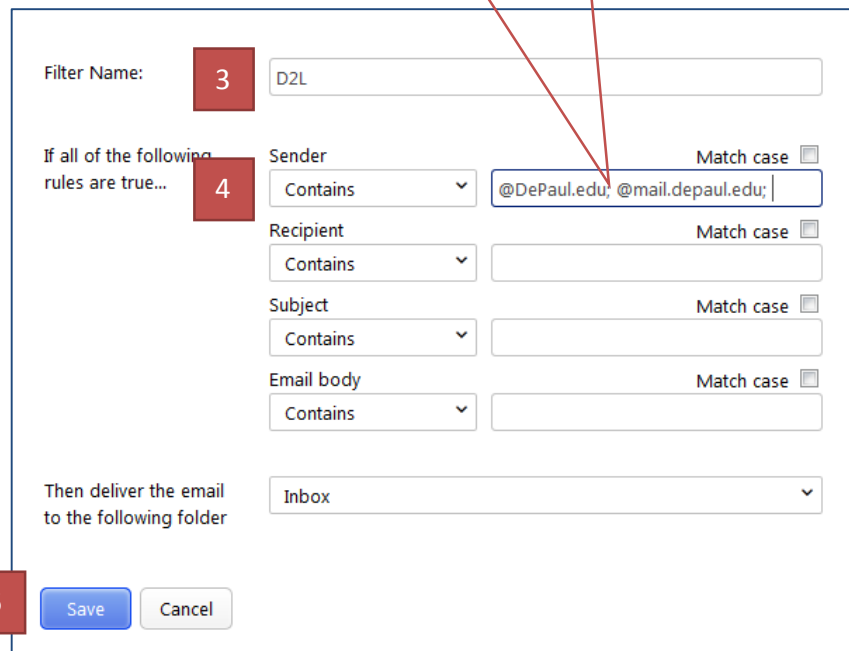
3. Give your filter a name.

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 staff use the domain **@depaul.edu** and DePaul students use **@mail.depaul.edu**.

Please separate the email addresses with semicolons.



A screenshot of the Yahoo Filter creation form. The form has several fields and options. A red box with the number '3' points to the 'Filter Name' field, which contains 'D2L'. A red box with the number '4' points to the 'Sender' dropdown menu, which is set to 'Contains'. A red box with the number '6' points to the 'Save' button. A red callout box with the text 'Please separate the email addresses with semicolons.' points to the text input field for the 'Sender' rule, which contains '@DePaul.edu; @mail.depaul.edu;'. The form also includes fields for 'Recipient', 'Subject', and 'Email body', each with a 'Match case' checkbox. At the bottom, there is a 'Then deliver the email to the following folder' dropdown menu set to 'Inbox'.

6. Click **Save**.