

Please follow these instructions to ensure you receive our daily emails.

1: Whitelist and add these two email addresses to your safe sender list:

- Gibran@Momentifi.com
- Gibran@TheStorySeller.com
- Gibran@GibranNicholas.com

2: Whitelist and add these two domains to your safe sender list:

- **Momentifi.com**
- **TheStorySeller.com**
- **GibranNicholas.com**

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HOW TO WHITELIST DOMAINS AND ADD EMAILS TO YOUR SAFE SENDER LIST

Find and release quarantined messages as a user in Microsoft 365 Defender portal

- To open the Microsoft 365 Defender portal, go to <https://security.microsoft.com>. To open the Quarantine page directly, use <https://security.microsoft.com/quarantine>
- Sign in, using your Office 365 credentials (user ID and password).
- In the Microsoft 365 Defender portal, go to Email & collaboration > Review > Quarantine.
- After you find a specific quarantined message, select the message to view details about it, and to take action on it.
- Click on "Release email" This delivers the message to your Inbox.

Whitelist a Domain in Office 365

- In the Microsoft 365 Defender portal click the "Admin" drop-down box at the top of the screen, select "Exchange" and click the "Mail Flow" heading.
- Click the plus sign icon and select "Bypass spam filtering" from the menu.
- Type a name for the rule in the appropriate text box. Such as "Whitelist".
- Select "The senders domain is..." from the "Apply this rule if" drop-down box.
- Enter the domain you want to allow access. Do not include the entire email address; rather, just include the domain from which it originates, such as "gmail.com." Click "OK" when you're done.

Whitelist Email Addresses in Microsoft Office 365

- Sign into Office 365: Go to <https://portal.office.com> and sign in.
- Click on Admin from your list of apps.
- In the left-hand column, click on the Admin Center icon, then click Exchange to open the Exchange Admin Center.
- Click on Protection from the left-hand menu.
- Click on Spam Filter.
- Double-click on Default.
- In the pop-up window, click on Allow Lists.
- Under Allowed Sender or Allowed Domain, click the + to add a new email address. Be careful about allowing whole domains, as entering popular domains here like gmail.com can allow bad actors to bypass filtering.
- In the window that pops up, add the address you'd like to let through.
- Click OK then click Save.

Unblock and whitelist senders in Outlook on the web

- If you want to remove someone from the blocked senders list, follow the instructions below.
- Select Settings by clicking on the gear icon in the top right in your Outlook.
- Click on Options.
- Select Mail > Block or Allow.
- Scroll down to Blocked Senders and select the address or domain you want to unblock then click the trash icon.
- On the same page you can add an address to your safe senders list.
- Under Safe Senders and Recipients, enter the email address or domain you want to add and select the plus icon +.
- You will then be prompted to save your Whitelist.

Whitelisting in Outlook mobile app

- Open Outlook Mobile App.
- Click on the message that you want to whitelist.
- Click on the three dots in the top right corner.
- Click "Move to focused inbox".
- When the pop up screen comes up, click "Move this and all future messages".

How to find your quarantined messages in Outlook (Desktop)

- First, go to <https://protection.office.com/quarantine> to open the quarantine page.
- If you're already signed in to your email, the page will automatically show the 'review page. If not, you'll need to sign in using your credentials.
- A list will appear of all the messages flagged as quarantine.
- Click the box next to a specific message. A tab will appear on the right with the option 'release message.'
- Click the button marked 'Release message.'
- Then click 'Release message' in the bottom left hand corner in the next tab that opens.
- Once released, click 'Done' and the message will appear at the top of your inbox.

Find and release quarantined messages for iOS and Android in Outlook

- Go to <https://protection.office.com/quarantine>
- Sign in with your email username and password.
- The page will redirect to the review list of all quarantined messages.
- Select a specific message and click 'release message' in the page that appears
- Click 'done.'

Whitelist an Email in Gmail

- Click the settings button (in the top-right corner of the screen), then select "Settings" from the resulting drop-down menu.
- Navigate to the tab labeled "Filtered and Blocked Addresses" to access information about your existing filters.
- Select "Create a new filter" and enter the emails or domains you want to whitelist.
- To whitelist every sender from a certain domain, type the domain alone, such as "@gmail.com".
- Click "Create filter" to approve the new filter, then mark "Never send to Spam" to whitelist every email within the filter. You can also choose to Star these emails, apply a given label, or mark them as important.

Whitelisting in Gmail mobile app

- Open the Gmail application.
- Navigate to Spam or Junk Folder.
- Click on the message you wish to view.
- Select the option "Report not spam".

- You will now receive messages from this sender as normal.

Whitelist an Email in Yahoo Mail

- As long as you have already received at least one message from the address in question, all you have to do is highlight that message in the Bulk folder and mark it as Not Spam. Once you have identified a single message from a given sender, the Yahoo Mail spam filters will automatically allow future messages from the same address into your inbox.
- If the person you're attempting to whitelist hasn't yet sent you a message, you'll need to go through the following steps to whitelist the address:
- Navigate to "Settings" icon, then click "More Settings" from the Yahoo Mail menu.
- Select "Filters" and hit "Add" to enter information about the domain name or sender.
- From here, you can enter any string of text you want to whitelist in future emails. This could be anything from an email address or domain name to something you expect to be in the body of the message.

Whitelisting in Yahoo Mail mobile app

- Open Yahoo Mail Mobile App.
- Click on the sidebar.
- Click on the Spam folder.
- Find the email you wish to whitelist.
- Click "Move" and then click "Inbox".