

Gmail

Back to [Whitelisting](#)

To ensure that you receive Church Community Builder sent mail in your inbox, you can add the Church Community Builder address to your contact list. And, if one of our mails has been moved to the spam folder, you can mark them Not Spam, to whitelist it.

- Open the latest issue of the e-mail you want to whitelist.
- There would be a few drop down options just after the date on the right hand side. Select **Add sender to contact list**.

Alternatively,

- Select **contacts** from the options on the left side of the Gmail Inbox.
- Select **Create Contact** on the top menu.
- Enter the Church Community Builder address in the primary email box.
- Select **Save**.


If one of our mails has been by mistake moved to the spam folder, you can prevent it happening by:

- Selecting the **Spam** link - to open the spam folder.
- Open the wrongly filtered Church Community Builder mail.
- Select the **Not Spam** button at the top of the email (right next to the delete forever).

Back to [Whitelisting](#)

Tags:

Home: [CCB Help Desk](#)

3/20/2009 2:11 PM 

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