

# Gmail

## For a single email:

1. Open the **Spam** folder (you may need to click **More** on the left sidebar).
2. Open the email you want to rescue.
3. Click **Report not spam** at the top. This moves it to your inbox immediately.

## To prevent future filtering (Whitelist):

1. Click the **Settings** (gear icon) > **See all settings**.
2. Go to the **Filters and Blocked Addresses** tab.
3. Click **Create a new filter**.
4. In the **From** field, type the email address or domain (e.g., @example.com).
5. Click **Create filter**, check the box for **Never send it to Spam**, and click **Create filter** again.

# Outlook (Web & Desktop)

## For a single email:

1. Go to the **Junk Email** folder.
2. Right-click the email or select it.
3. Select **Report** > **Not Junk** (or click **Never Block Sender**).

## To prevent future filtering:

1. Click **Settings** (gear icon) > **View all Outlook settings**.

2. Select **Mail > Junk email**.
3. Under **Safe senders and domains**, click **Add**.
4. Type the email address and press **Enter**, then click **Save**.

## iCloud Mail

### For a single email:

1. Open the **Junk** folder.
2. Select the message.
3. Click the **Folder icon** and move it to the **Inbox**, or click **Not Junk** in the notification banner at the top.

### To prevent future filtering:

- **Add to Contacts:** Open an email from that sender, click their name at the top, and select **Add to Contacts**.
- **Set as VIP:** Click the sender's name and select **Add to VIPs**. Apple prioritizes these messages and ensures they hit your inbox.

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## Yahoo Mail

### For a single email:

1. Open the **Spam** folder.
2. Select the email and click **Not Spam** at the top.

### To prevent future filtering:

1. Click **Settings** > **More Settings**.
2. Select **Filters** > **Add new filters**.
3. Name the filter, enter the sender's email in the **From** field, and set the destination folder to **Inbox**.
4. Click **Save**.

### **Quick Tips for All Platforms**

- **Check Regularly:** Most providers delete spam automatically after **30 days**.
- **Add to Contacts:** In almost every email app, simply adding the sender's email address to your **Contacts** list is the fastest way to signal that they are a "safe" sender.
- **Engage:** Replying to an email or moving it to a specific folder manually helps "train" the AI filters to recognize that you value mail from that source.