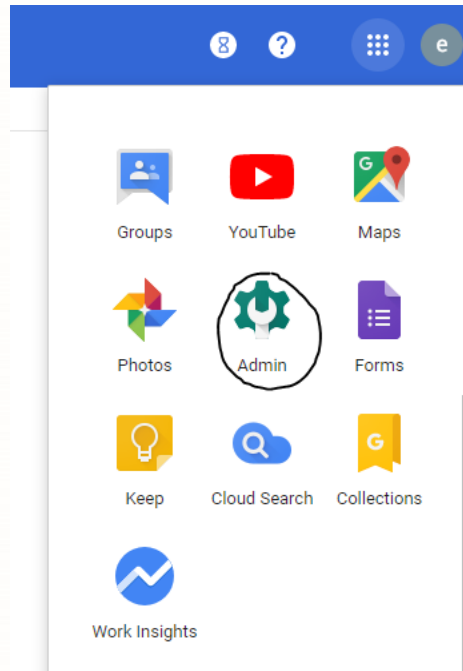
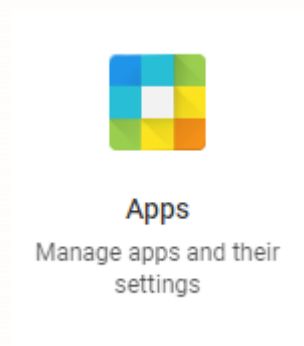


## Whitelisting One Education for Gmail administrators

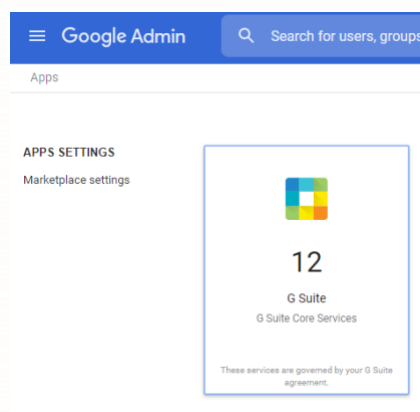
1. Login to your Gapps administrator account and open up the Admin panel



2. Select "Apps"



3. Select "G Suite"



#### 4. Select "Gmail" from the list of Services

The screenshot shows the G Suite Admin console interface. On the left, there is a navigation menu with options like 'All users in this account', 'Groups', 'Organisational units', and a search bar. The main area displays a table titled 'Showing status for apps in all organisational units' with a table header 'Services' and a 'Service Status' column. The table lists several services: Calendar (ON for some), Classroom (ON for everyone), Drive and Docs (ON for everyone), Gmail (ON for some), Google Chrome Sync (ON for everyone), and Google Hangouts (OFF). The Gmail row is highlighted in blue.

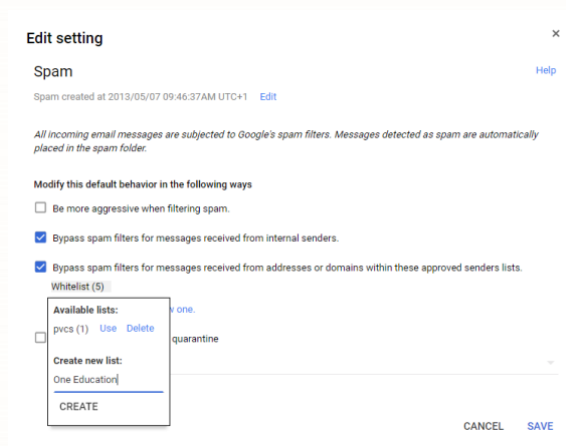
#### 5. On the "Gmail" service tab, scroll to the end and click on "Advanced Settings"

The screenshot shows the Gmail service settings page. The top left features the Gmail logo and status 'ON for some'. Below this are sections for 'Active users in last seven days', 'User settings', 'Labs', 'Hosts', and 'Default routing'. On the right side, there is a sidebar with more settings: 'Authenticate email', 'Manage quarantines', 'Safety', and 'Advanced settings'. The 'Advanced settings' section is expanded, showing options for controlling mail flow for the domain.

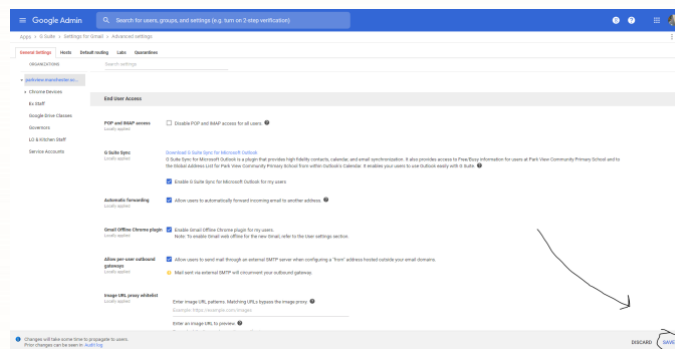
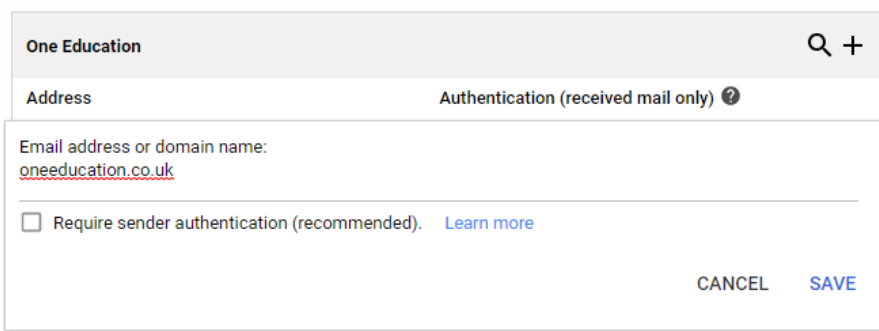
#### 6. In the Spam Filtering settings, hover over the "Spam" section and click on Edit

The screenshot shows the 'Spam, phishing, and malware' settings page. It includes sections for 'Email whitelist', 'Enhanced pre-delivery message scanning', and 'Spam'. The 'Spam' section is highlighted, showing details like 'Spam created at 2013/05/07 09:46:37AM UTC+1' and various filtering options. At the bottom right of the 'Spam' section, there are buttons for 'EDIT', 'DISABLE', 'DELETE', 'ADD ANOTHER', and 'COPY TO ORGANIZATION'.

- In the “Edit Setting” popup, ensure “Bypass spam filters for message received from addresses or domains within these approved senders lists”, click “Use existing or create a new one”, in “Create new list” enter “One Education” and click “Create”. Your new list will be added to the existing list, hover over the name “One Education” and then click “Edit”



- In the menu that expands, click the + icon. Add the email address “switch@egress.com”, untick the “Require sender authentication (recommended)” tick box, Click “Save”. Again click the +, Add the domain “oneeducation.co.uk” and untick the box, Click “Save”. Finally click “Save” on the “Edit Setting” popup and then in the bottom right of the General Settings screen.



Your email system will now automatically deliver any email from the [switch@egress.com](mailto:switch@egress.com) address or [oneeducation.co.uk](https://www.oneeducation.co.uk) domain to a user's inbox instead of potentially delivering it to Spam folders for any users with addresses in the email domains you have specified. However, it is still possible for end users to manually mark emails from the [switch@egress.com](mailto:switch@egress.com) user or [oneeducation.co.uk](https://www.oneeducation.co.uk) domains as spam in their email client, One Education has a guide available for users to help them ensure their client is not blocking [oneeducation.co.uk](https://www.oneeducation.co.uk) emails as Spam, this can be found on our website at <https://www.oneeducation.co.uk/news-blog/egress>