

# Allow-listing Chronus Emails

## ALLOW-LISTING CHRONUS

Allow-listing is the act of specifying a specific user email account or email domain to ensure that you receive emails from the allow-listed email accounts or domains.

[Directions for Outlook link](#)

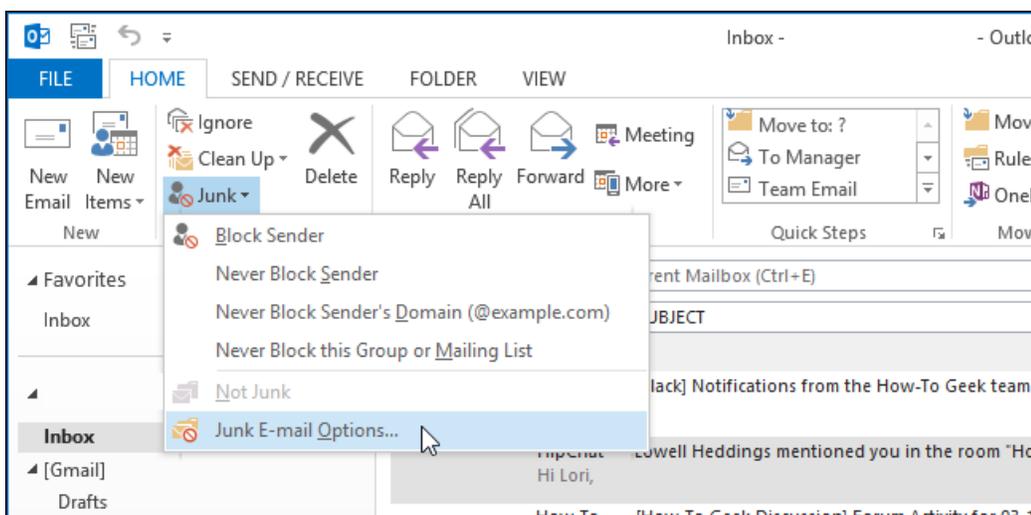
[Directions for Gmail link](#)

## OUTLOOK (MICROSOFT)

In Outlook, allow-listing is referred to as adding a user or email domain to your Safe Senders list. This document provides step-by-step instructions on how to add Chronus to your Safe Senders list in Outlook.

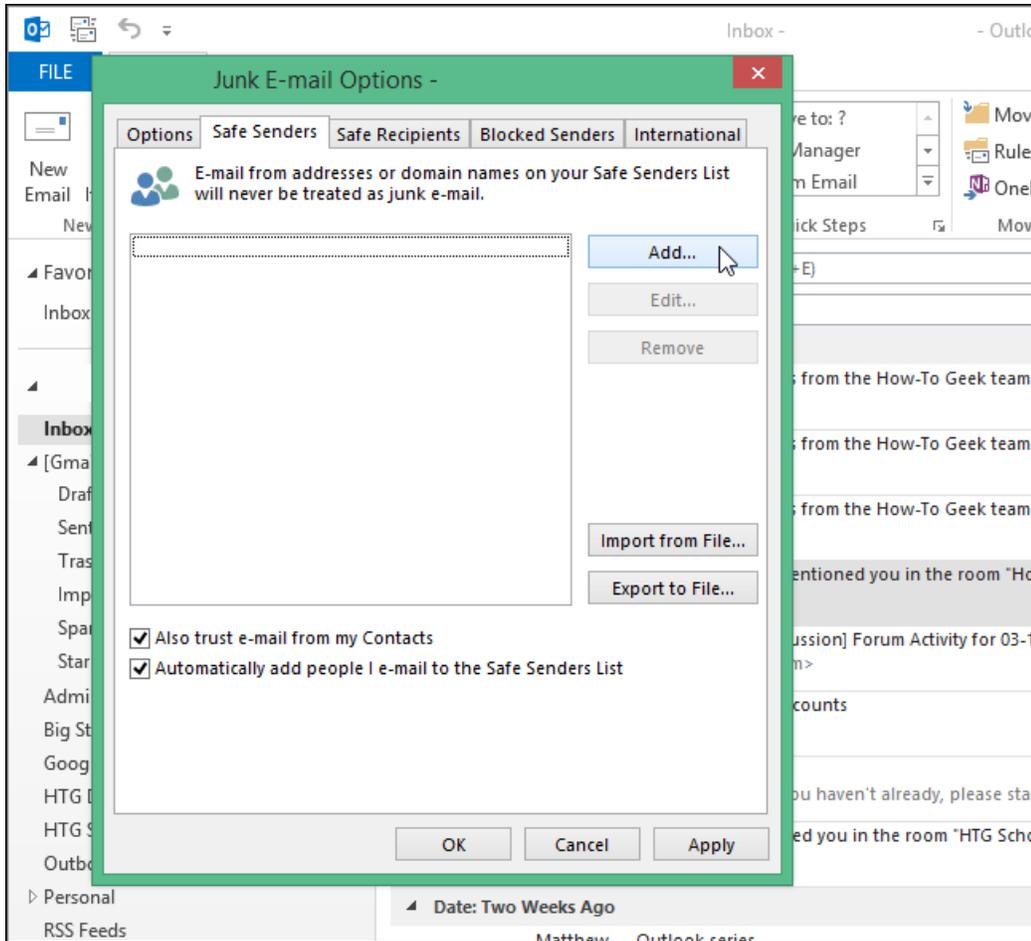
### STEP ONE

- Open your Outlook email client and Navigate to the **Home** tab at the top.
- Click the **Junk** drop-down menu, then click **Junk E-mail Options...**



## STEP TWO

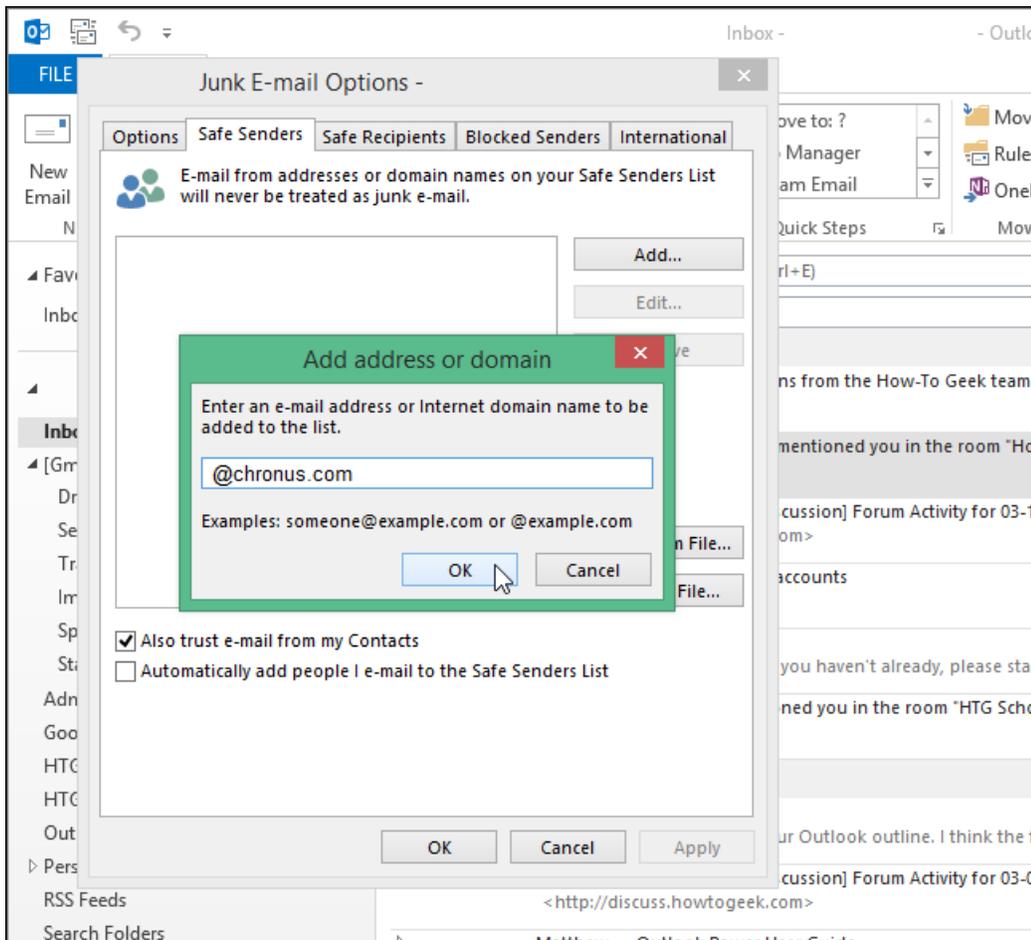
- Navigate to the **Safe Senders tab** at the top, then click the **Add...** button.



*(continued on next page)*

## STEP THREE

- ❑ In the box that appears, **copy and paste** "@chronus.com" *without the quotes* into the box, then click **OK**.
- ❑ Click **OK** again to return to the Outlook email client. You should now receive Chronus emails without having to worry about them appearing in your Junk or Clutter folders!

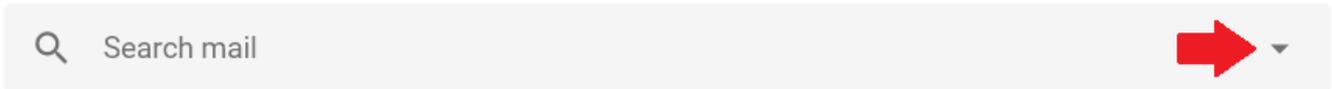


## EMAIL (GOOGLE)

In Gmail, allowlisting is referred to as creating a filter rule for your incoming email. This document provides step-by-step instructions on how to create a filter for incoming emails from the Chronus software.

## STEP ONE

- ❑ At the far-right end of your Search bar at the top of your screen, click the down arrow to open your search options



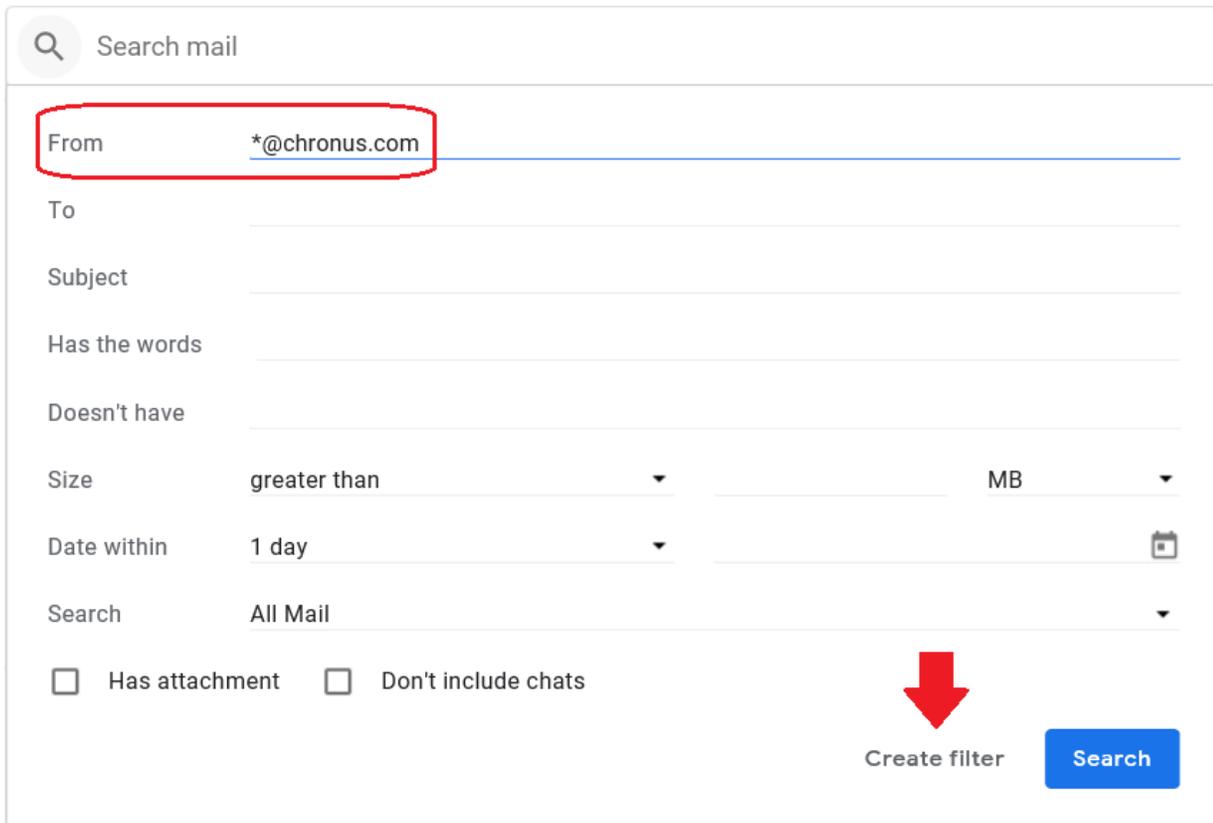
## STEP TWO

- ❑ Type (or copy and paste) the following onto the line to the right of **From**: \*@chronus.com

From	<u>*@chronus.com</u>
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## STEP THREE

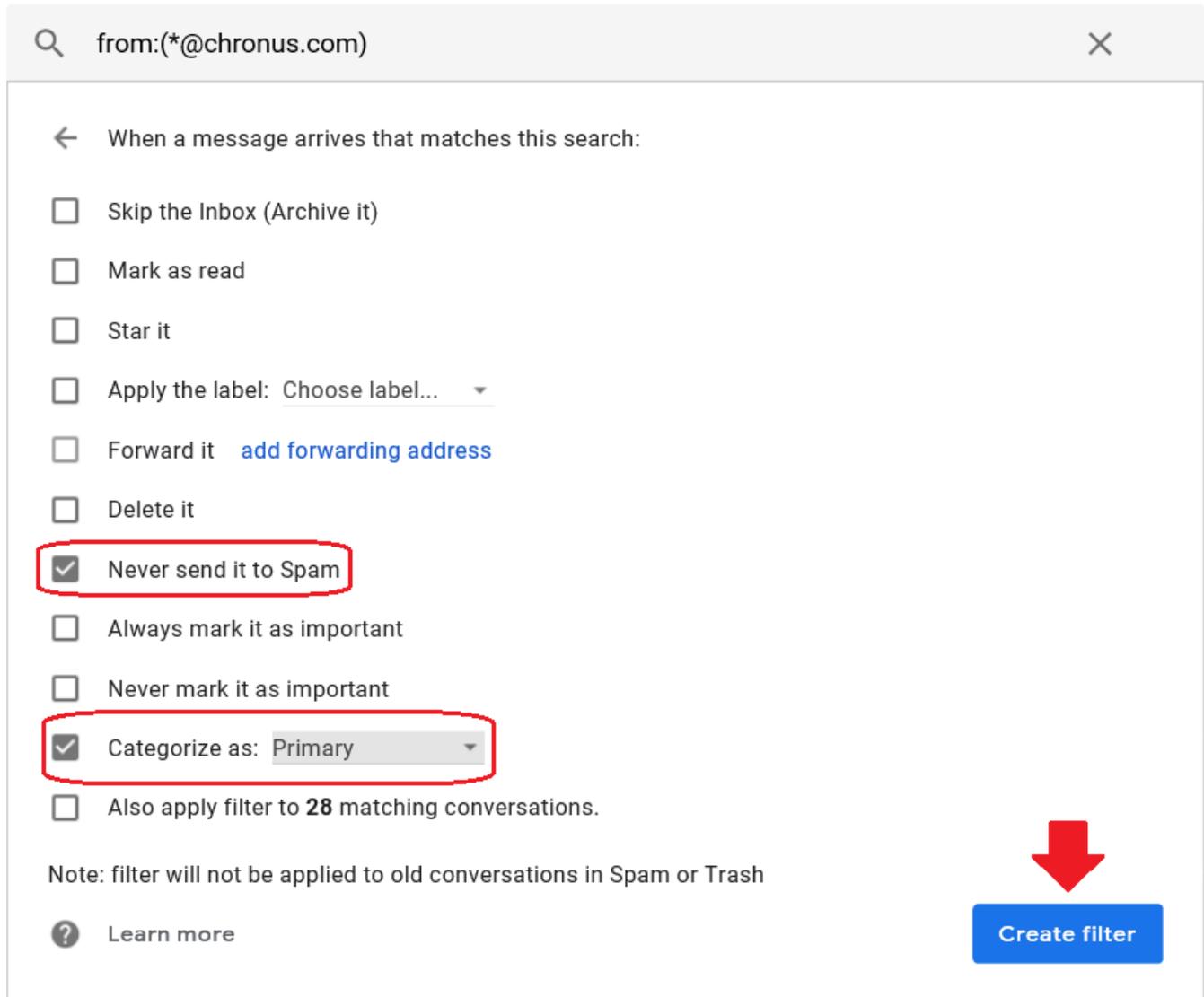
- ❑ In the bottom-right corner of the box, click **Create filter**



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## STEP FOUR

- Tick the checkbox next to **Never send it to Spam**, then click the drop-down menu to the right of **Categorize as:** and select **Primary**; these two options ensure that emails from Chronus will never go to Spam, nor into any of the “hidden” folders provided by Gmail, such as the Social or Promotions folders



The screenshot shows the Gmail filter creation interface. At the top, there is a search bar with the text "from:(\*@chronus.com)" and a close button (X). Below the search bar, there is a section titled "When a message arrives that matches this search:" followed by a list of actions with checkboxes:

- Skip the Inbox (Archive it)
- Mark as read
- Star it
- Apply the label: Choose label... ▾
- Forward it [add forwarding address](#)
- Delete it
- Never send it to Spam**
- Always mark it as important
- Never mark it as important
- Categorize as: Primary** ▾
- Also apply filter to **28** matching conversations.

Below the list, there is a note: "Note: filter will not be applied to old conversations in Spam or Trash". At the bottom left, there is a "Learn more" link with a question mark icon. At the bottom right, there is a blue button labeled "Create filter" with a red arrow pointing down to it.

## STEP FIVE

- Click the **Create filter** button to finish

*Note: all previous emails from Chronus will not be moved to your Inbox—this would need to be done manually*

You can double-check to make sure that the filter is set up properly by clicking the Gear icon (⚙️) on the far-right side of your screen, just above the first email listed in your inbox, then click **Settings**

Click the **Filters and Blocked Addresses** tab and ensure that your filter rule for Chronus matches the filter rule shown in the image below:

## Settings



General Labels Inbox Accounts and Import **Filters and Blocked Addresses** Forwarding and POP/IMAP Add-ons

The following filters are applied to all incoming mail:



Matches: **from:(\*@chronus.com)**  
Do this: Never send it to Spam, Categorize as Primary