

How to Whitelist CBIS' Domain



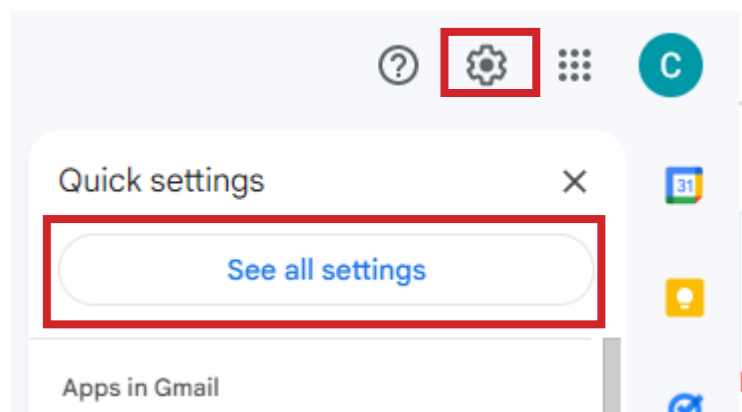
Whitelisting means telling your email provider that you want emails from a specific sender to be allowed into your inbox rather than being filtered into spam.

Please contact your IT department to help get CBIS's domain, cbisonline.com, on the whitelist for your organization.

We have included instructions below on how to whitelist a domain for frequently used email applications, including Gmail, Outlook, and Yahoo.

Gmail

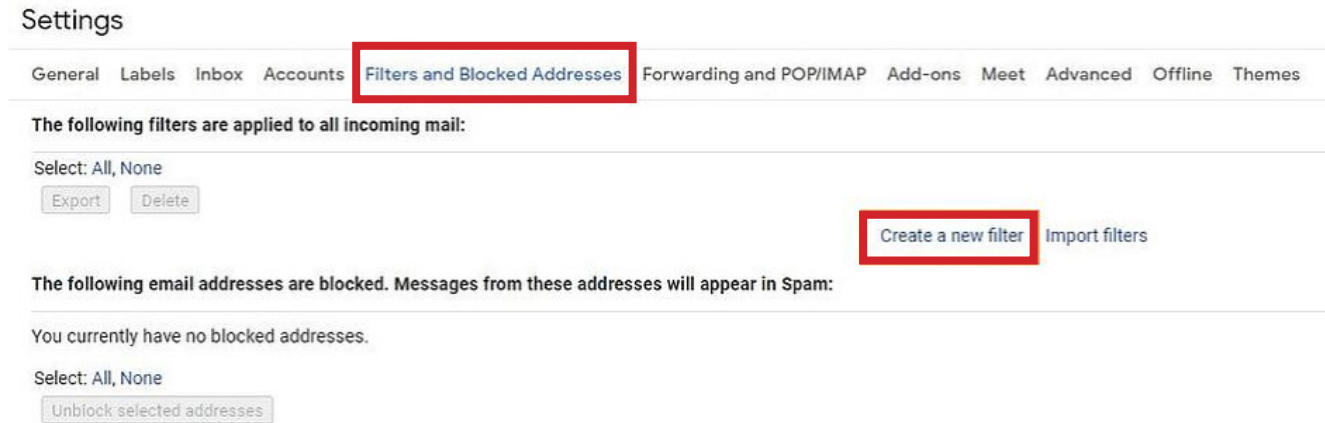
1. Click the gear icon in Gmail and select "See all settings" from the Quick settings menu.



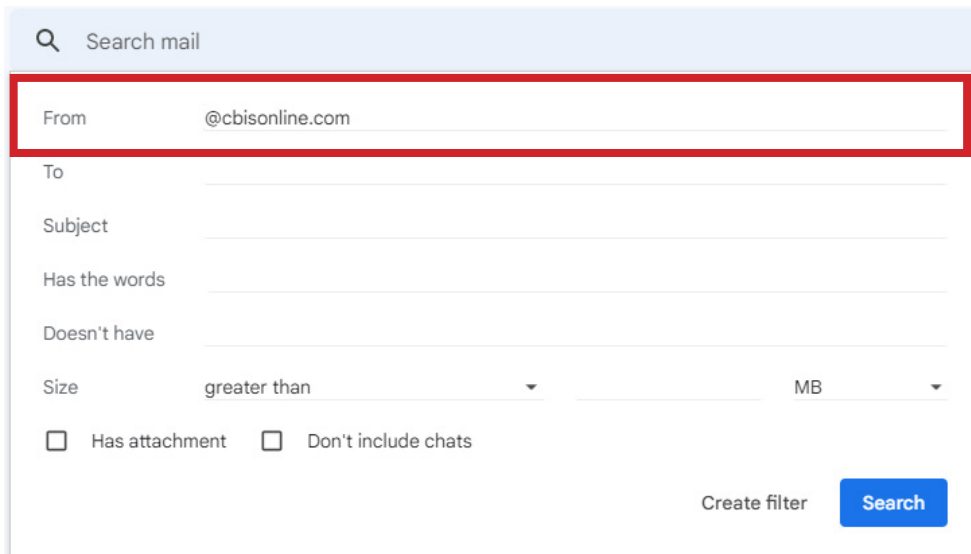
Gmail continued

2. Navigate to “Filters and Blocked Addresses” in the top menu.

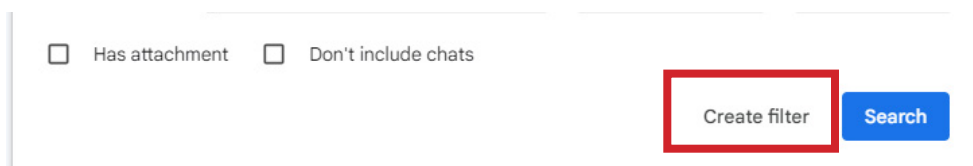
3. Select “Create a new filter”



4. Add CBIS’ domain, @cbisonline.com, in the “From” field.



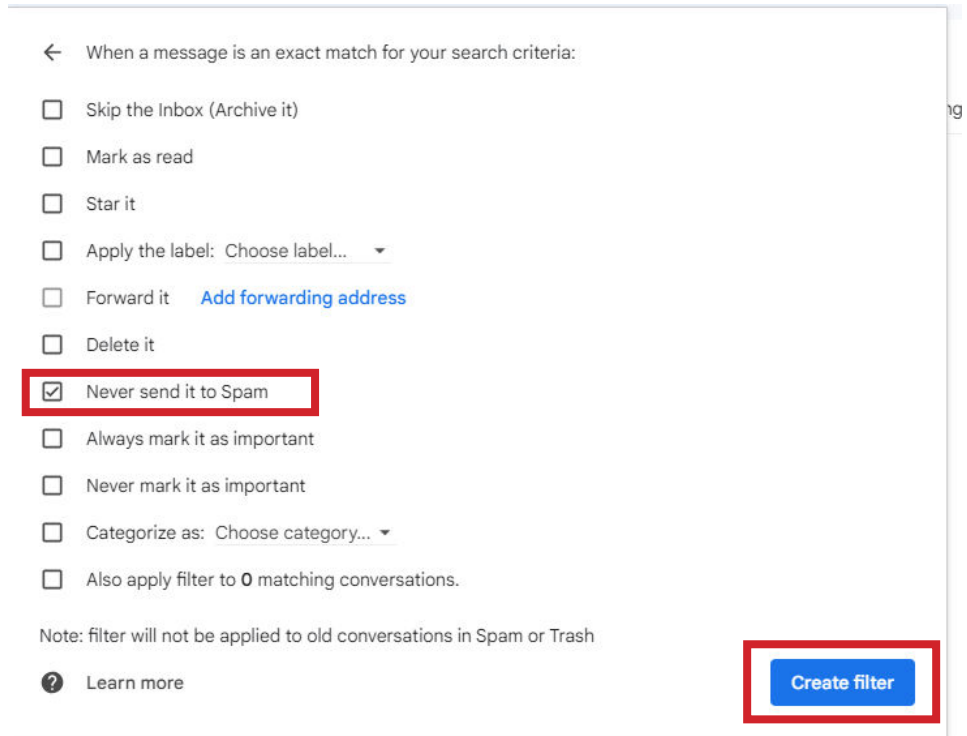
5. Click “Create filter.”



Gmail continued

6. Check “Never send it to Spam” in the checkbox.

7. Click “Create filter.”



← When a message is an exact match for your search criteria:

- 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: Choose category... ▾
- Also apply filter to 0 matching conversations.

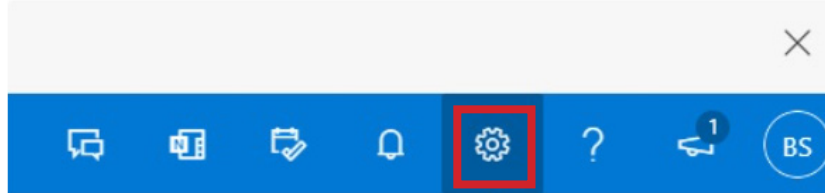
Note: filter will not be applied to old conversations in Spam or Trash

[? Learn more](#)

[Create filter](#)

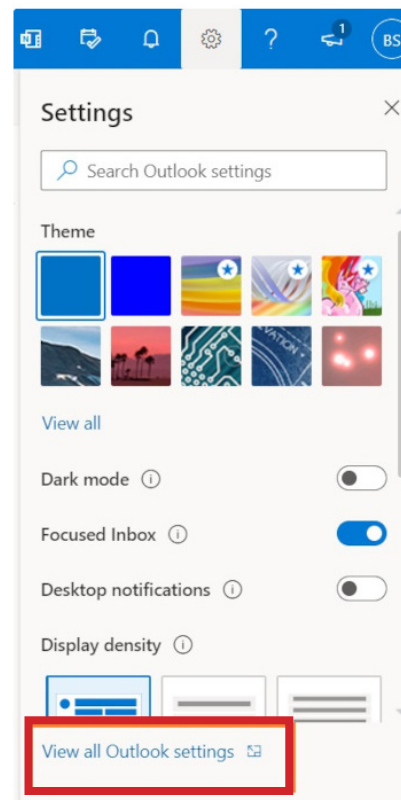
Outlook

1. Click the gear icon in Outlook and select “View all Outlook settings.”

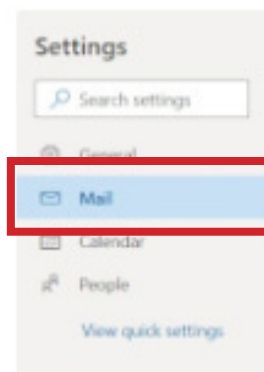


Note: If your organization uses Outlook, check with your IT department if you do not see the gear icon.

When you select it, a drop-down menu will appear. At the bottom of the drop-down menu, choose **View all Outlook settings**.

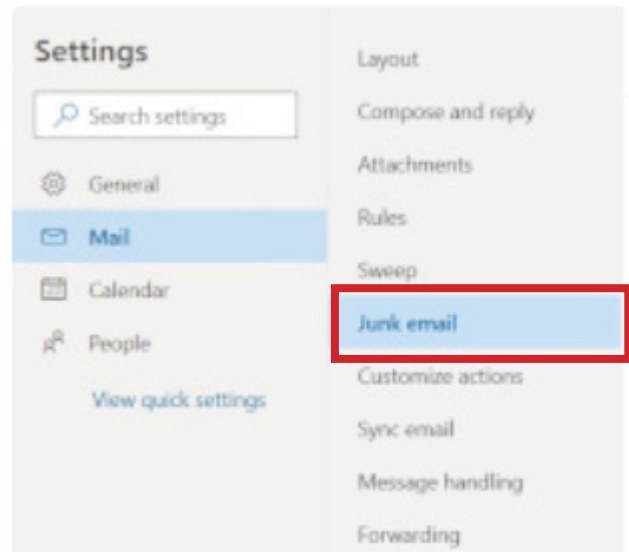


2. Select “Mail” from the settings menu.

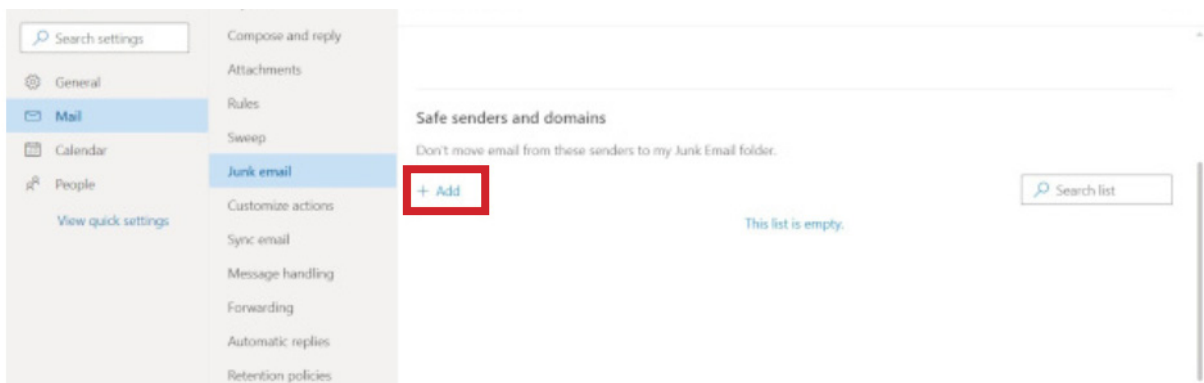


Outlook continued

3. Choose “Junk email” from the submenu.



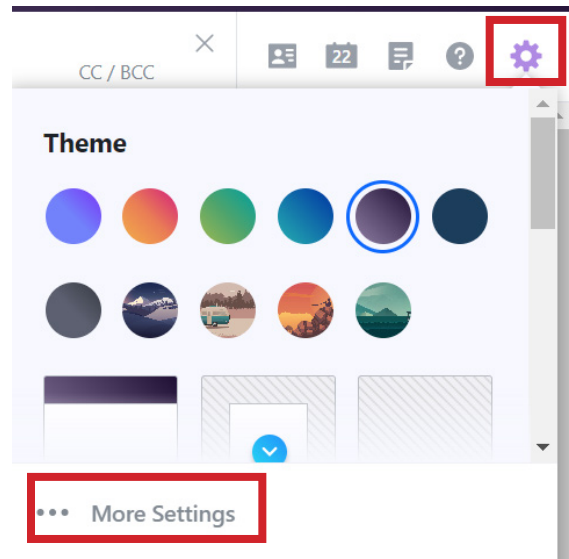
4. Click “Add” under “Safe senders and domains.”



5. Enter @cbisonline.com when prompted.

Yahoo Mail

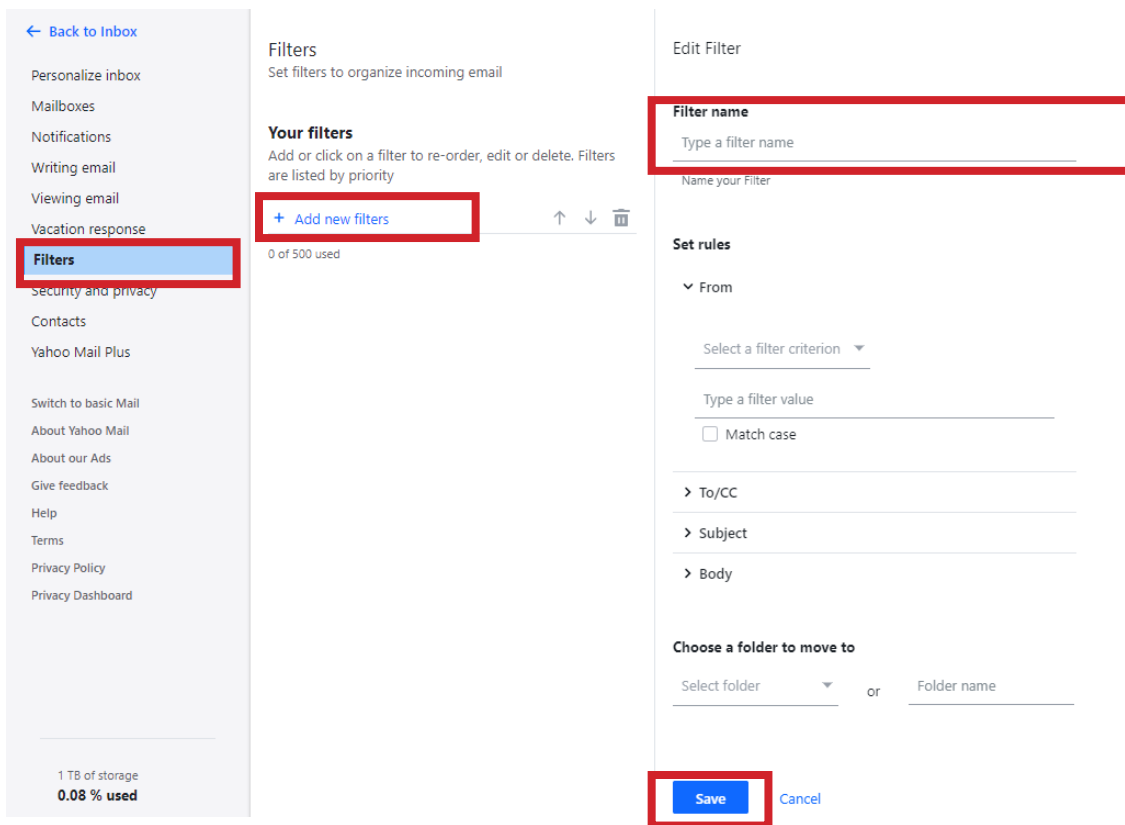
1. Navigate to “Settings” icon, click “More Settings.”



2. Select “Filters” and hit “Add new filters”

3. Add @cbisonline in the “Filter name”

4. Click Save



For other email providers, search on the internet “how to whitelist on my _____”. You will be able to find the step-by-step process to whitelist @cbisonline.com for your provider.

Thank you for taking this step to whitelist our domain. Doing this will ensure our communications reach your inbox.

Important Information

All material of opinion reflects the judgement of Adviser at this time and are subject to change. This material is not intended as an offer or solicitation to buy, hold or sell any financial instrument or investment advisory services.

Contact Us

We want to hear from you!

If you have questions please reach out at:



info@cbisonline.com

or



(877) 550-2247