



Whitelisting Emails from the Harvard Law School Association

What is whitelisting?

Whitelisting is adding an email address, domain (the main part of a URL such as nyc.hlsa.org), or IP address to your safe senders list. It tells your email client that you trust items sent from this email address (or domain or IP address) and keeps them out of your spam folder and in your inbox.

There are three things you can whitelist:

- A. Sender's email address(es)
- B. Sender's domain
- C. Sender's IP address(es)

Why would recipients need to whitelist?

If you opted-in to receive HLSA Club/SIG newsletters but are not receiving them, whitelisting should fix the issue. The whitelisting procedure, in this case, would take place on the recipient's end, not the HLS/AlumniMagnet end.

What do I need to whitelist?

For most users/recipients, **whitelisting four sender main email addresses (hlsa@law.harvard.edu, webmaster@hlsa.org, webmaster@[CLUB/SIG].hlsa.org and email_watch@omnimagnet.net) should solve the issue.** Additionally, a user/recipient can work with their IT department or mail servicer (Gmail, Yahoo, etc.) to whitelist the IP addresses for the sending organization.

How do I whitelist?

Whitelisting email addresses, domains, & IPs vary depending on the email client. Please review the step-by-step guides for the most commonly used email clients: [Gmail](#), [AOL](#), [Outlook](#), [Apple Mail](#), and [Yahoo](#).

If an in-house IT department or system administrator is managing the email account, please contact them directly. They should be able to whitelist HLSA emails with the below information:

Please whitelist as many of the following as possible:

1. **hlsa@law.harvard.edu, webmaster@hlsa.org, webmaster@[CLUB/SIG].hlsa.org (ex: webmaster@nyc.hlsa.org) and email_watch@omnimagnet.net**
2. **omnimagnet.net and omnimagnet.com**
3. **The Club/SIG actual domain, [CLUB/SIG].hlsa.org (ex: https://massachusetts.hlsa.org)**
4. If you are working with an IT department or system administrator, ask them to whitelist the following IP addresses and server names:

207.171.2.227 -> sancarlos01.omnimagnet.com
207.171.2.234 -> srv04.omnimagnet.com
207.171.2.237 -> sancarlos03.omnimagnet.com
207.171.2.238 -> mail238.omnimagnet.com
207.171.2.239 -> mail239.omnimagnet.com
207.171.2.240 -> mail240.omnimagnet.com
207.171.2.241 -> mail241.omnimagnet.com
207.171.2.242 -> mail242.omnimagnet.com
207.171.2.243 -> mail243.omnimagnet.com
207.171.2.244 -> mail244.omnimagnet.com

207.171.2.245 -> mail245.omnimagnet.com
207.171.2.246 -> mail246.omnimagnet.com
207.171.2.247 -> mail247.omnimagnet.com
207.171.2.248 -> mail248.omnimagnet.com
207.171.2.249 -> mail249.omnimagnet.com
207.171.2.250 -> mail250.omnimagnet.com
207.171.2.251 -> mail251.omnimagnet.com
207.171.2.252 -> mail252.omnimagnet.com
207.171.2.253 -> mail253.omnimagnet.com
207.171.2.254 -> mail254.omnimagnet.com