

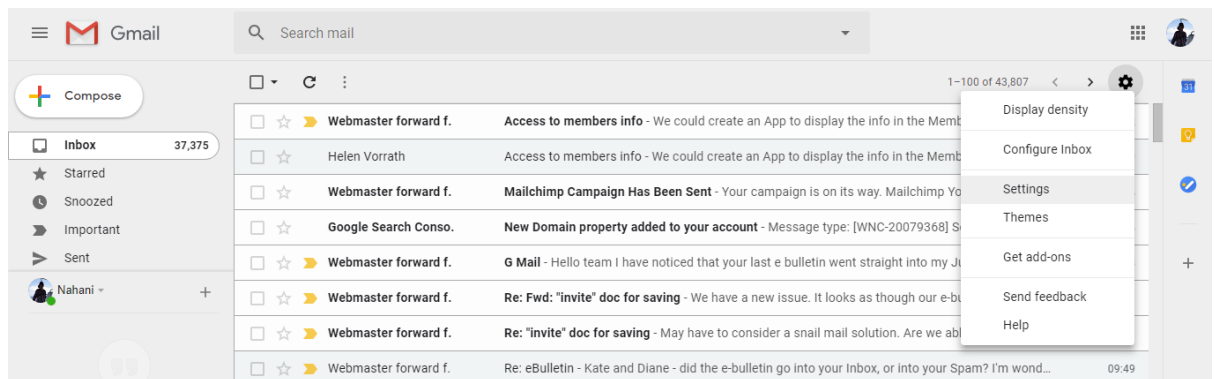
## How to stop your U3APP emails and e-bulletins from going into your SPAM folder

Gmail is very picky about mail that it thinks is Spam. If you have a Gmail address, you should check your Spam folder regularly to make sure you are not missing anything.

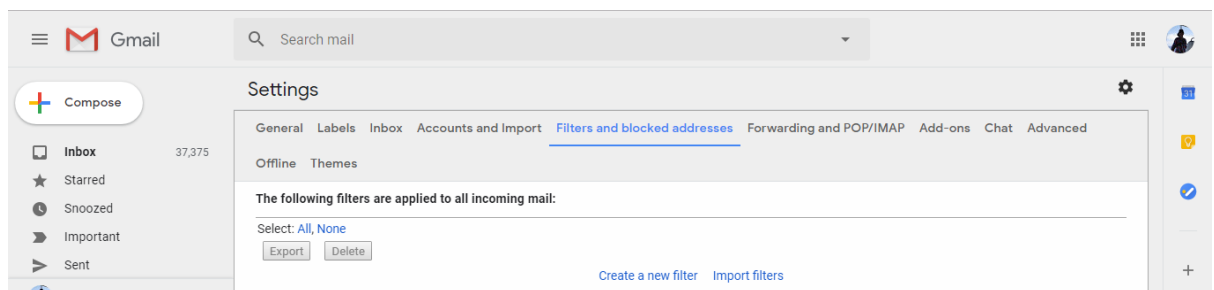
To make sure that you never miss any important communications from U3A Port Phillip, you can set up filters to tell Gmail that our emails and e-bulletins should never go into Spam.

Here's how.

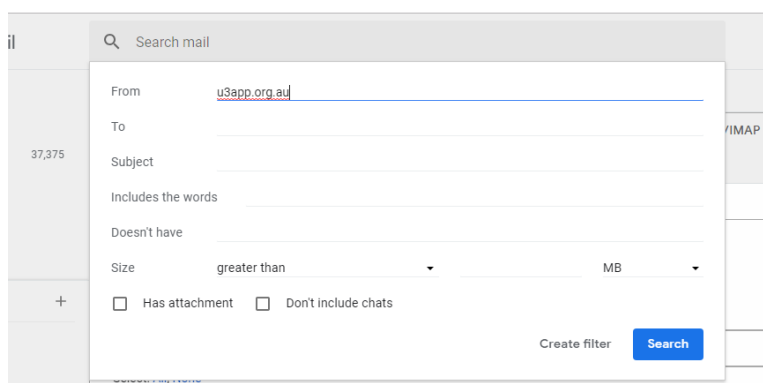
- 1 Open up Gmail and login if necessary
- 2 Click on the Settings icon at the top right of the menu bar above the list of emails, then on Settings in the drop down menu



- 3 On the next screen, click on the "Filters and blocked addresses" tab, and on the next screen click on "Create a new filter".

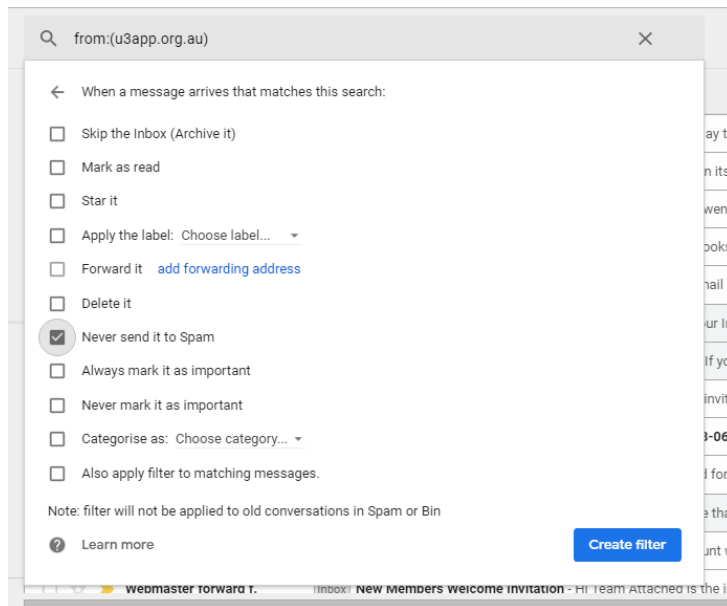


- 4 In the pop-up window, type "u3app.org.au" in the From field, then click on "Create filter" just to the left of the blue Search button (don't click on that).

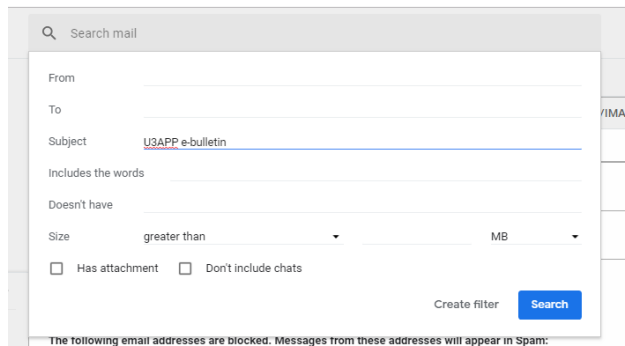


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- 5 In the next pop-up window, check the box that says “Never send it to Spam” and then click on the blue “Create filter” button at the bottom right.



- 6 Repeat steps 3 to 5, but in step 4 put “U3APP e-bulletin” in the Subject field, like this, before you click on “Create filter”.



- 7 Check that your “Filters and blocked addresses” screen now looks like this:

