

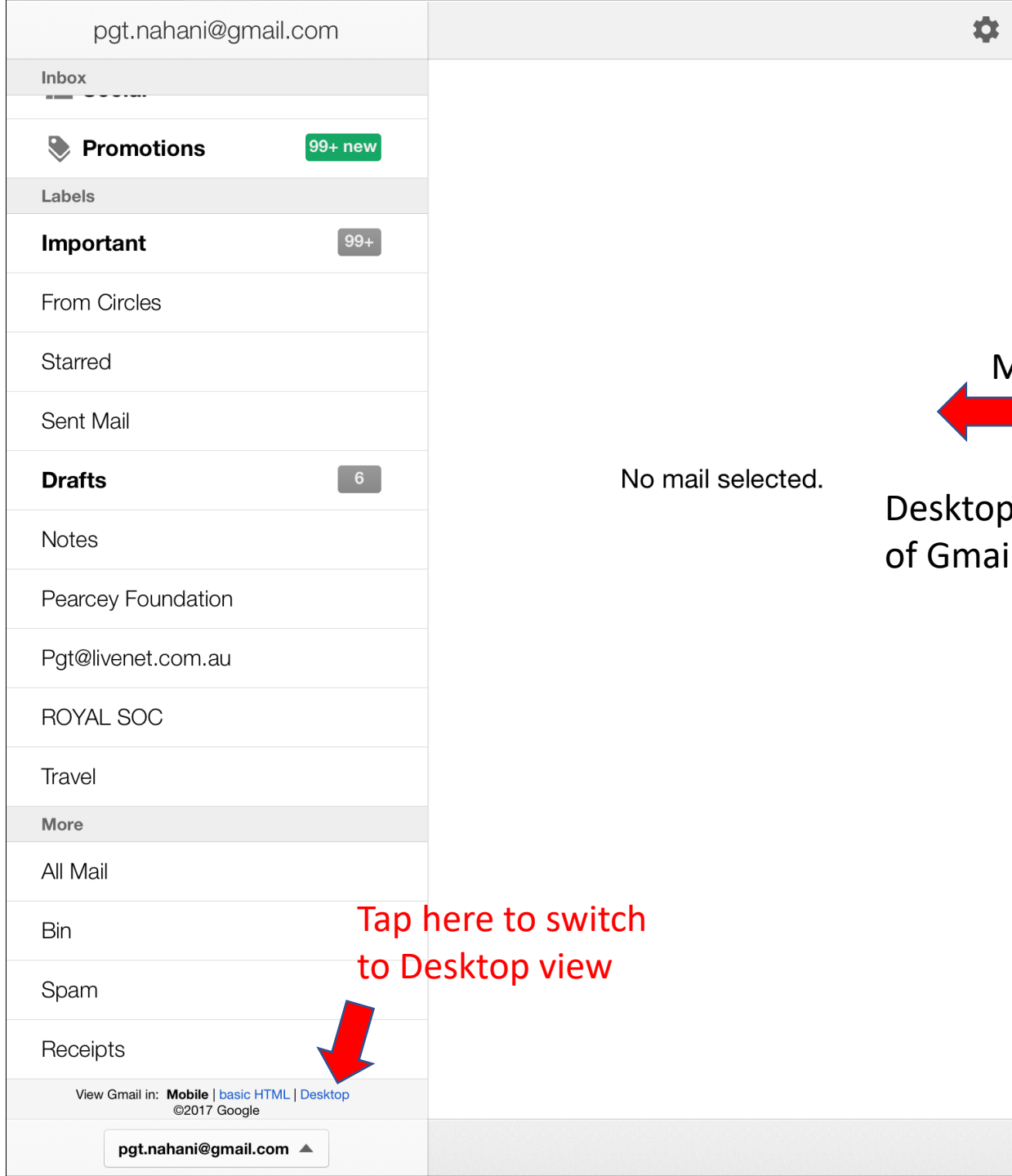
Stopping your U3APP email going into Spam

- U3APP members are sent important emails about membership, courses and enrolment
- Sometimes these go into Spam or Junk folders, particularly for those members who have a Gmail account
- Here are step by step instructions to make sure you don't miss any of our emails because they go into Spam
- Please note that these instructions only apply to the **Desktop version of Gmail**.

You can't do it in the Gmail app on your iPad, iPhone or smart phone. On the next slide are the instructions on how to get to the Desktop version on an iPhone or iPad.

Getting to the desktop version of Gmail on an iPad or iPhone

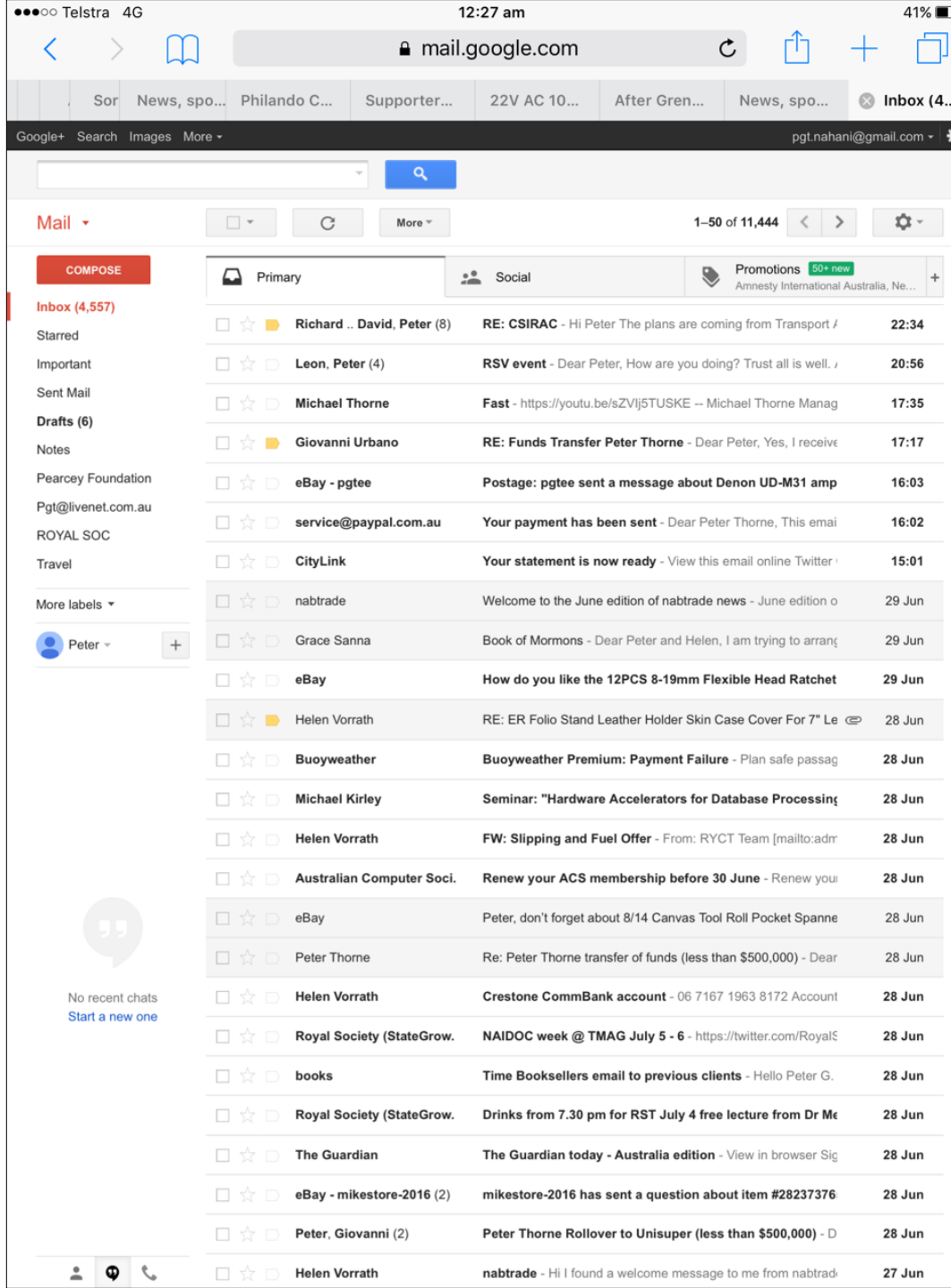
- In your browser (eg Safari or Google Chrome), go to <https://mail.google.com>
- Login to your Google account with your email and password and go to your Gmail
- Tap on the menu icon (three small bars) on the top left. The menu opens on the left of the screen.
- At the very, very bottom of the menu, in very small print, you will see a “View Gmail in:” option (see next slide) – tap on “Desktop” (on right)
- You should now be switched to the Desktop view, as shown on the next slide



No mail selected.

Mobile view
of Gmail

Desktop view
of Gmail



On the screen below the example email is a U3APP e-bulletin (see red arrow)

Gmail 601-700 of 25,481

COMPOSE

Inbox (21,772)

Starred

Important

Sent Mail

Drafts (1)

B&W (9)

Jacquie Lawson car...

LAURA (19)

Musica Viva (109)

Personal

RSV (3)

U3APP (315)

More

Checkbox	Star	Folder	Sender	Subject	Snippet	Date
<input type="checkbox"/>	☆		Nat – GetUp!	Michael West takes on News Corp	Helen, Want to find Australia's real "bludger hotspot"? Look no further than th	18 Jun
<input type="checkbox"/>	☆		U3APP	Unsubscribe from U3APP	Someone has unsubscribed from your list, 'U3APP'. MailChimp Your list has lost a sub	18 Jun
<input checked="" type="checkbox"/>	☆		U3APP	U3APP e-bulletin - We're Nearly Half Way There But There's Still Lots To Come	U3APP e-bulletin Is this ema	18 Jun
<input type="checkbox"/>	☆		MailChimp Support	MailChimp Campaign Has Been Sent	Your campaign is on its way. MailChimp Your campaign is on its way to yo	18 Jun
<input type="checkbox"/>	☆		U3APP	U3APP e-bulletin - We're Nearly Half Way There But There's Still Lots To Come	U3APP e-bulletin Is this ema	18 Jun
<input type="checkbox"/>	☆		Peter	Fwd: (2) MAJOR LAWSUIT against Trump could bring him DOWN by attorney general of maryla...	Sent fro	18 Jun
<input type="checkbox"/>	☆		Facebook	Bethany Clark added a new photo	I dropped my phone & partially smashed... Facebook Bethany Clark added a	18 Jun
<input type="checkbox"/>	☆		Facebook	Paige Gale added a new photo	Off to thaw out for a week Mahalo... Facebook Paige Gale added a new pho	18 Jun
<input type="checkbox"/>	☆		Dave Phoenix	RE: Following Burke and Wills website	I wouldn't mind doing the website stuff, but I just don't have the time at	18 Jun
<input type="checkbox"/>	☆		Twitter	Julian Burnside's Tweet was featured in the news	Tweets making headlines @JulianBurnside's Tweet was feat	18 Jun
<input type="checkbox"/>	☆		Peter's Of Kensington	Up to 70% off RRP in Peter's Half Yearly Stocktake Cookware Clearance Newsletter	Peter's of Kensington If	18 Jun
<input type="checkbox"/>	☆		U3A Port Phillip	Volunteers Thank You Cocktail Party Enrolment Confirmed	The following booking / enrolment is confirmed : V	18 Jun
<input type="checkbox"/>	☆		The Guardian	The Guardian today - Australia edition	View in browser Sign up to our Morning Mail Sign up now » A daily wrap	18 Jun
<input type="checkbox"/>	☆		Kate and Kevin Anderson	Tutors and Volunteers Cocktail Party	Dear all Could all those who are planning to attend but haven't formally re	18 Jun
<input type="checkbox"/>	☆		Kate Richards	Re: Draft blurb for Semester 2 enrolment.docx	Hi Helen I'm not sure if I can change the PDF, but happy to hav	18 Jun

Click on the down arrow at the top right of the email.
From the dropdown menu, choose "Filter messages like this"

The screenshot shows a Gmail inbox on a desktop browser. The email being viewed is from "U3APP" with the subject "U3APP e-bulletin - We're Nearly Half Way There But There's Still Lots To Come". The email is dated "18 Jun (11 days ago)". A dropdown menu is open from the top right of the email header, showing options: Reply, Forward, Filter messages like this (highlighted with a red arrow), Print, Add U3APP to Contacts list, Delete this message, Block "U3APP", Report spam, Report phishing, Show original, Translate message, and Mark as unread. The email content includes a header "U3APP e-bulletin" and a paragraph: "This edition of the U3APP e-bulletin brings you lo including some exciting new Courses and Events as well as details about our upcoming Semester E course our regular 'Did You Know?' segment." The first part of the paragraph is cut off. Below the paragraph is a link: "Firstly, Did You Know?".

Google

Gmail

COMPOSE

Inbox (21,771)

Starred

Important

Sent Mail

Drafts (1)

B&W (9)

Jacque Lawson car...

LAURA (19)

Musica Viva (109)

Personal

RSV (3)

U3APP (315)

More

U3APP e-bulletin - We're Nearly Half Way There But There's Still Lots To Come

Inbox x

U3APP no-reply@u3app.org.au via mail211.atl171.mcdlv.net to Helen

Images are not displayed. Display images below - Always display images from no-reply

U3APP e-bulletin

Is this email important? View it in your inbox

This edition of the U3APP e-bulletin brings you lo including some exciting new Courses and Events as well as details about our upcoming Semester E course our regular 'Did You Know?' segment.

Firstly, Did You Know?

18 Jun (11 days ago)

Reply

Forward

Filter messages like this

Print

Add U3APP to Contacts list

Delete this message

Block "U3APP"

Report spam

Report phishing

Show original

Translate message

Mark as unread

Click on “Create filter with this search” (see red arrow below).
(Don’t change what’s in the rest of the window – Gmail fills that in for you)

Google

Gmail

COMPOSE

Inbox (21,772)

Starred

Important

Sent Mail

Drafts (1)

B&W (9)

Jacquie Lawson car...

LAURA (19)

Musica Viva (109)

Personal

RSV (3)

U3APP (315)

More

list:"9bc1ac389eb2fb7bb220fcd41mc list <9bc1ac389eb2fb7bb220fcd41.69317

Filter

From

To

Subject

Includes the words

list:"9bc1ac389eb2fb7bb220fcd41mc list <9bc1ac389eb2fb7bb220fcd41.69317.list-id.mcsv.net>"

Doesn't have

☐ Has attachment

☐ Don't include chats

Size greater than MB

Create filter with this search

1-100 of 104

ere But There's Still Lots To Come - U3APP e-bulletin Is this € 18 Jun

here But There's Still Lots To Come - U3APP e-bulletin Is 18 Jun

Party REMINDER - U3APP e-bulletin Is this email not displa 12 Jun

ts in June - U3APP e-bulletin Is this email not displaying con 6 Jun

ts in June - U3APP e-bulletin Is this email not displaying con 6 Jun

news, read on . . . - U3APP e-bulletin Is this email not disj 4 Jun

news, read on . . . - U3APP e-bulletin Is this email not disj 4 Jun

Party - U3APP e-bulletin Is this email not displaying correctly 28 May

3APP e-bulletin Is this email not displaying correctly? View it 21 May

3APP e-bulletin Is this email not displaying correctly? View it 21 May

P e-bulletin Is this email not displaying correctly? View it in yc 7 May

U3APP activities coming up in may - U3APP e-bulletin Is this email not displaying correctly? View it in yc 7 May

U3APP Resumes after Easter Break - U3APP e-bulletin Is this email not displaying correctly? View it in yc 24 Apr

U3APP Resumes after Easter Break - U3APP e-bulletin Is this email not displaying correctly? View it in yc 24 Apr

U3APP e-bulletin - U3APP e-bulletin Is this email not displaying correctly? View it in your browser. The Mi 9 Apr

U3APP e-bulletin - U3APP e-bulletin Is this email not displaying correctly? View it in your browser. The Mi 9 Apr

Lots of Activity at U3APP plus New Courses - U3APP e-bulletin Is this email not displaying correctly? View 26 Mar

Check the box for “Never send it to Spam”
Click on the Create filter button
Done!

Browser tabs: H x, H x, A T x, A A x, 24 D x, 24 Bi x, 24 Bi x, A H x, C x, P x, D x, H x, B x, S x, New x

Address bar: Secure | <https://mail.google.com/mail/u/0/#create-filter/has=list%3A%229bc1ac389eb2fb7bb220fcd41mc+list+%3C9bc1ac389eb2fb7bb220fcd41.69317%3E%22>

Navigation: Apps, Facebook, U3A Port Phillip > Log, Calendar : U3A Port P, Login | MailChimp - e, EDIT Helen Vorrath To, 24 Bitrix CRM, My Apps - AppSheet

Google

Gmail ▾

COMPOSE

Inbox (21,773)
Starred
Important
Sent Mail
Drafts (1)
B&W (9)
Jacquie Lawson car...
LAURA (19)
Musica Viva (109)
Personal
RSV (3)
U3APP (315)

list:"9bc1ac389eb2fb7bb220fcd41mc list <9bc1ac389eb2fb7bb220fcd41.69317%3E%22

« back to search options

When a message arrives that matches this search:

- ☐ 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
- ☐ Categorise as: Choose category...

Create filter ☐ Also apply filter to 104 matching messages.

1-100 of 104

ere But There's Still Lots To Come - U3APP e-bulletin Is this email not displaying correctly?

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Party REMINDER - U3APP e-bulletin Is this email not displaying correctly?

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news, read on . . . - U3APP e-bulletin Is this email not displaying correctly?

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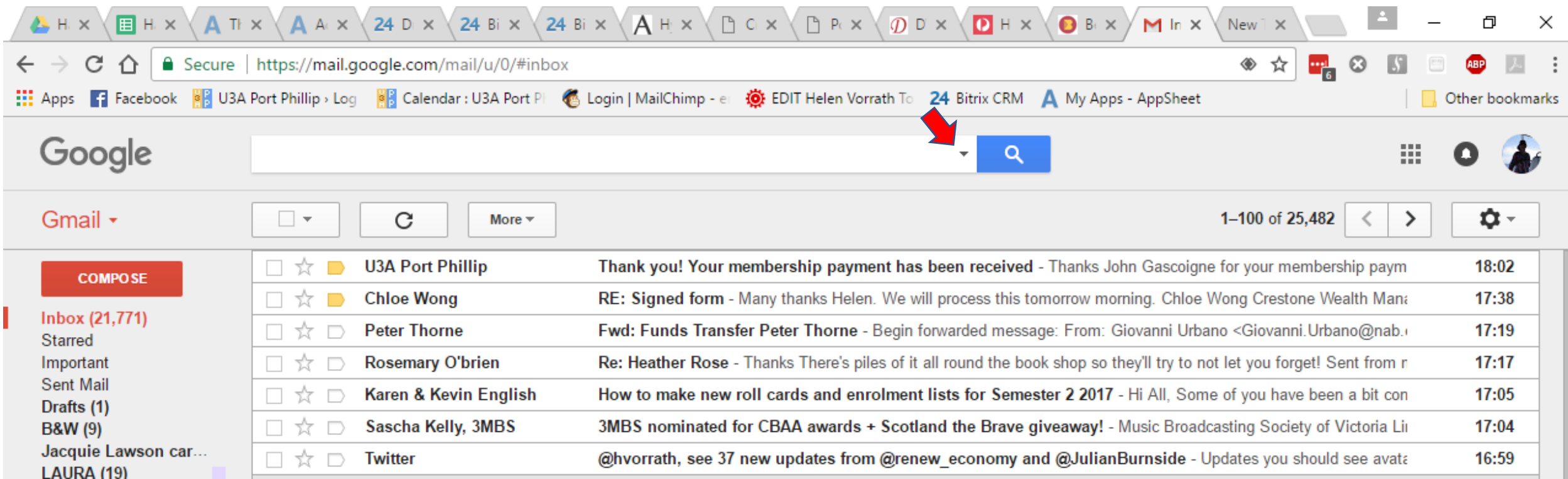
Party - U3APP e-bulletin Is this email not displaying correctly?

3APP e-bulletin Is this email not displaying correctly?

3APP e-bulletin Is this email not displaying correctly?

That's the e-bulletin done, now for the rest...

- For other emails, we want to set up a filter for the “From” email addresses that U3APP uses (there are four of them)
- Start by clicking on the down arrow at the right of the Search box (see red arrow below)



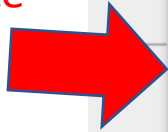
The screenshot shows a web browser window with multiple tabs. The active tab is a Gmail inbox. The address bar shows the URL <https://mail.google.com/mail/u/0/#inbox>. The Gmail interface includes a search bar at the top with a dropdown arrow on the right, which is highlighted by a red arrow. Below the search bar is a list of emails in the inbox. The left sidebar shows the 'COMPOSE' button and the 'Inbox (21,771)' label. The email list includes entries from 'U3A Port Phillip', 'Chloe Wong', 'Peter Thorne', 'Rosemary O'brien', 'Karen & Kevin English', 'Sascha Kelly, 3MBS', and 'Twitter'.

From	Subject	Time
U3A Port Phillip	Thank you! Your membership payment has been received - Thanks John Gascoigne for your membership paym	18:02
Chloe Wong	RE: Signed form - Many thanks Helen. We will process this tomorrow morning. Chloe Wong Crestone Wealth Man	17:38
Peter Thorne	Fwd: Funds Transfer Peter Thorne - Begin forwarded message: From: Giovanni Urbano <Giovanni.Urbano@nab.i	17:19
Rosemary O'brien	Re: Heather Rose - Thanks There's piles of it all round the book shop so they'll try to not let you forget! Sent from r	17:17
Karen & Kevin English	How to make new roll cards and enrolment lists for Semester 2 2017 - Hi All, Some of you have been a bit con	17:05
Sascha Kelly, 3MBS	3MBS nominated for CBAA awards + Scotland the Brave giveaway! - Music Broadcasting Society of Victoria Li	17:04
Twitter	@hvorrath, see 37 new updates from @renew_economy and @JulianBurnside - Updates you should see avate	16:59

In the From box, type the following four email addresses:

itemteam@u3app.org.au,webmaster@u3app.org.au,u3app@u3app.org.au,wordpress@u3app.org.au

Type or paste
them here...



USA Port Philip > Log Calendar : USA Port P Login | MailChimp - e EDIT Helen vorratn to 24 Bitrix CRM A

from: (itemteam@u3app.org.au,webmaster@u3app.org.au,u3app@u3app.org.)

Search All Mail x

From
itemteam@u3app.org.au,webmaster@u3app.org.au,u3app@u3app.org.au,wordpress@u3app.org.

To

Subject

Includes the words

Doesn't have

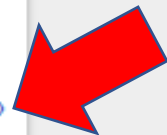
☐ Has attachment
☐ Don't include chats

Size greater than MB

Date within 1 day of

Create filter with this search »

... and click here



In the next window, check “Never send it to Spam”
and click on the Create filter button
Done!

