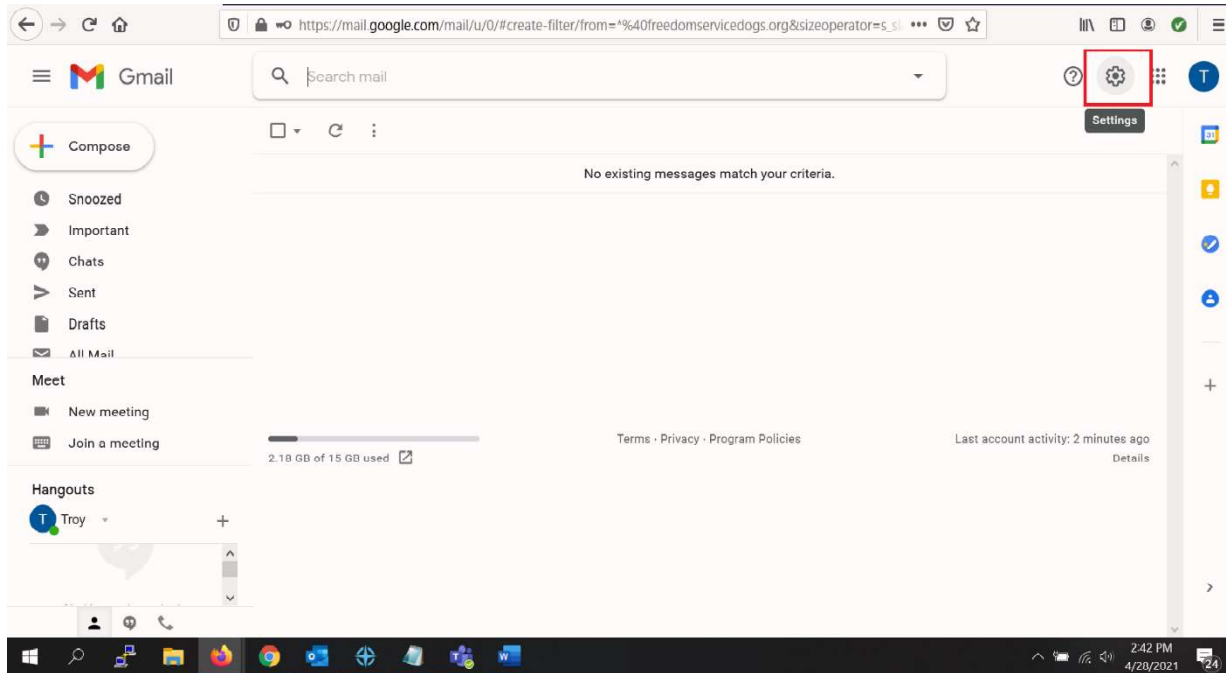


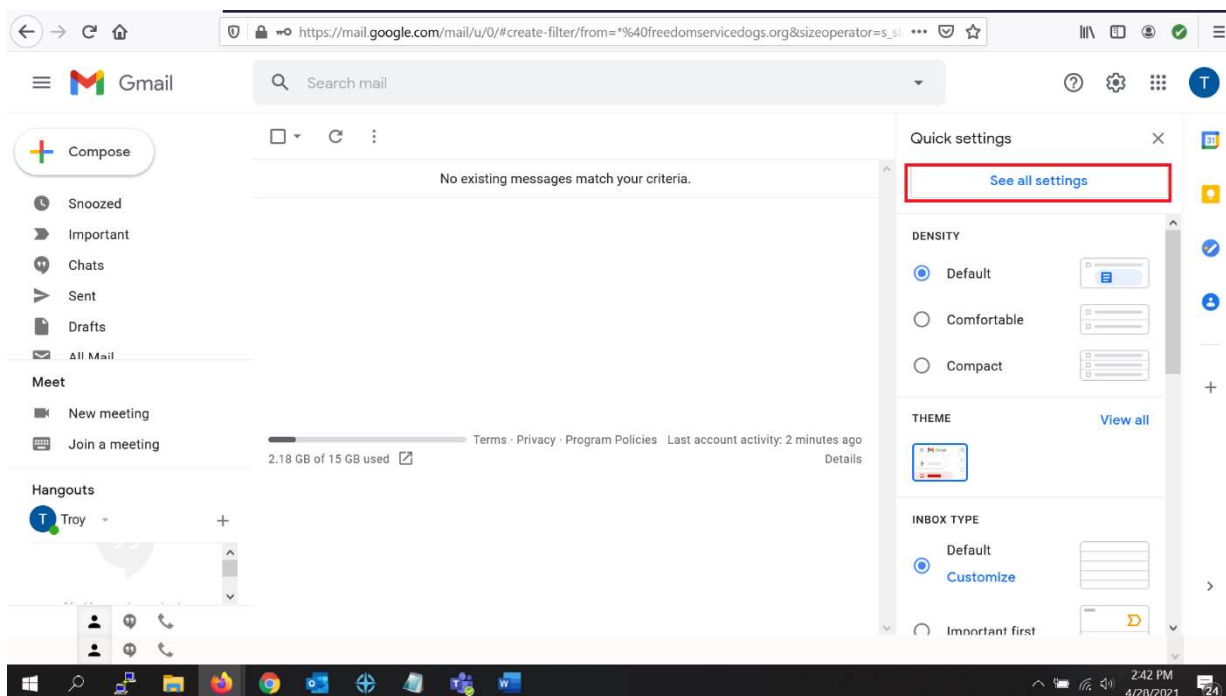
How to add a filter so email stops going to your spam folder

Log in to your Gmail account.

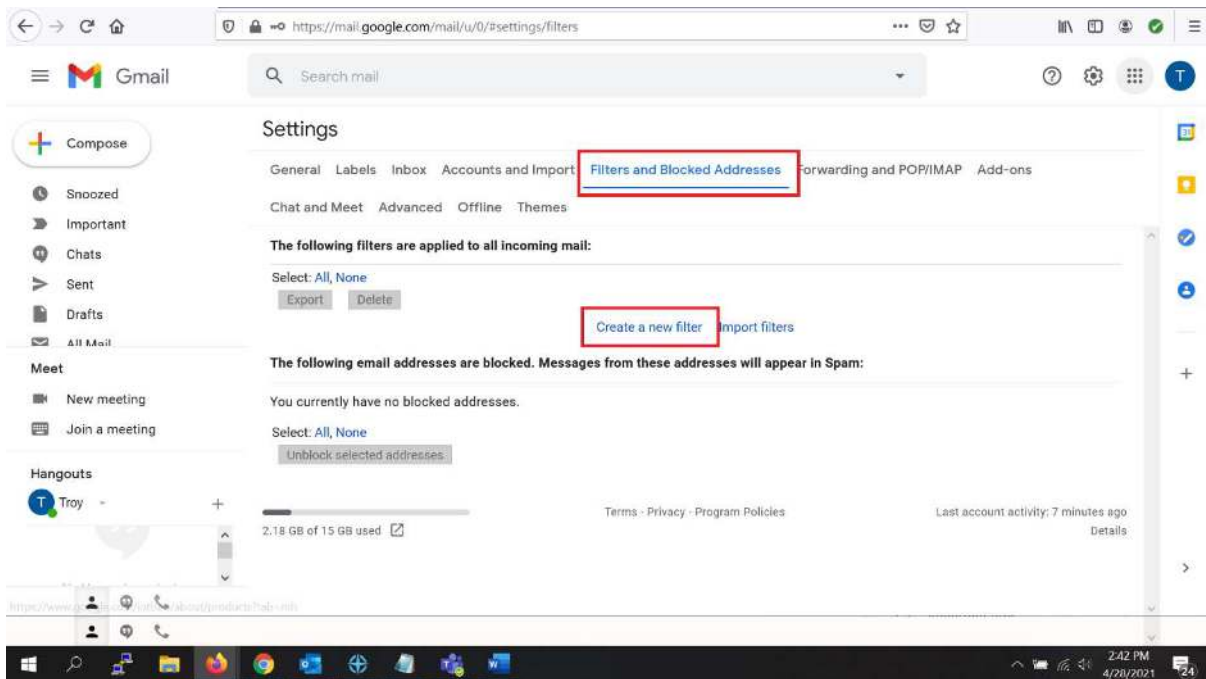
Click on the settings button in the top right corner.



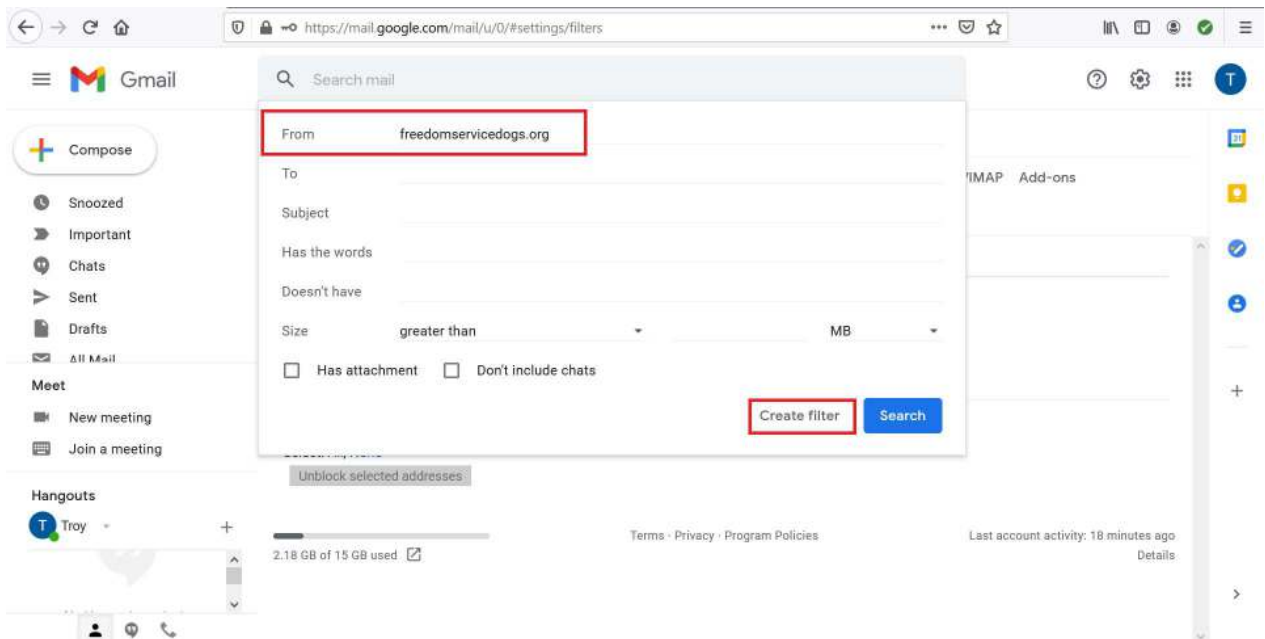
Select 'see all settings'



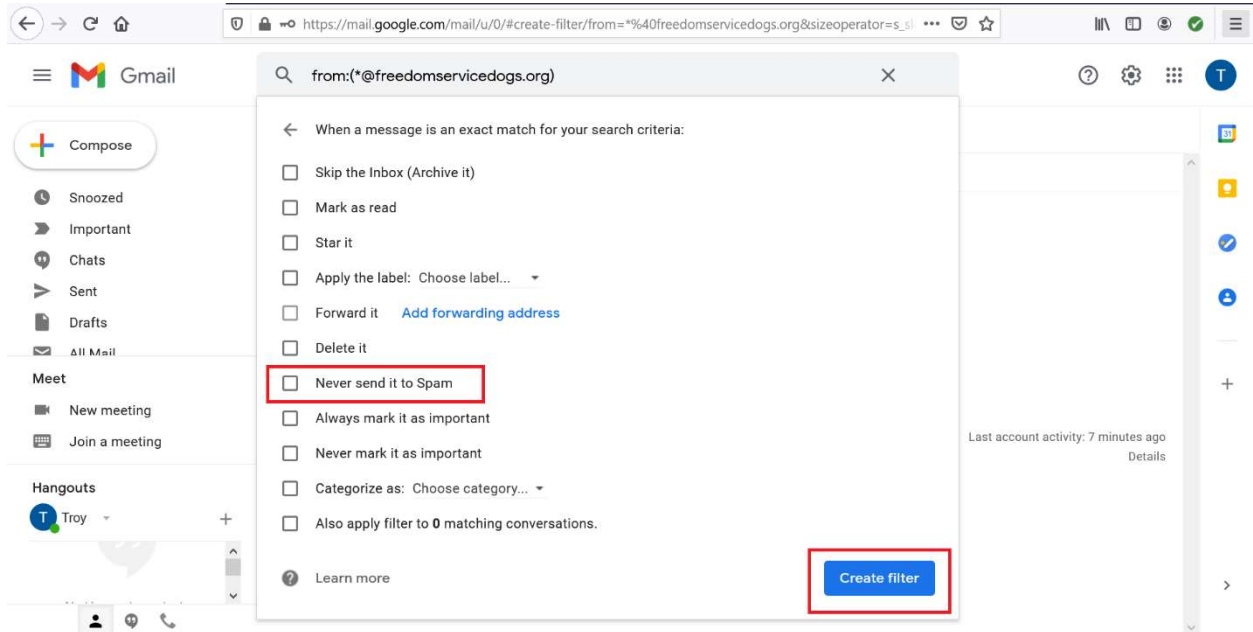
Select the 'Filters or Blocked Addresses' tab and then select 'Create a new filter'.



In the From field add the email you want to avoid being sent to your spam folder. In this example, I have added 'freedom servicedogs.org'. This will stop all email from Freedom Service Dogs from going to your spam folder. Once you have the email defined, click on 'Create filter'.



Select the box for 'Never send it to Spam' and then select 'Create filter'.



Once you click that button, a filter is created and email from Freedom Service Dogs should no longer go to your spam folder.

This filter will not apply to mail that you already received. So, if you have mail from Freedom Service Dogs marked as spam, you will need to manually move it out of that folder.