

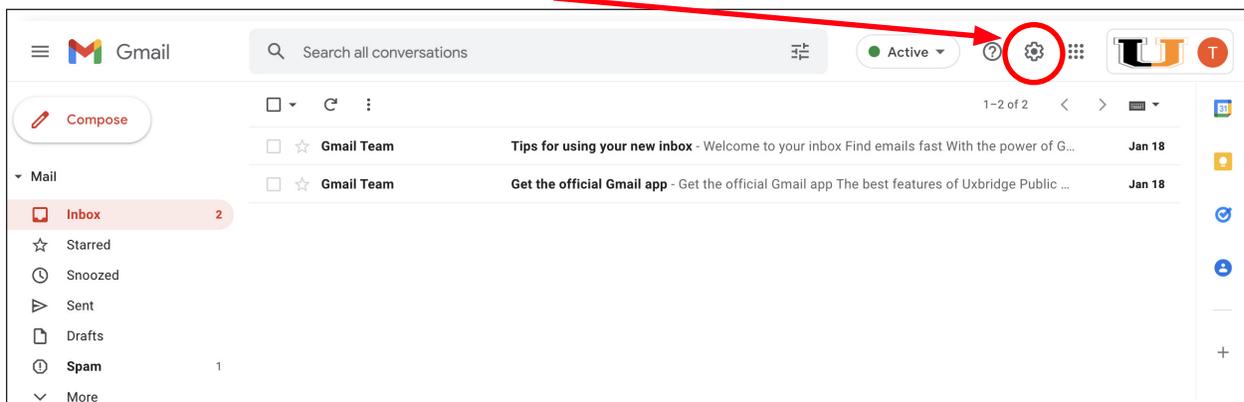
Google – How To Manage Spam

This How To will guide you through the steps needed to stop non-Spam email from going into the Spam folder. Shorthand version on Page 7.

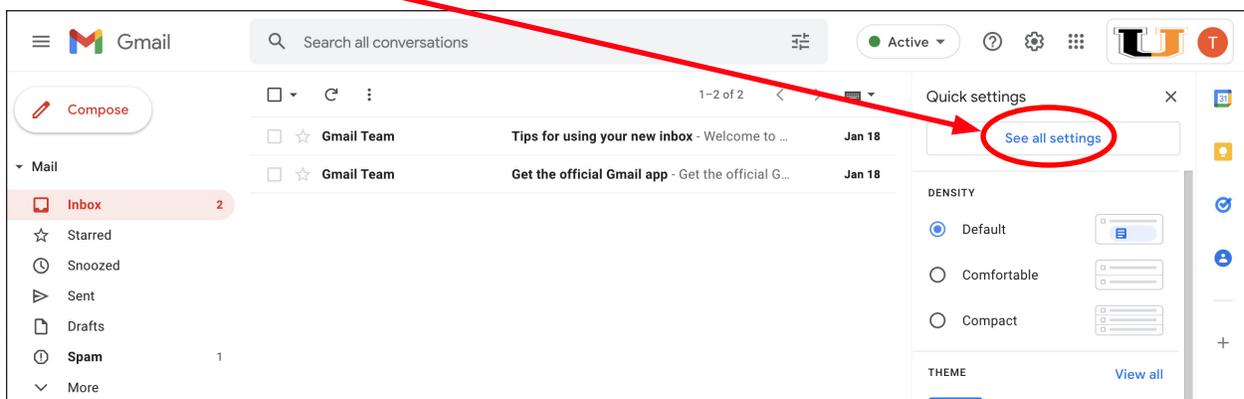
Make your Spam Folder visible.

1 Click on the Gear Icon to Open the Quick Settings Panel.

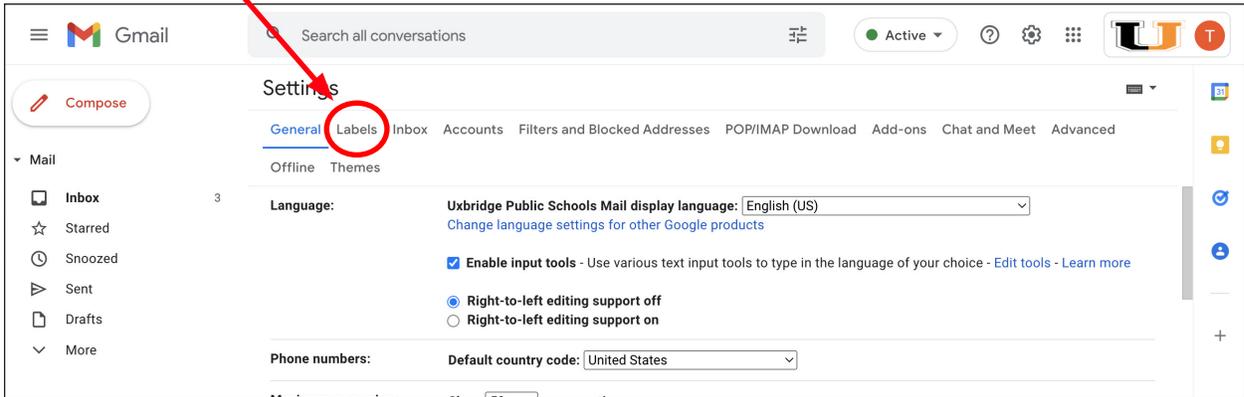
At the top right of the screen, *click* on the **Gear Icon**. The **Quick Settings Panel** will open up.



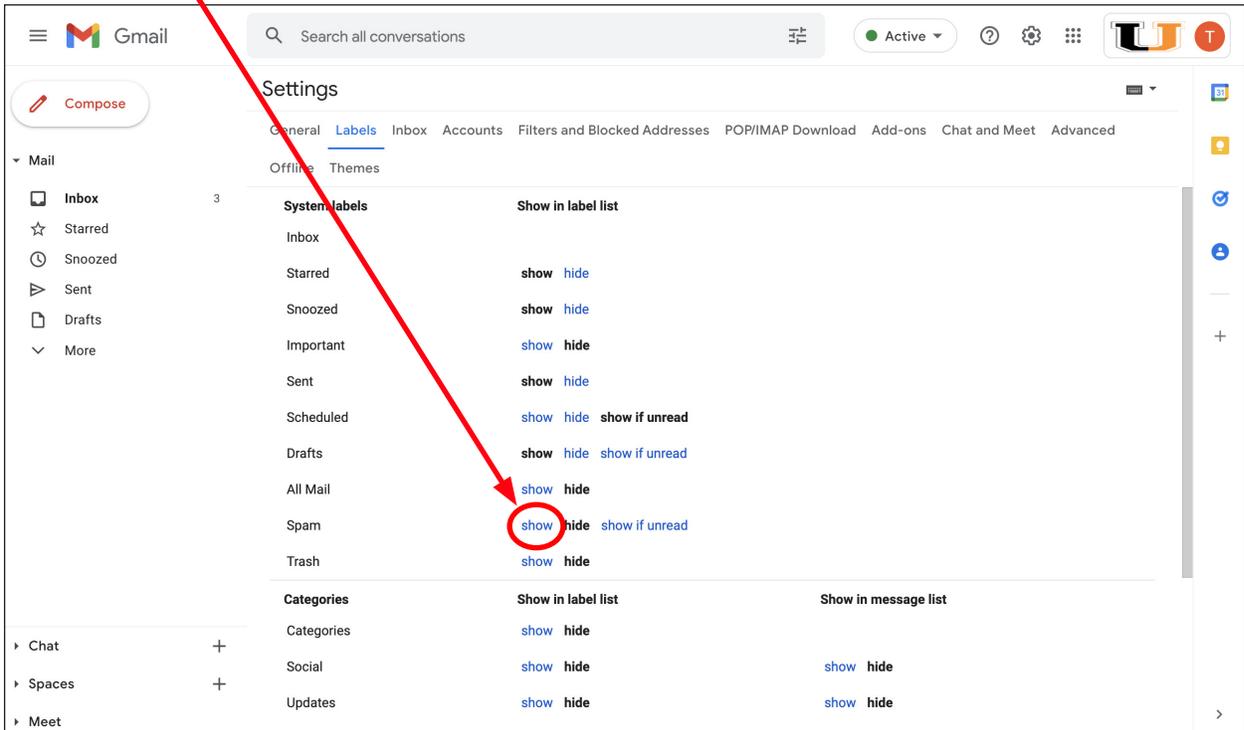
2 Click on "See all settings".



3 Click on the Labels Tab.



4 Click on "Show" on the line listed for Spam.

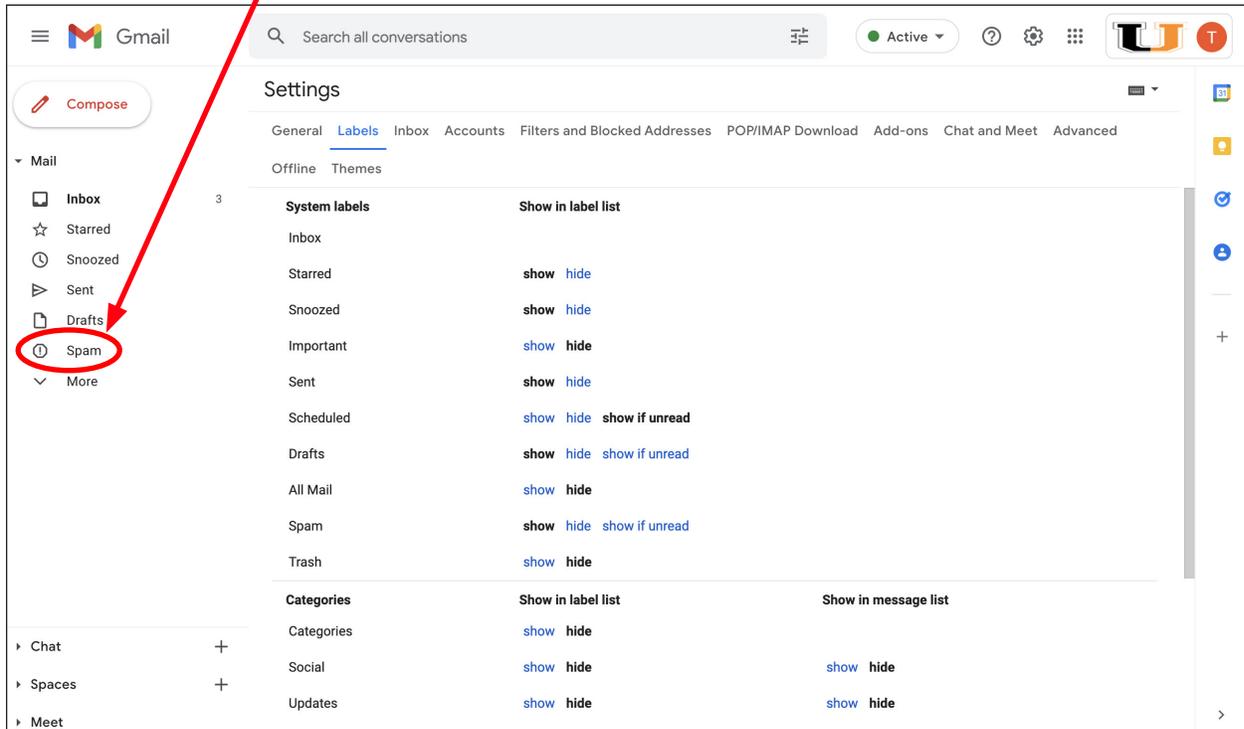


The **Spam Folder** will now become visible in your **Mail Menu** on the left side of the screen. This will also help you monitor when email gets routed there, as a number will show next to it whenever an email is present.

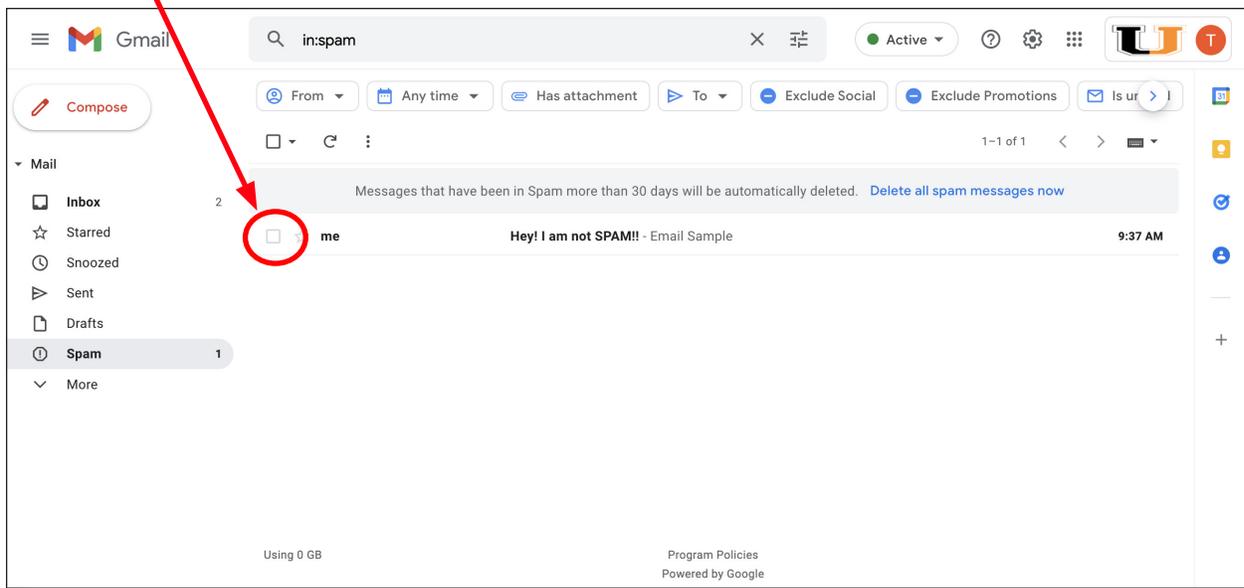


Mark non-Spam emails as "Not Spam".

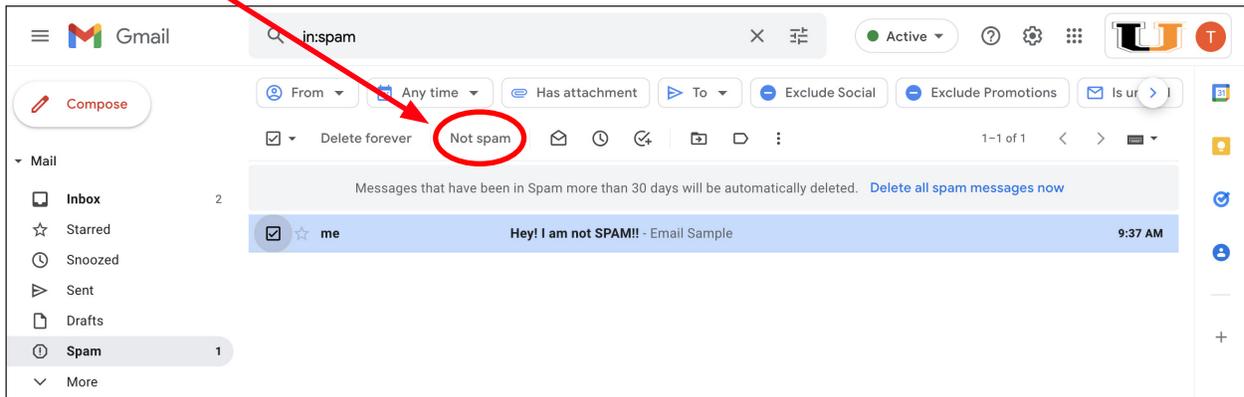
5 Click on your Spam Folder.



6 Select Emails that are not Spam.

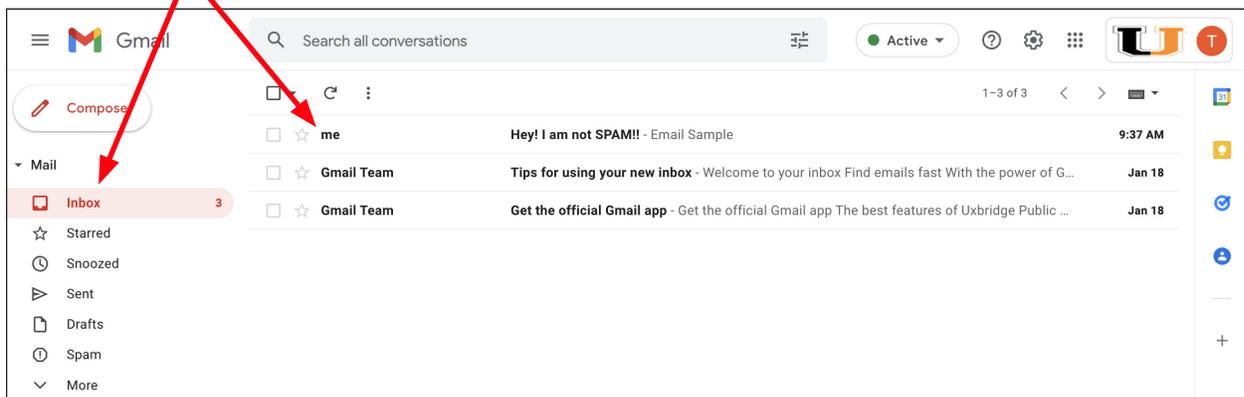


7 Click on "Not Spam".



The selected emails will now be moved to your **Inbox**. This will help train Google's Spam filtering AI so similar future emails will hopefully not go into your SPAM folder.

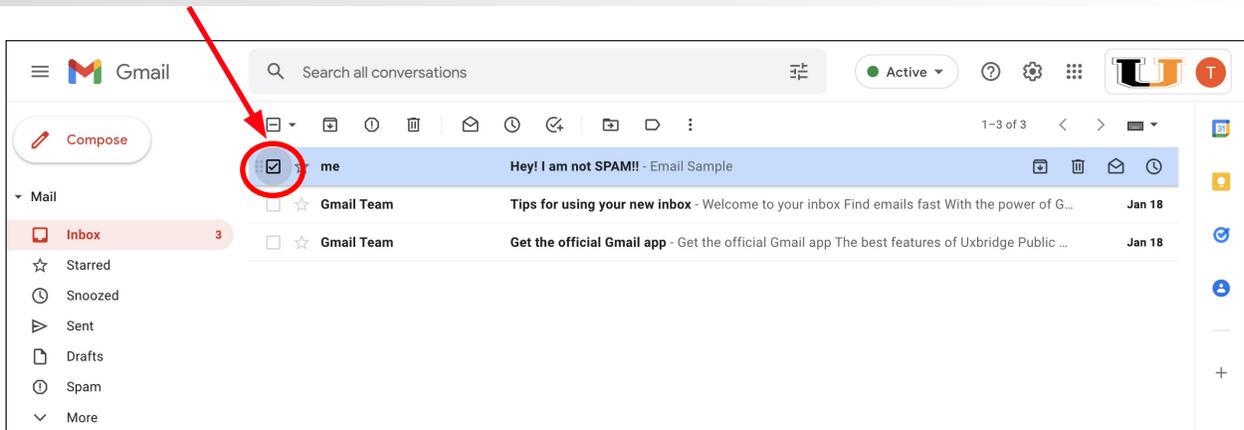
8 The Selected Emails will be moved to your Inbox.



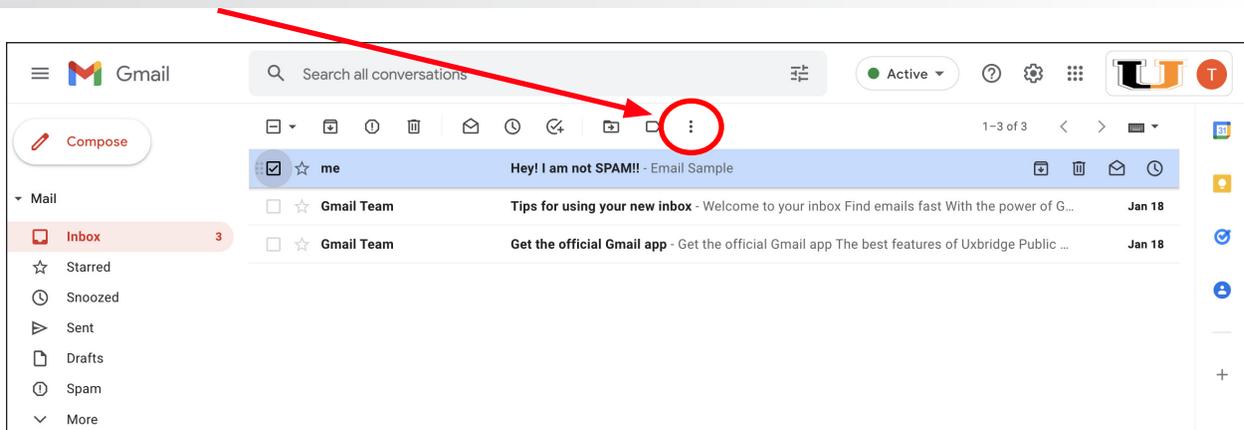
Create a Custom Filter.

You may create a Custom Filter to specifically route email from certain senders to your Inbox instead of to the Spam folder. This filter can be made from your Inbox or from your Spam Folder - it works the same. For the sake of this How To, we will use the email you just moved out of the Spam Folder.

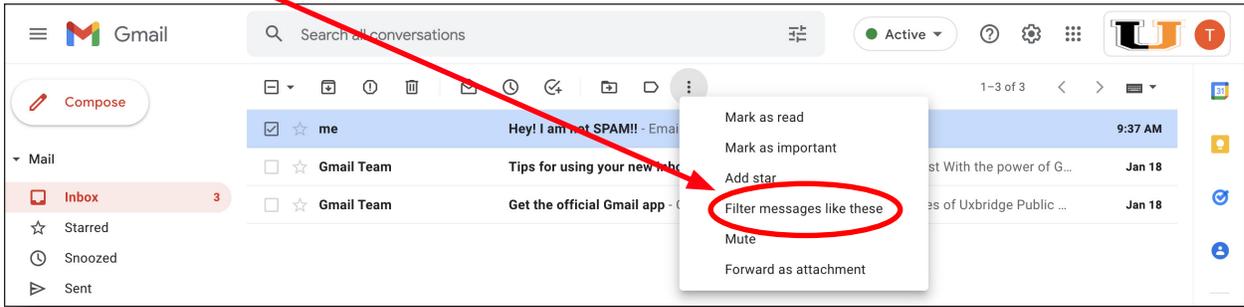
9 Select the email.



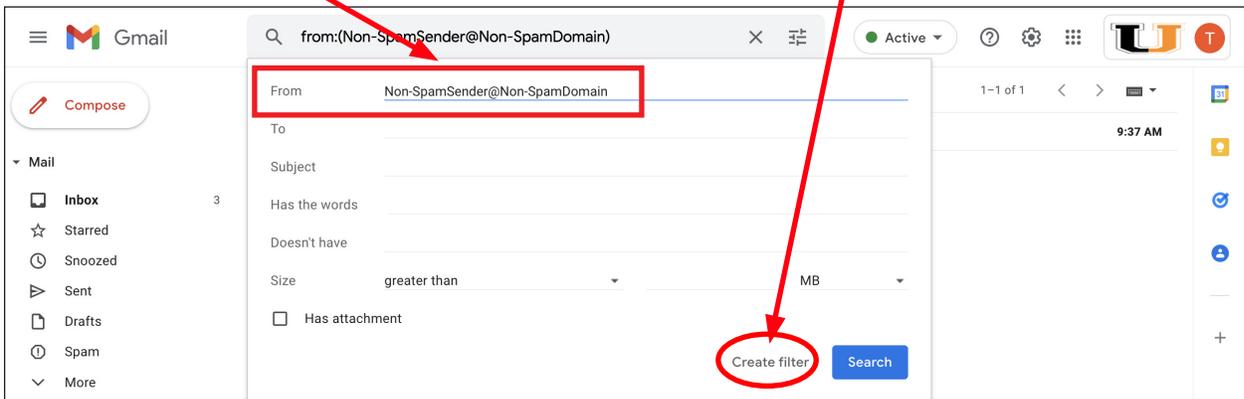
10 Click on the Ellipse (Three Dots).



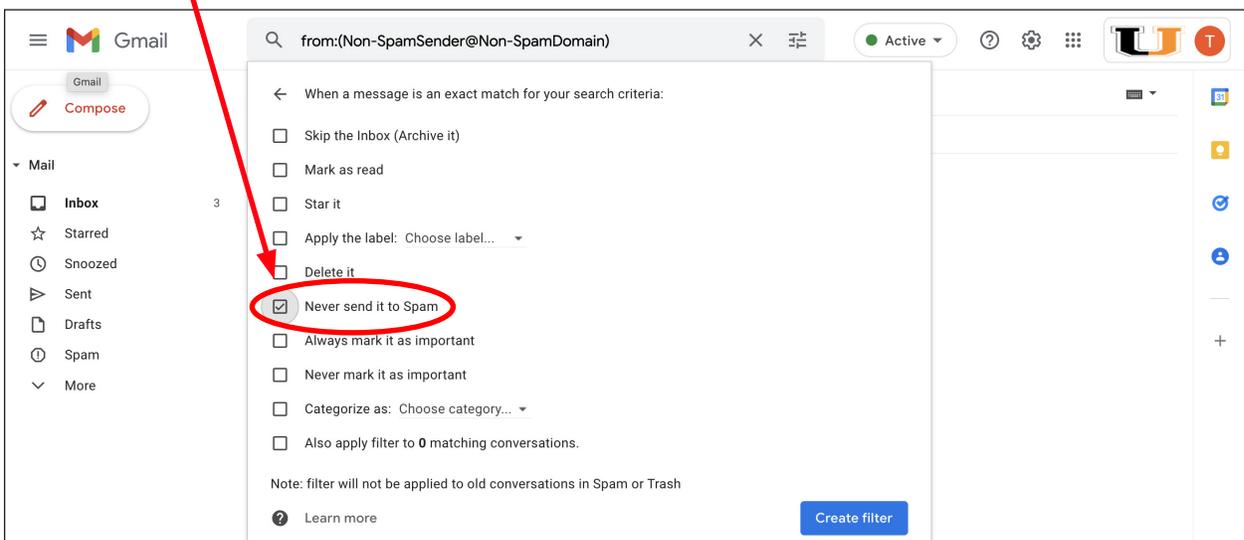
11 Select "Filter messages like these".



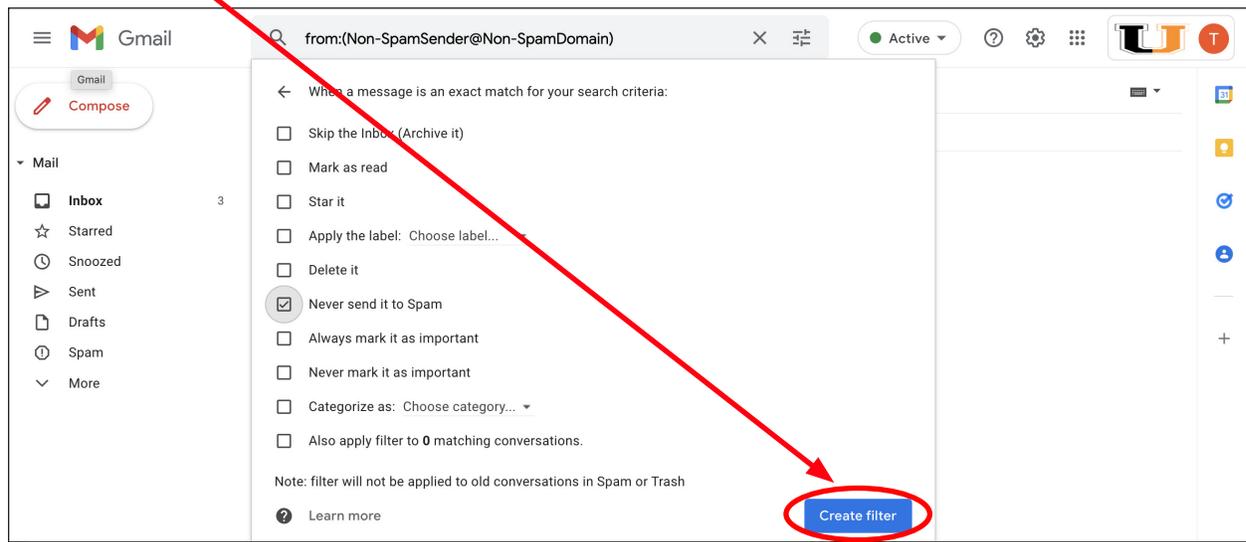
12 Verify that the email address is in the From field. Click "Create Filter".



13 Select "Never send it to Spam".



14 Click “Create Filter” and you are done!



Google - How To Manage Spam (Shorthand Version)

- **Make your Spam folder visible (easy to access).**
 1. Click the Gear Icon in the upper right.
 2. Click on “See all settings”.
 3. Select the Label Tab.
 4. Click on “Show” next to the Spam listing.
- **Mark non-Spam emails as “Not Spam”.**
 5. Click on the Spam Folder in the left panel.
 6. Select the non-Spam email.
 7. Click on the “Not Spam” Button.
- **Create a Custom Filter.**
 8. Select the email to be filtered out of Spam
 9. Select “Filter messages like these” from the drop down menu.
 10. Click on the “Create Filter” Button.
 11. Select “Never send it to Spam”.
 12. Click on the “Create Filter” Button.

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