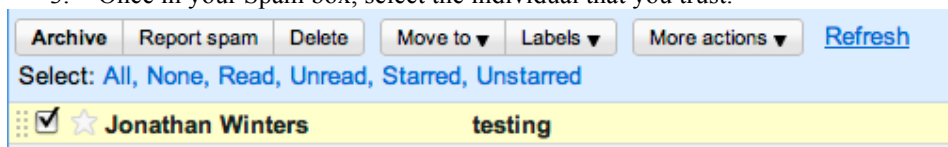


Memo:

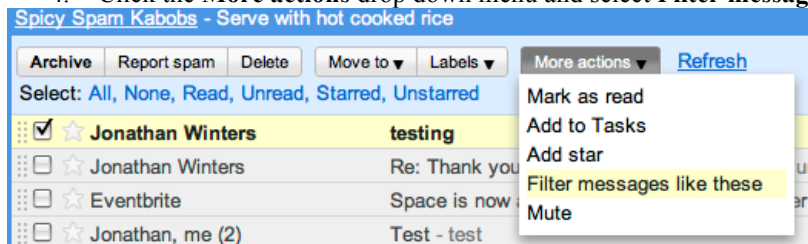
To: JewFroJenn
From: JewFroJon
Subject: Preventing e-mail addresses from ending in spam.
Date: Thursday, June 24, 2010 @ 7:15pm

Sometimes email ends up in the spam box even though it is from a trusted sender. If you notice this happens, you can take the proper measures to prevent it from happening by placing trusted senders in a message filter. For example Jonathan@WintersHaven.com, should by this point, be a trusted individual. ☺ If you would like to be able to easily receive messages into your inbox from him you can take the following steps.

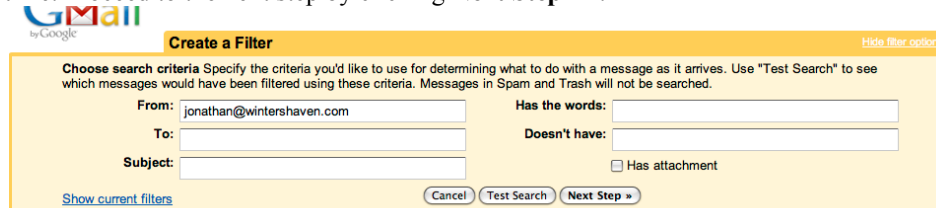
1. Log into G-mail.
2. Go to your Spam box. It is usually under the More option in the left column.
3. Once in your Spam box, select the individual that you trust.



4. Click the **More actions** drop down menu and select **Filter messages like these**.

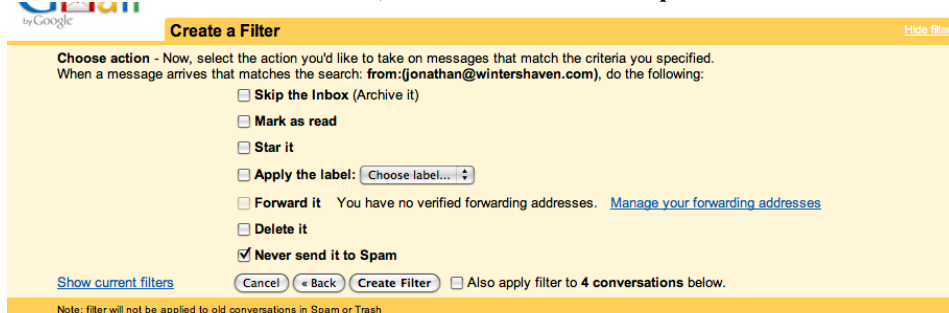


5. Make sure the **From** address is filled in correctly. Do not fill in any other criteria fields at this time. Proceed to the next step by clicking **Next Step >>**.



The screenshot shows the 'Create a Filter' dialog box. It has a title bar 'Create a Filter' and a 'Hide filter options' link. The main text says: 'Choose search criteria Specify the criteria you'd like to use for determining what to do with a message as it arrives. Use "Test Search" to see which messages would have been filtered using these criteria. Messages in Spam and Trash will not be searched.' There are input fields for 'From:' (filled with 'jonathan@wintershaven.com'), 'To:', 'Subject:', 'Has the words:', and 'Doesn't have:'. There is also a checkbox for 'Has attachment'. At the bottom, there are buttons for 'Show current filters', 'Cancel', 'Test Search', and 'Next Step >>'.

6. From the Choose Action menu, select **Never send it to Spam**. Then click **Create Filter**.



The screenshot shows the 'Choose action' step of the 'Create a Filter' dialog box. It has a title bar 'Create a Filter' and a 'Hide filter options' link. The main text says: 'Choose action - Now, select the action you'd like to take on messages that match the criteria you specified. When a message arrives that matches the search: from:(jonathan@wintershaven.com), do the following:'. There are several checkboxes: 'Skip the Inbox (Archive it)', 'Mark as read', 'Star it', 'Apply the label:' (with a dropdown menu), 'Forward it' (with a note about forwarding addresses and a link to 'Manage your forwarding addresses'), 'Delete it', and 'Never send it to Spam' (which is checked). At the bottom, there are buttons for 'Show current filters', 'Cancel', '< Back', 'Create Filter', and 'Also apply filter to 4 conversations below.'. A note at the bottom says: 'Note: filter will not be applied to old conversations in Spam or Trash'.

You can now easily receive messages from the selected user into your Inbox and not worry that it will accidentally end up in spam.

For further assistance, please contact your friendly IT Guru Jonathan@askWinters.com
Keep smiling and have a great day!