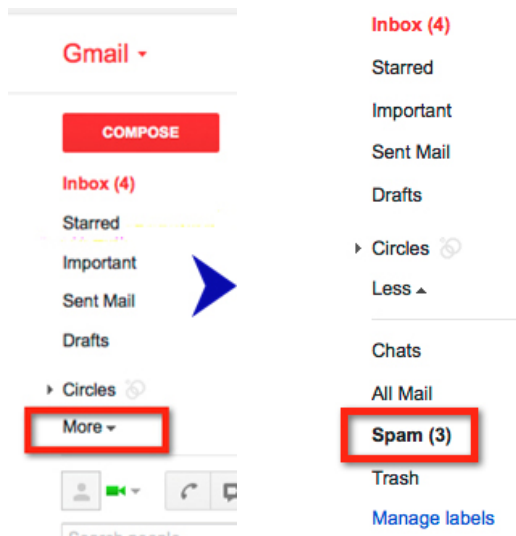


SPAM EMAIL

We have noticed that as we are sending emails out from more addresses than mail@portsorellu3a.org.au some are being redirected to your spam folder. You will be getting messages regularly from communication@portsorellu3a.org.au and tutorprogram@portsorellu3a.org.au as well.

It is an easy method to stop this but it can differ for different email clients. I will describe the Gmail process, but other clients will have a similar process.

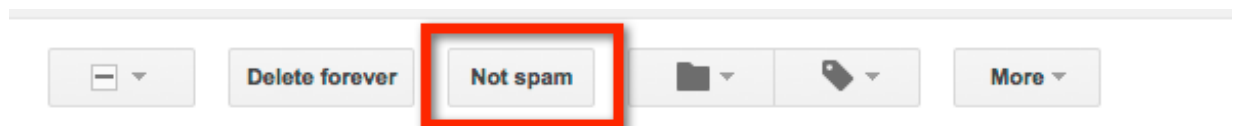
You need to follow these simple steps to tell Google that such emails are not spam and to add the senders to your contact list in order to ensure that future emails from these senders are never placed in your spam folder ever again:



1. Open your webmail (Gmail) client

2. Click on the More menu item in the Spam folder menu item and click on this item

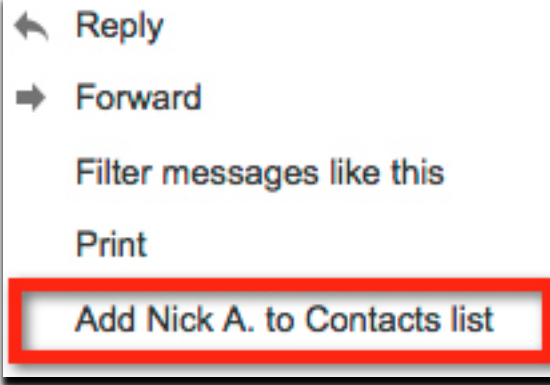
3. Select all the check boxes of the messages that you feel are not spam and then click on the Not spam button



[Download POP3 and IMAP - www.jam-software.com/email-software](http://www.jam-software.com/email-software) - POP3 to SMTP Connector plus

[Delete all spam messages now](#) (messages th





4. Click on each message and add specific sender to your Contact list from the drop-down menu in the upper right corner of the opened message (figure 4).

Done!

Google will learn and you will no longer miss important messages.