

Procedure to prevent email going to SPAM

Make sure the email address in the FROM box is in your email address book

GMAIL SETTING

4. On the top right hand side of the Gmail list locate a wheel with hooks to represent a gear, hover your mouse over it and it will display SETTINGS and click on it
5. At the top of the menu click on; "See all Settings"
6. The SETTINGS menu will be displayed
7. In the top row, click on the tab "Filters and Blocked addresses"
8. Near the bottom click on, "Create a new filter"
9. Enter the FROM address that you want stop going to SPAM, and click on create filter
10. Check the box: "Never send it to SPAM, and click create filter"

HOTMAIL

1. On the displayed message, right click on message
2. Click on create rule
3. Select inbox and click OK

4.