

Procedure to prevent email going to SPAM/JUNK folder

Make sure the email address (info@rivergroveseniors.com) is in your email address book

You may also delete old emails that fill up you inbox to capacity.

GMAIL SETTING

1. On the top right hand corner 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
2. At the top of the menu click on; **"See all Settings"**
3. The **SETTINGS** menu will be displayed
4. In the **top row**, click on the tab **"Filters and Blocked addresses"**
5. Near the bottom click on, **"Create a new filter"**
6. Enter the **FROM** address (info@rivergroveseniors.com) that you want stop going to SPAM, and click on **create filter**
7. **Check the box:** "Never send it to SPAM, and **click create filter**

HOTMAIL

1. Sign into Hotmail.com using Outlook.live.com.
2. Click on the setting gear icon at the top right corner of the screen.
3. Click on **view all Outlook settings** at the bottom of the pop-out menu
4. On the left side of the screen, Click on **MAIL**, on the pop up screen, select **JUNK MAIL**.
5. Scroll down to **SAFE SENDERS and DOMAINS**, click on **+ Add**, key in the River Grove domain; **rivergroveseniors.com** press **Enter**, and click on **SAVE**