

Email filters to ensure MailChimps do not end up in Spam

In Gmail

Choose Settings (gear wheel) top right

Choose Settings again

Choose Filter and Blocked Addresses

Choose Create a New Filter at the bottom

Try setting up 2 filters with the criteria shown below.

- 1) In the 'Includes the words' box enter WDU3A (I always put this in the title of a MailChimp (email to our members). You could also select the Continue button and select 'Always mark it as important'.
- 2) In the 'From' box enter wdu3a.noreply@gmail.com

This is the address the emails sent to members normally come from. Check the spelling of the email address carefully.

The following filters are applied to all incoming mail:



Matches: **WDU3A**

Do this: Never send it to Spam, Mark it as important



Matches: **from:(wdu3a.noreply@gmail.com)**

Do this: Never send it to Spam, Mark it as important

Derek Darby

Database Administrator

Warwick district U3A (WDU3A)