

## Creating a Filter in Gmail

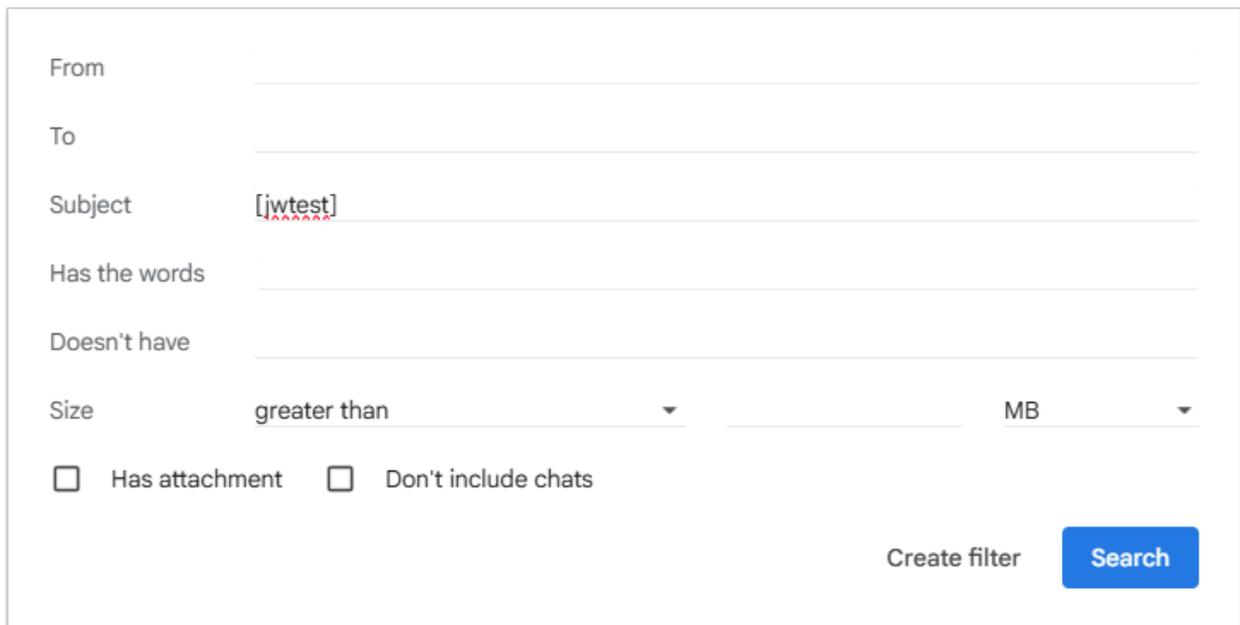
One other way to keep listserv messages from ending up in your spam folder is by setting up a filter that will prevent these messages from being put into your spam folder.

In Gmail, and many other email service providers, messages from APA and APASI Listserv lists have a subject line that has the name of the Listserv list in brackets. For example, if the Listserv lists name was “jwtest”, messages from the list would have [jwtest] at the beginning of the subject line.

You can set up a filter in Gmail using that information. There are a few ways to create a filter in Gmail. The easiest way is to open one of the Listserv list messages that are in

either your inbox or spam folder. Click on the icon  and from the drop-down menu select “Filter messages like this”.

If you’re using a specific message, a pop-up window will open that already has the “From” field populated.



From \_\_\_\_\_

To \_\_\_\_\_

Subject [jwtest]

Has the words \_\_\_\_\_

Doesn't have \_\_\_\_\_

Size greater than \_\_\_\_\_ MB

Has attachment  Don't include chats

Create filter [Search](#)

**Delete the email address in the From field so the field is blank.** (NOTE: you must make sure the “FROM” field is blank or the filter won’t work)

Then, in the subject field put the name of the list in brackets (ex. [jwtest]).

Then click “Create filter”.

A new pop-up window will open with choices for what action you want to do to messages that meet your filter criteria of having the list’s name in brackets.

← When a message is an exact match for your search criteria:

- Skip the Inbox (Archive it)
- Mark as read
- Star it
- Apply the label: Choose label... ▾
- Forward it [Add forwarding address](#)
- Delete it
- Never send it to Spam
- Always mark it as important
- Never mark it as important
- Categorize as: Choose category... ▾
- Also apply filter to 8 matching conversations.

Note: filter will not be applied to old conversations in Spam or Trash

[? Learn more](#) [Create filter](#)

Select “Never send it to SPAM” and click the “Create filter” button to finish setting up the filter.

This filter should allow any messages that have the list’s name in brackets in the subject field to not go to your spam folder.

Please note that the filter will not clear messages from being considered spam it will only force those messages into a person’s inbox rather than their spam folder.

Message that are considered spam will have the following in their message:



They should still click the “Report not spam” button to help Gmail realize these messages are not spam.

Unfortunately, you’ll need to setup a filter for each Listserv list you get messages from especially those whose messages are going to your spam folder.