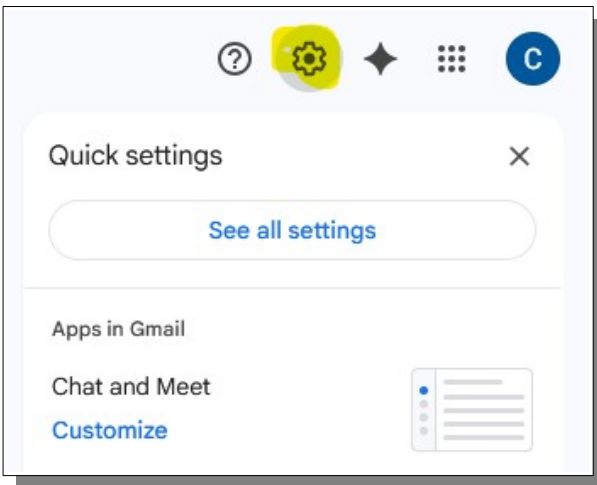
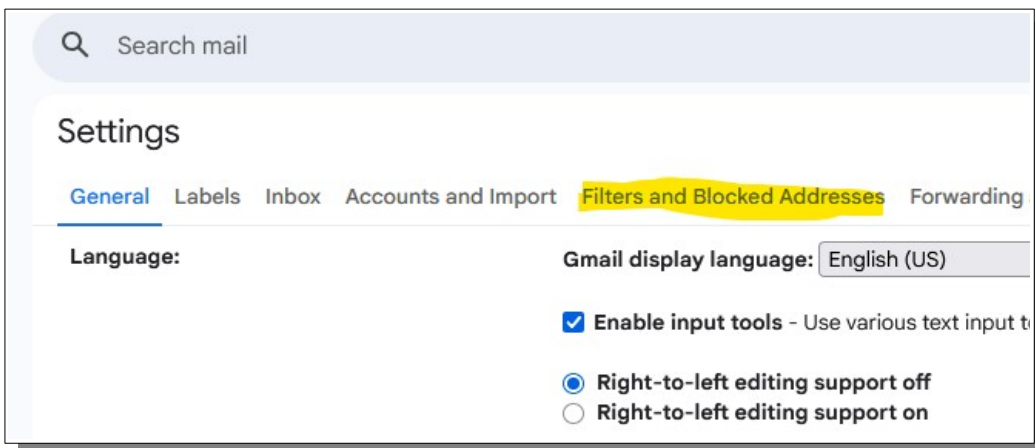


How to fix wkus-co.org email going into Gmail spam folder

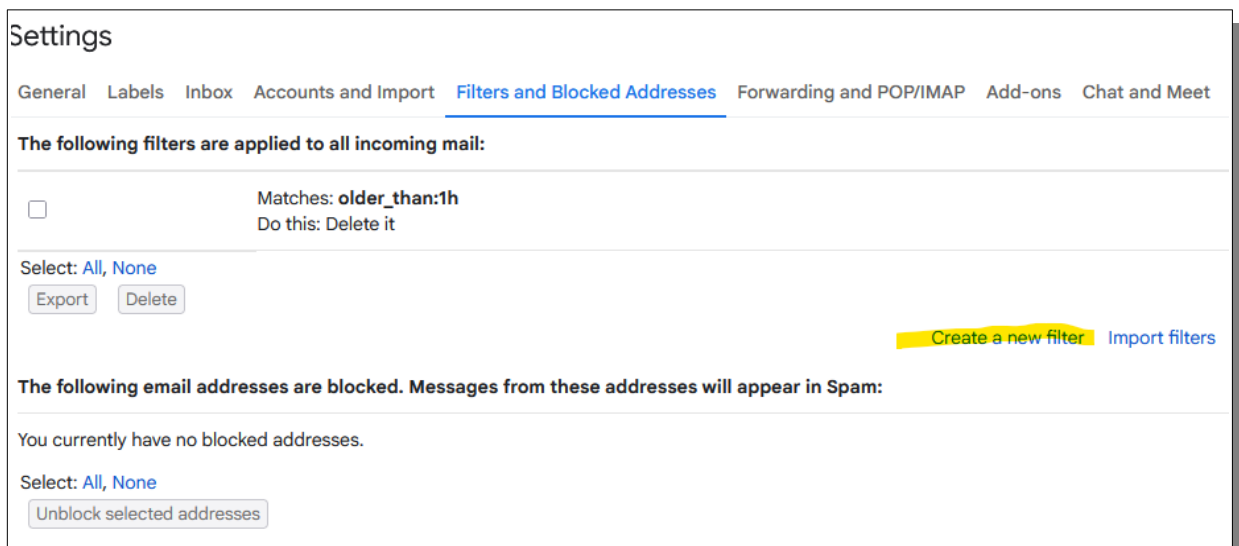
1. Log into Gmail on a browser (not a phone app).
2. Click the cog icon in the upper right corner near your initial as highlighted below.



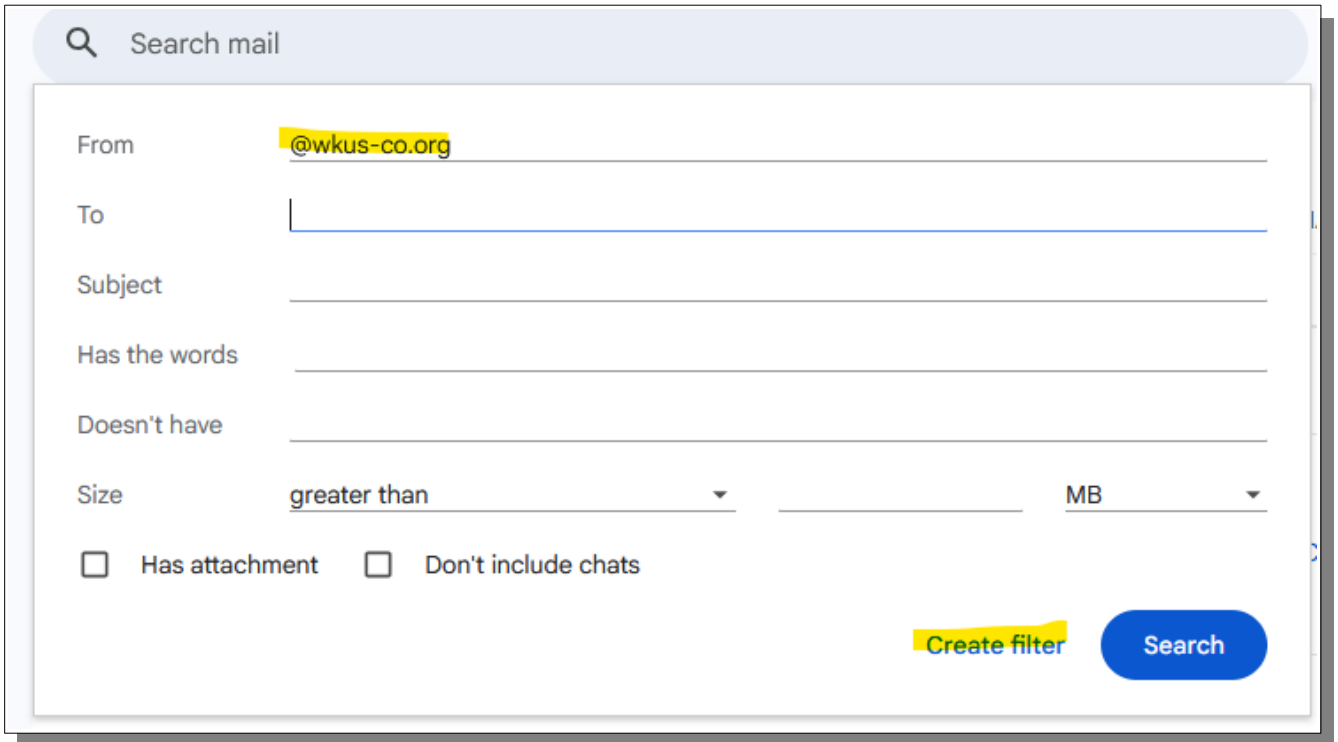
3. Click on the 'Filters and Blocked Addresses' link.



4. Click on the "Create a new filter" link as shown.



5. Enter “@wkus-co.org” in the From: field. (this will match all wkus-co.org emails) and click “Create filter”



Search mail

From **@wkus-co.org**

To

Subject

Has the words

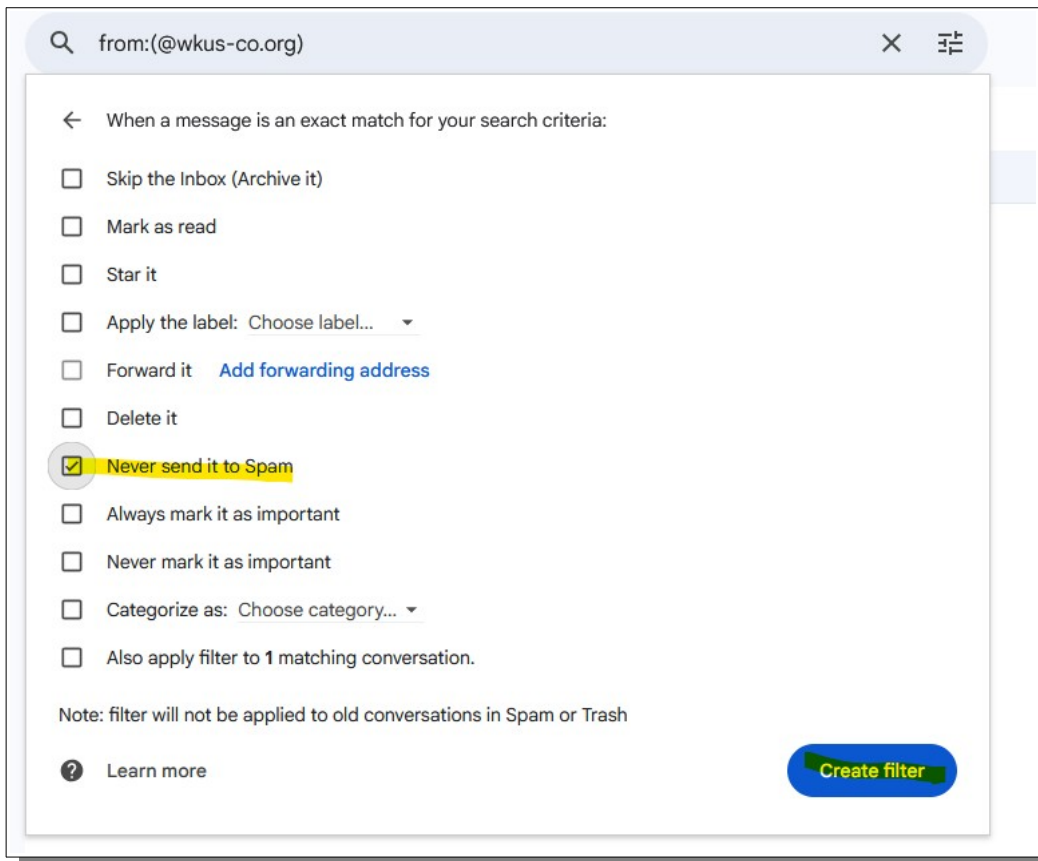
Doesn't have

Size **greater than** MB

Has attachment Don't include chats

Create filter Search

6. Check the box for “Never send it to Spam” and click the “Create Filter” button. (you can also set labels, importance and categories for wkus-co.org emails while you are here if desired)



from:(@wkus-co.org)

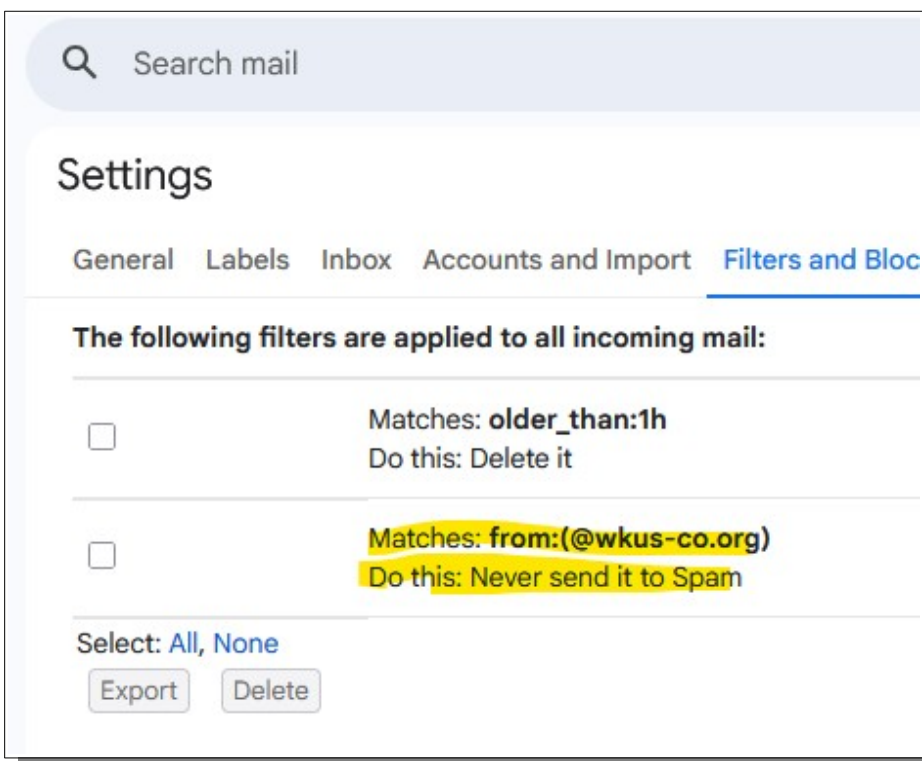
← When a message is an exact match for your search criteria:

- 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 1 matching conversation.

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

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

8. Confirm that you have a filter that matches the highlighted one below.



Email us at info@wkus-co.org if you have any questions or are still having issues.