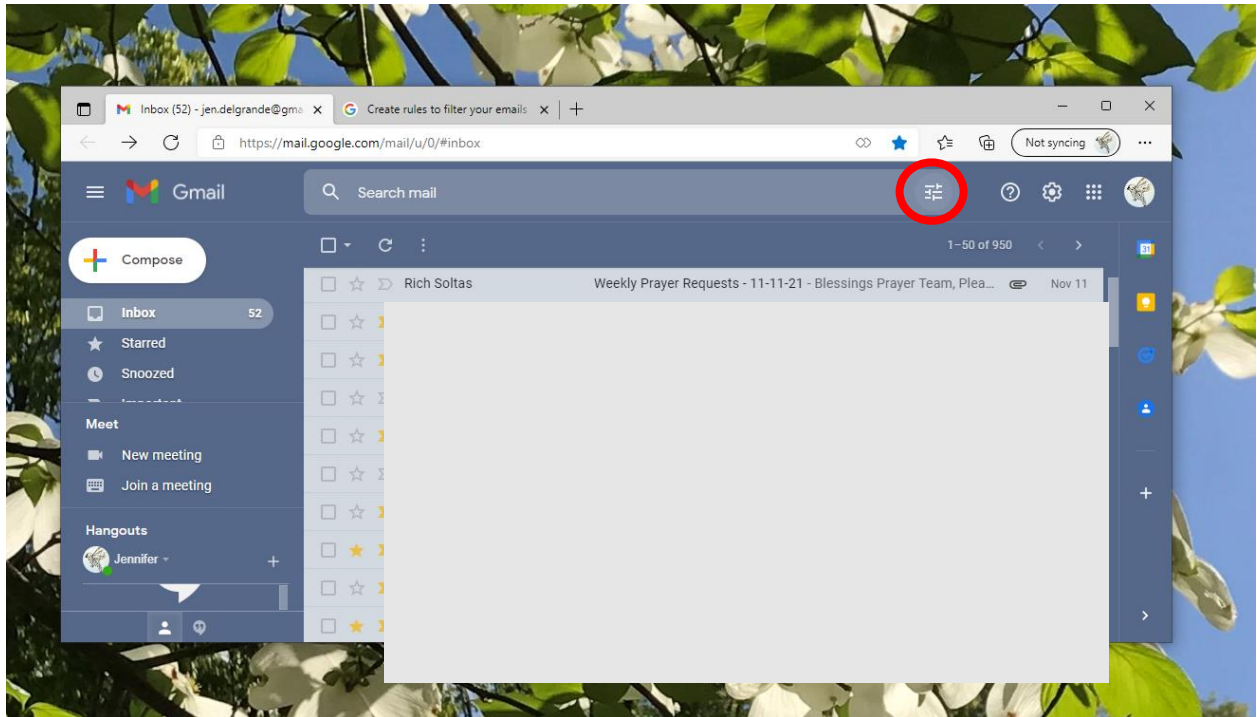
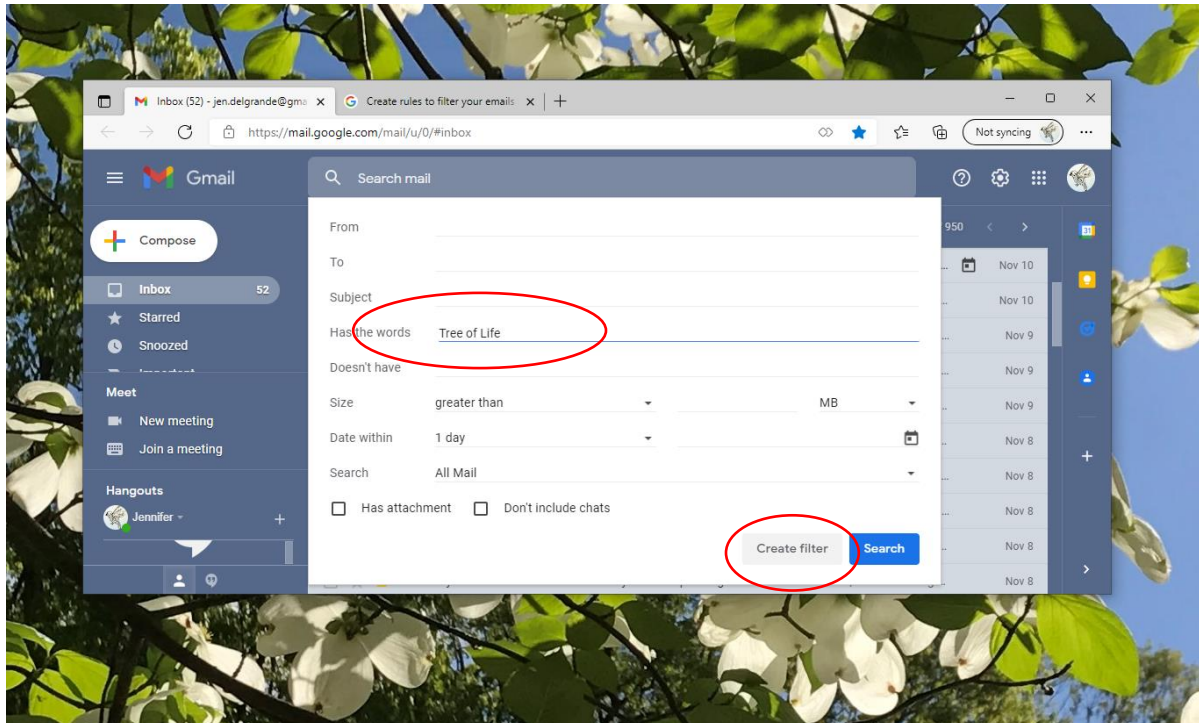


HOW TO CREATE A FILTER IN GMAIL

Go to your gmail account. Click on the 3 lines in the search box at the top of your gmail screen:



Add "Tree of Life" to the "has the words" field and click "create filter":



Select "Never Send to Spam" and then click "Create Filter":

The screenshot shows the Gmail interface with a search filter creation dialog box open. The search term is "Tree of Life". The dialog box lists various actions to be applied to messages that match the search criteria. The option "Never send it to Spam" is highlighted with a red circle. The "Create filter" button at the bottom right of the dialog is also highlighted with a red circle. The background shows the Gmail sidebar with folders like "Compose", "Inbox", "Drafts", and "Categories".

Search results - jen.delgrande@... x +

https://mail.google.com/mail/u/0/#create-filter/has=Tree+of+Life&sizeoperator=s_sl&sizeunit=s_smb

Gmail

Tree of Life

← 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 matching conversations.

Learn more

Create filter

Wayne Ruckman Inbox Monday Devotional: Which Way Is the Wind Blowing? - Whether a

Tree of Life Purcel. Inbox Thank you for signing up for the Tree of Life Community Kitchen!