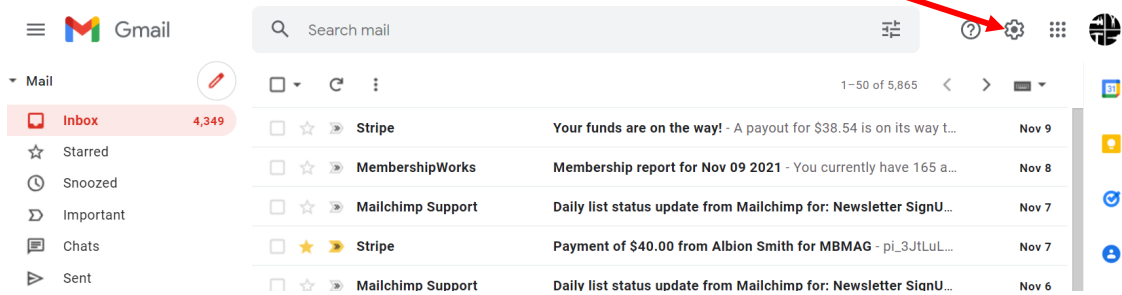# GMAIL INSTRUCTIONS FOR ALLOWING ALL MBMAG.ORG EMAILS TO REACH YOUR INBOX
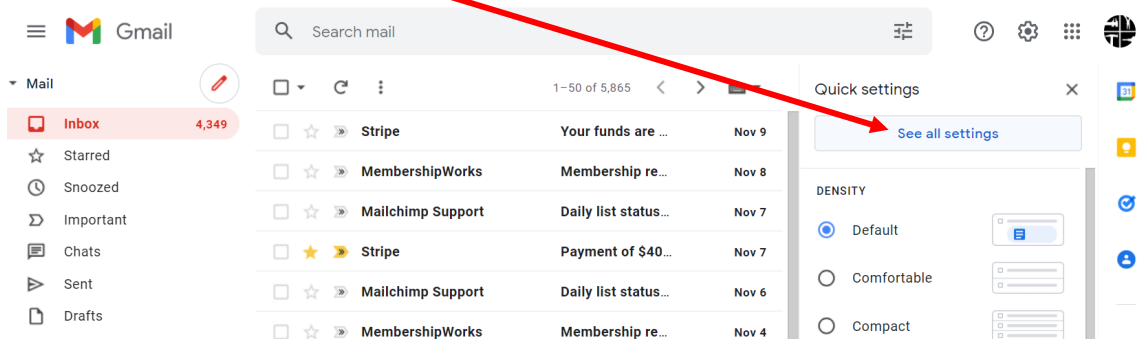
Start With Filters and Blocked Addresses

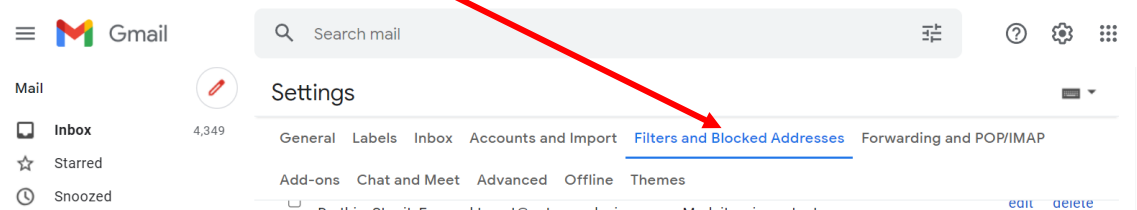Add the mbmag.org domain as an "allowed" sender by making an email filter.

1. Open Gmail. In the upper-right corner, select the **Settings** (gear) icon
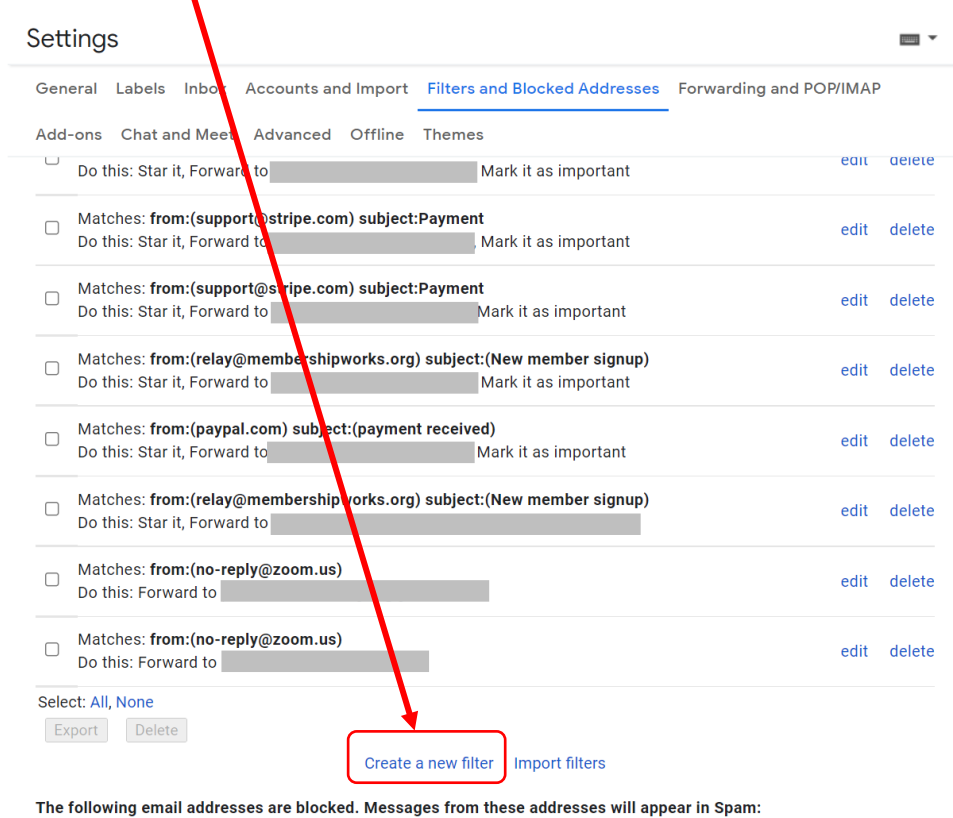

2. Click "**See all Settings**"

3. Select **Filters and Blocked Addresses**

4. Select **Create a new filter**. You might need to scroll down to find this link

5. A dialog box appears. In the **From** field, type **@mbmag.org** to allow ALL the emails that are sent from mbmag.org to be "allowed" and avoid going to spam

6. At the bottom of the dialog box, select **Create filter**

7. On the next screen, tell Gmail what to do with the email address or domain you just indicated. To do so, check the box next to **Never send it to Spam**. To finish the process, click **Create filter**.
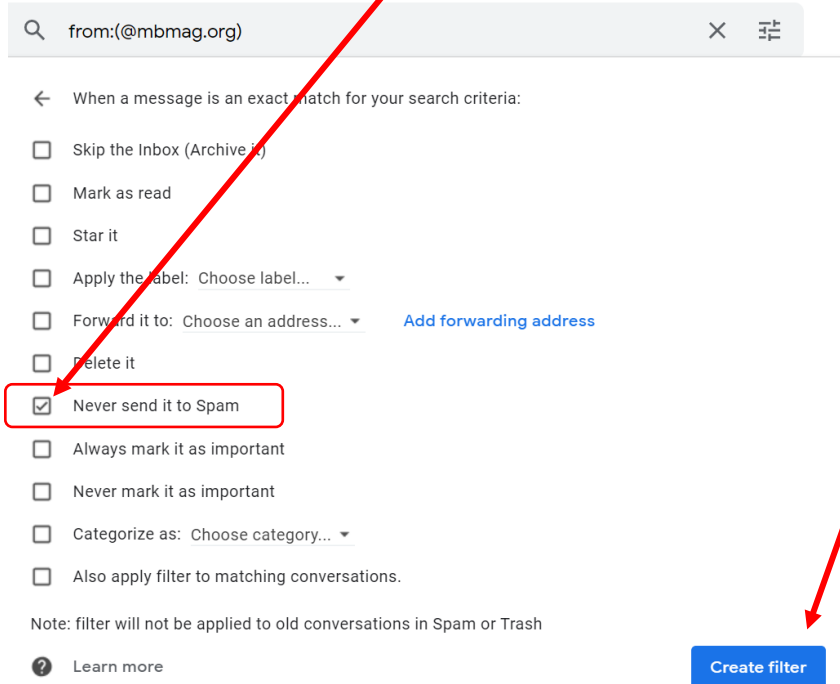
Or, You Can Begin with an Email Message to Add Allowed Email Addresses

You can also start the process of making an email filter in Gmail from a message from the person you want to add to the allowed list.

1. Open the email message from any address with @mbmag.org in the email address

2. In the upper-right corner of the message, select the **three-dot** (menu) icon

3. Select **Filter messages like this**

4. With the email address now auto-filled for you in the **From** field, change the email address to @mbmag.org to allow ALL emails from the guild

5. At the bottom of the dialog box, select **Create filter**
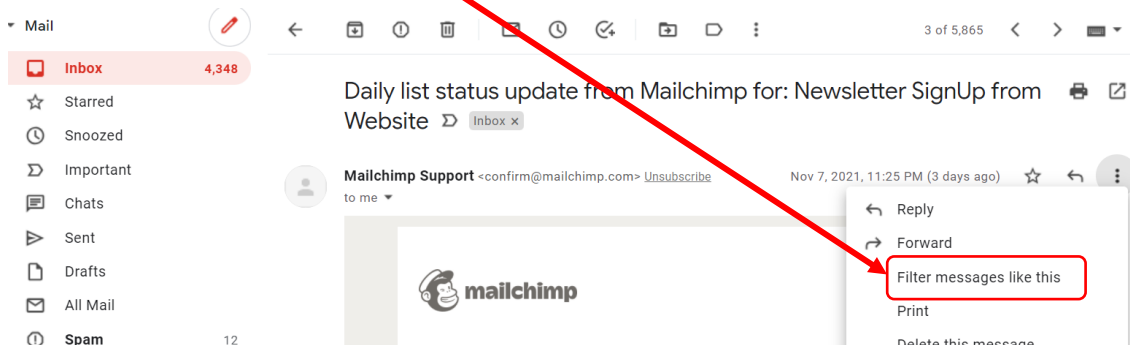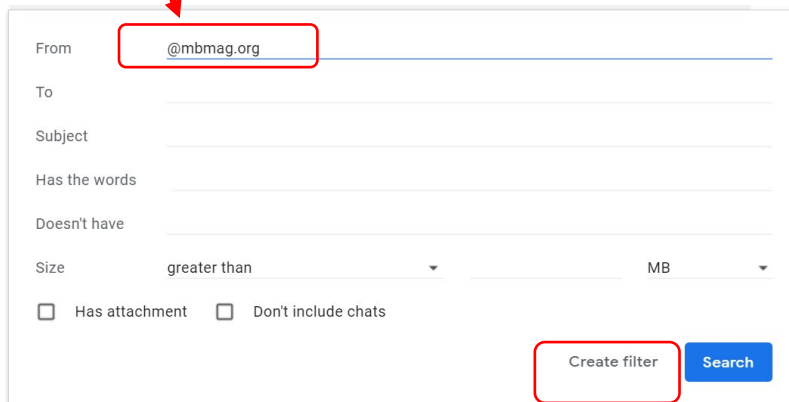
Additional Gmail Filtering Tips

When creating filters in Gmail, keep these additional points in mind.

- When you add an email address or domain in Gmail, the filter doesn't apply to messages already received. It works from the time you enable it onward.
- Another way to mark emails as not being spam is to use the **Not spam** button. However, this button is only visible when a message is opened from the Spam folder. In other words, you cannot use this method to proactively prevent messages from getting marked as spam. And, it will only mark that one email address as Not Spam, not ALL the mails from MBMAG.org

Instructions adapted Nov 2021 from https://www.lifewire.com/how-to-whitelist-a-sender-or-domain-in-gmail-1172106