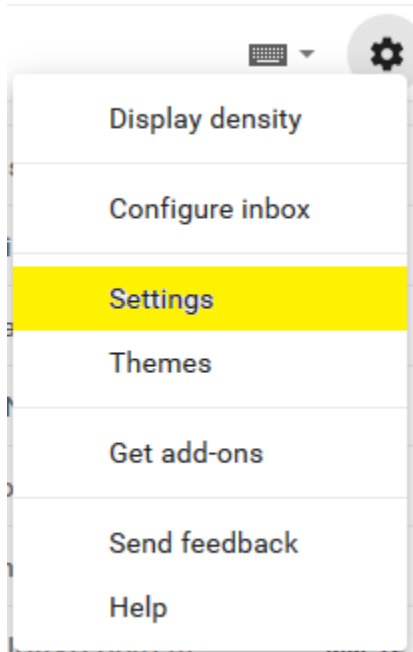


Workaround for South Brunswick Townships emails going to SPAM folder in Gmail accounts:

- **Log in to your Gmail Account:**
- **Click on Settings Gear Icon:**



- **Then click on “Settings”**



- Then click on “Filters and Blocked Addresses”

Settings

[General](#) [Labels](#) [Inbox](#) [Accounts and Import](#) **Filters and Blocked Addresses** [Forwarding and POP/IMAP](#) [Add-ons](#) [Chat](#) [Advanced](#) [Offline](#) [Themes](#)

Language: Gmail display language: [Change language settings for other Google products](#)
[Show all language options](#)

Phone numbers: Default country code:

Maximum page size: Show conversations per page

Undo Send: Send cancellation period: seconds

Default reply behavior: [Learn more](#)
 Reply
 Reply all

Images: Always display external images - [Learn more](#)
 Ask before displaying external images

Smart Compose: Writing suggestions on
 Writing suggestions off
[Feedback on Smart Compose suggestions](#)
(predictive writing suggestions appear as you compose an email)

- Then click on “Create a new filter”

[Filters and Blocked Addresses](#) [Forwarding and POP/IMAP](#) [Add-ons](#) [Chat](#) [Advanced](#)

[Create a new filter](#) [Import filters](#)

- Then in the “From” area add: ***@sbtmj.net**
- Then click on “Create Filter”

Search mail

From ***@sbtmj.net**

To

Subject

Has the words

Doesn't have

Size greater than MB

Has attachment Don't include chats

Create filter **Search**

- Check off “Never send it to Spam”
- Click on “Create filter”
-

← When a message arrives that matches this search:

- 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

- **Filter should now be listed under “The following filters are applied to all incoming mail:”**

Settings

General Labels Inbox Accounts and Import **Filters and Blocked Addresses** Forwarding and POP/IMAP Add-ons Chat Advanced Offline Themes

The following filters are applied to all incoming mail:



Matches: **from:(*@sbtnj.net)**
Do this: Never send it to Spam

Select: [All](#), None

Export

Delete

[Create a new filter](#) [Import filters](#)

- **Then click on “Inbox” to go back to receiving emails.**
- **Also remember to check your SPAM folder and move any Township emails that you need to your INBOX if needed.**
- **This change to the Gmail settings will cause any emails from (@sbtnj.net) that are marked possible spam to be sent to your INBOX folder.**
- **Remember to never open questionable emails and DO NOT CLICK on links or open attachments unless you are sure the contents are safe.**