



LHUSD Technology Department

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Re: PARENT EMAIL COMMUNICATION

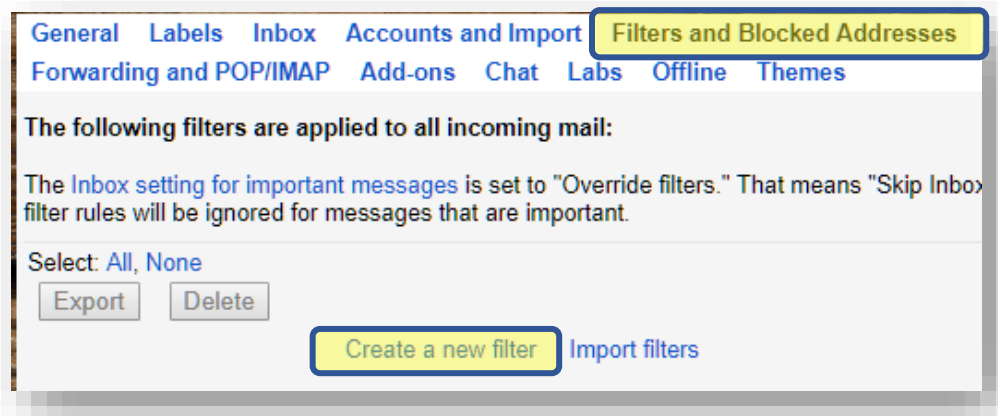
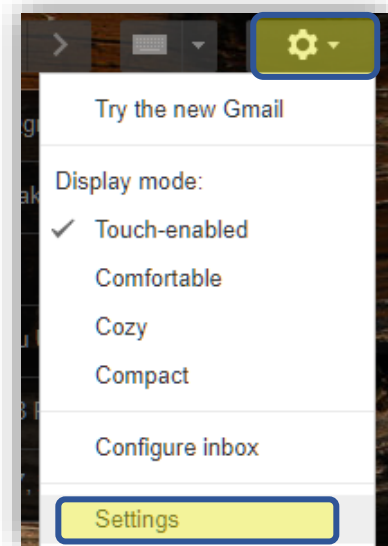
*Are you a Gmail account holder who is not getting emails from LHUSD staff?
Most likely, those emails are going straight to your Gmail Junk / Spam folder.*

The bad news: Gmail recently added our domain to their spam filters.

The good news: The instructions below will fix this.

How to create rules to keep emails out of your Gmail spam folder:

1. Open a web browser, navigate to <https://mail.google.com>, and sign in to your Gmail account
2. Click on the **“GEAR BUTTON”** on the top right, then Click **“SETTINGS”**
3. Click the top tab labelled **“FILTERS AND BLOCKED ADDRESSES”**
4. Then Click on **“CREATE A NEW FILTER”**



- In the **“FROM”** field, type the following exactly: ***@lhusd.org**
- Click the link **“CREATE FILTER WITH THIS SEARCH”**

- Check the boxes next to **“NEVER SEND IT TO SPAM”** and **“ALSO APPLY FILTER TO MATCHING MESSAGES”**
- Then click **“CREATE FILTER”**
- Now you have a rule that will redirect these emails to your inbox.

Some staff emails are sent from older addresses with havasu.k12.az.us on the end. The following steps will create a rule for those emails as well.

- Repeat steps 1 through 4 above.
- On step 5 enter ***havasu.k12.az.us** in the “From” field
- Complete steps 6 through 9.

That’s it! This will create a filter for emails coming from staff at Lake Havasu Unified School District and keep them from going straight to your spam folder.

Thank you for helping us keep the communications flowing!