



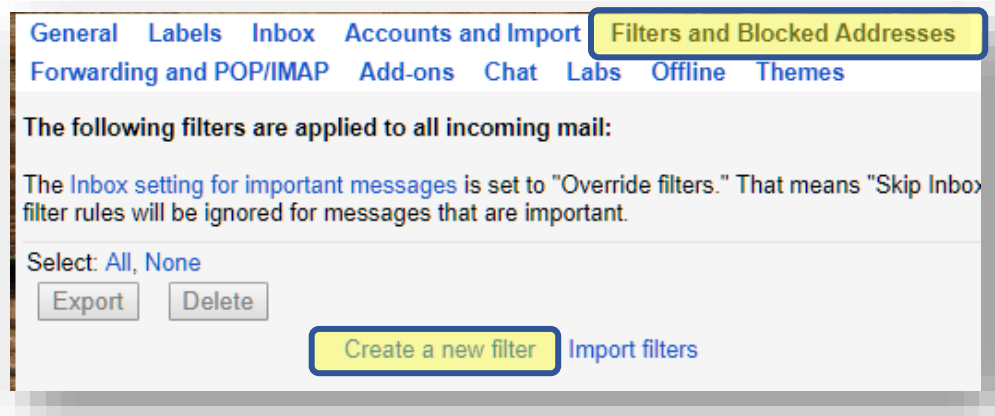
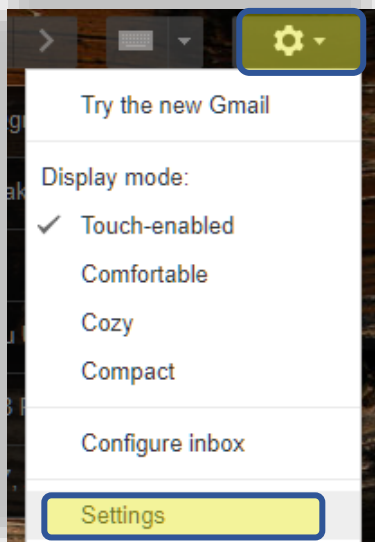
LHUSD Technology Department
Release Date: July 11th, 2018
Re: PARENT EMAIL COMMUNICATION

*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”**

Filter

From
*lhusd.org

To

Subject

Has the words

Doesn't have

Has attachment

Don't include chats

Size greater than MB

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.

from:(*@lhusd.org)

« back to search options

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... ▾

Create filter

Also apply filter to 6 matching messages.

Thank you for helping us keep the communications flowing!