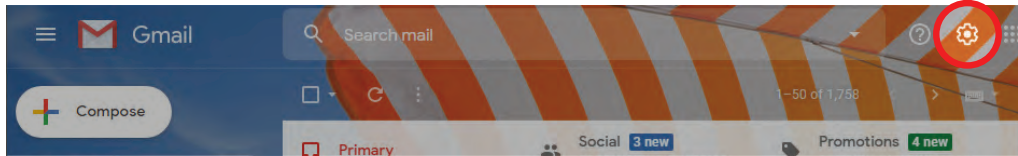
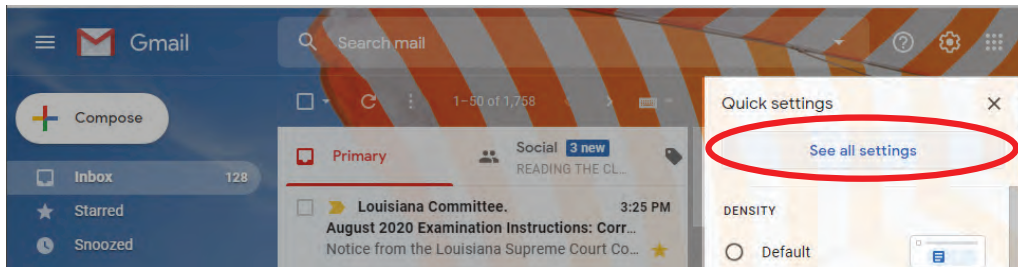


LASCBA: Recommended Gmail Settings for Incoming Emails

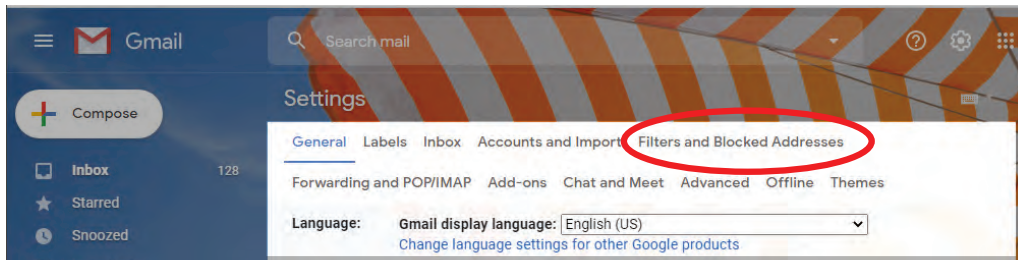
Gmail takes some algorithmic liberties with incoming emails and sometimes incorrectly classifies important correspondence as spam, junk, or promotional. If email is not coming through or ending up in the wrong tab or folder, please try the following:



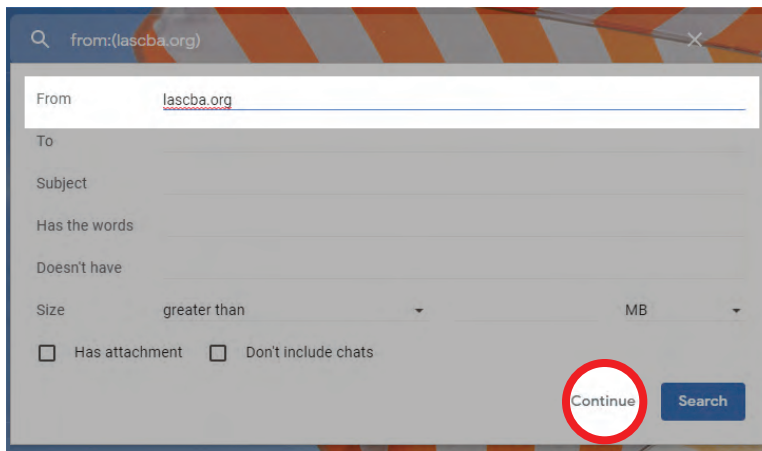
1) Select the cog icon at the top right to access your 'Quick Settings'.



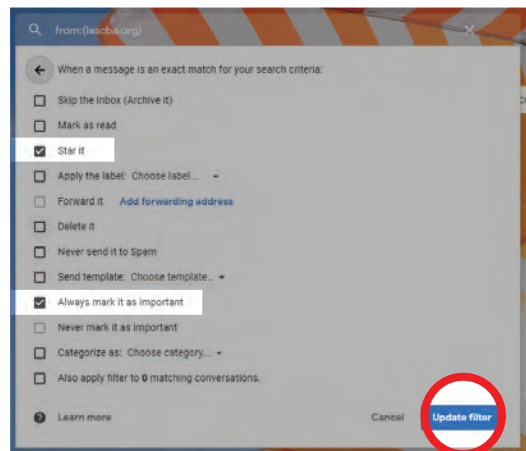
2) Select 'See all settings'



3) Select the 'Filters and Blocked Addresses' tab and click the 'Create a new filter' link.



4) Add *lascba.org* in the 'From' field, and click 'Continue'.



5) Select 'Star it' and 'Always mark is as important' and then 'Update Filter'.