

# Gmail

## Add the Hethwood foundation to Your Contacts

Add the Hethwood foundation newsletter email address ([info@hethwoodfoundation.com](mailto:info@hethwoodfoundation.com)) to your Gmail Contacts. Google will usually deliver emails from addresses that are in your Contacts.

## Mark messages as 'Not spam'

If Gmail has marked our email as spam, you will need to tell Gmail our emails are not spam.

1. In Gmail, navigate to the spam folder.
2. Search for an email from [info@hethwoodfoundation.com](mailto:info@hethwoodfoundation.com)
3. Select all the emails shown.
4. Click **More** and then **Not spam**.

## Create a Filter

Create a filter to tell Google to whitelist the **Hethwood foundation emails**.

1. Click the cog icon in the top-right corner, and then **Settings**
2. Click on **Filters** and then **Create a new filter**
3. **Enter** the [@hethwoodfoundation.com](mailto:@hethwoodfoundation.com) in the **From** field
4. Click **Create filter with this search**
5. In the box headed **When a message arrives that matches this search** select **Never send it to spam**
6. Click the **Create filter** button