
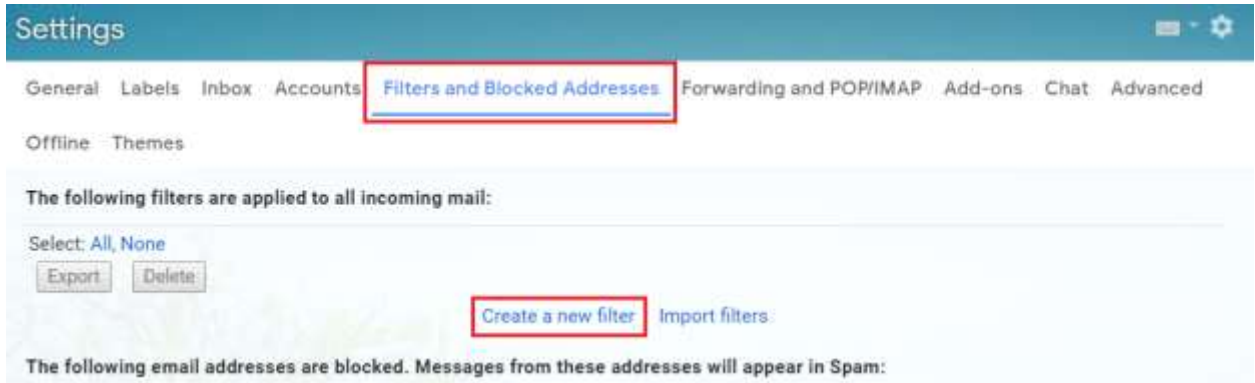
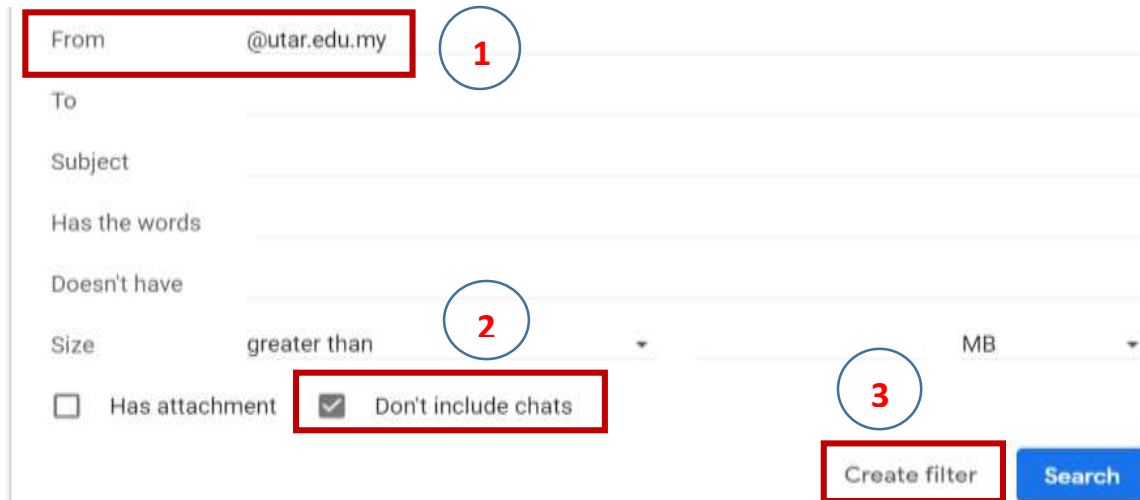


Please follow the following steps:

- a) Login to your UTAR email
- b) Click on **“Settings”** icon  and then choose “Settings”
- c) At settings page, choose **“Filters and Blocked Addresses”** and then click on **“Create a new filter”**



- d) Key in the UTAR domain name **“@utar.edu.my”** at column **“From”** and tick the box **“Don’t include chats”**, then click on **“Create filter”**.



e) Tick the box “**Never send it to Spam**” and then 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** ← 1
- Always mark it as important
- Never mark it as important
- Categorize as: Choose category... ▾
- Also apply filter to matching conversations.

Note: filter will not be applied to old conversations in Spam or Trash

[? Learn more](#)

2 **Create filter**

f) That's it! You have done the filtering to prevent the library reminder email from going to spam folder.