


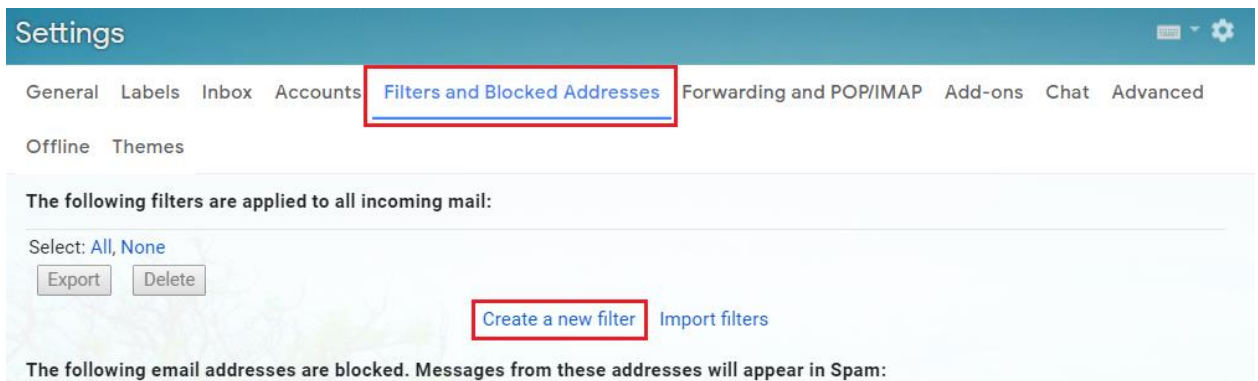
How to avoid Library's Due Date Reminder Email from going to SPAM folder? (12 July 2022)

Dear Staff and Students,

Please be informed that it is your responsibility to return or renew the library book on time, regardless of whether you have received the due date email reminder from the library. Fines will be imposed once the book is overdue.

The email reminder from the library is just a courtesy reminder to all. There are many ways to keep track of your book due date:

- 1) Check the date due that stamped in the book;
- 2) Log in to your [library account](#) to check the due date;
- 3) Set your own reminder in your preferred ways, i.e. Google calendar, smartphone reminder and etc.;
- 4) Check your spam folder regularly in case the reminder email has been accidentally marked as spam. Click "Not spam" to ensure that future message is not fagged as spam;
- 5) **Create a new filter** in your UTAR email to prevent the library reminder email from going to spam folder. Please follow the following steps:
 - a) Login to your UTAR email
 - b) Click on "**Settings**" icon  and then choose "See all settings"
 - c) At settings page, choose "**Filters and Blocked Addresses**" and then click on "**Create a new filter**"



The screenshot shows the 'Settings' page of an email client. The 'Filters and Blocked Addresses' tab is selected and highlighted with a red box. Below the navigation bar, there are sections for 'The following filters are applied to all incoming mail:' and 'The following email addresses are blocked. Messages from these addresses will appear in Spam:'. The 'Create a new filter' button is also highlighted with a red box.

- 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”.

From @utar.edu.my

To

Subject

Has the words

Doesn't have

Size greater than MB

Has attachment

Create filter Search

- 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

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](#)

Create filter

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

Please always remember to return the library book on time to avoid unnecessary overdue fines.

Thank you.

Regards,
UTAR Library