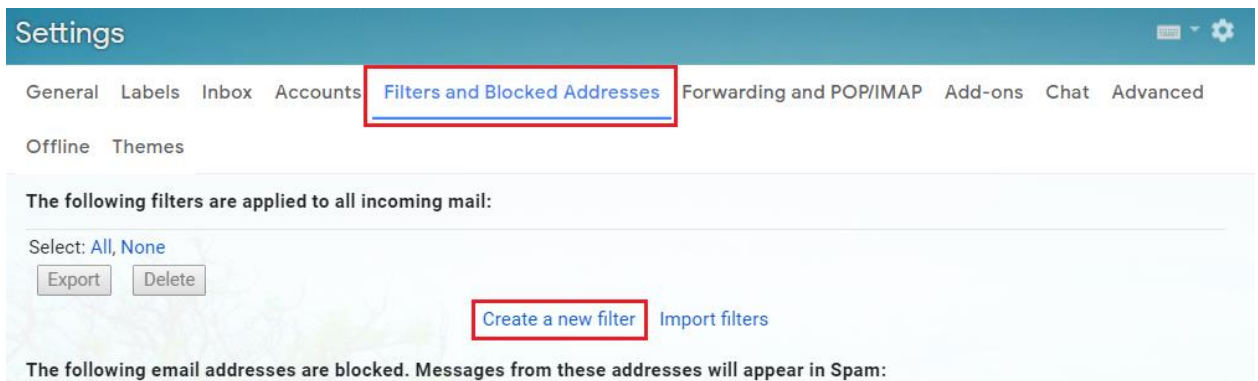**How to avoid Library's Due Date Reminder Email from going to SPAM folder?**
(12 July 2022)

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 <u>library account</u> 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**"

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**":

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