



Email filters can be used to keep your TBC Member Notice out of your Spam folder. Setup differs from browser to browser (gmail, yahoo, hotmail, sympatico etc) but the concept is the same. The filter will act and a concierge to route the incoming emails based on your instructions.

Here are instructions for 3 of our more popular browsers. (Note do not use From or Subject as a filter. This is converted field set by your browser)

Gmail

1. In the **Search bar** at the top of your screen click the **down arrow**.
A window will open for you to specify search criteria.
2. Next to **'has the words'** type **TBC Member**. Click Search to test.
3. Click **Create filter** at the bottom of the search window.
Select **'never send to SPAM'** and **'always mark as important'** .
4. Click the Create filter button to save the filter.

Yahoo Mail

1. Under **Options** in the upper left-hand corner select Mail options.
2. On the **Mail Options** page, in the left column, Click the tab labeled **'Filters'**.
3. On the right side, click on the **+ADD** button.
4. In the window which appears, give your filter a name.
5. Next to **'subject contains'** type **TBC Member**
6. From the drop-down menu, **select Inbox**.
7. Click X to save the filter.

Hotmail

1. Click **'...'** on the menu bar. From the drop down **select Create rule**.
2. Enter a name for your rule
3. Under add a condition select **'My header includes'** and type **TBC Member**
4. Under **add an action** select **move to** and select the **inbox**.
5. Click save to save your rule.