
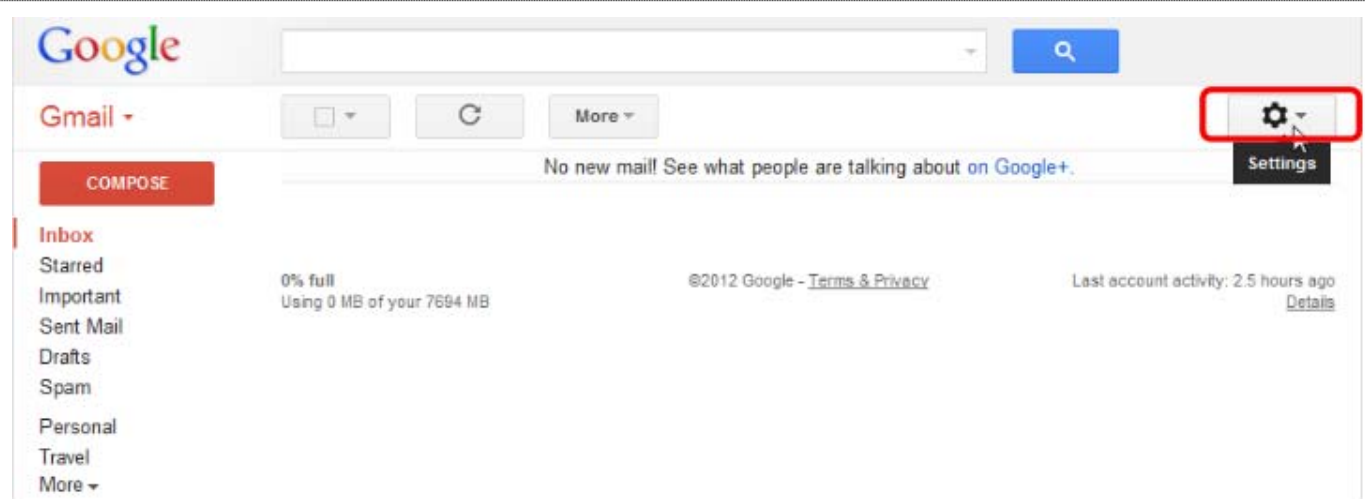
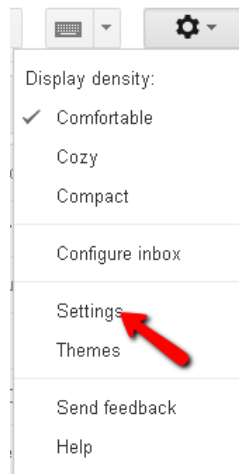


How to avoid Institute email from being delivered to your Spam/Junk mail

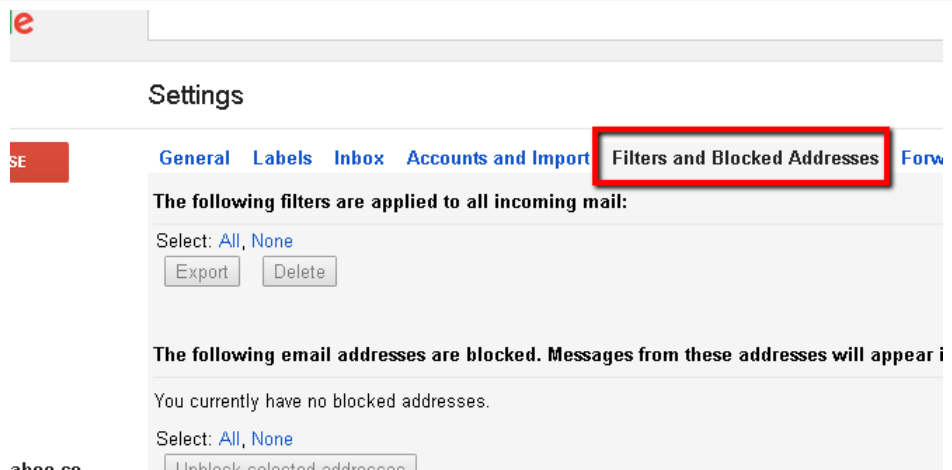
1. Login your Gmail email account and then click the gear icon  in the upper-right corner of any Gmail page



2. Click "Setting"



3. Click the "Filters and Blocked Addresses" tab



4. Click **"Create a new filter"** to create a filter for all incoming mail

Settings: Filters and Blocked Addresses

the following filters are applied to all incoming mail

Select: All, None

Export Delete

[Create a new filter](#) Import

the following email addresses are blocked. Messages from these addresses will appear in Spam:

you currently have no blocked addresses

5. Please enter the following information as shown on the screen:
From: hki CPA.org.hk
6. Click **"Create filter with this search"** to go to the next step

Filter

From:

To:

Subject:

Has the words:

Doesn't have:

Has attachment

Don't include chats

Size: MB

7. Check the **"Never send it to Spam"** checkbox on
8. Click **"Create filter"** button to create the filter

from:(hki CPA.org.hk)

[back to search options](#)

When a message arrives that matches this search:

Skip the Inbox (Archive it)

Mark as read

Star it

Apply the 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:

Also apply filter to 1 matching conversation.

[Learn more](#)

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

9. The filter is created. All email from HKICPA will be delivered to your Inbox now

The screenshot shows the Gmail 'Settings' page, specifically the 'Filters and Blocked Addresses' tab. A yellow notification box at the top right states 'Your filter was created. [Learn more](#)', with a red arrow pointing to it. Below the notification, the 'Filters and Blocked Addresses' section is active. Under the heading 'The following filters are applied to all incoming mail:', a single filter is listed and highlighted with a red box. The filter has a checkbox on the left, and its details are: 'Matches: from:(hkipa.org.hk)' and 'Do this: Never send it to Spam'. Below the filter list, there are 'Export' and 'Delete' buttons, and links for 'Create a new filter' and 'Import filters'. The 'Blocked Addresses' section below shows 'You currently have no blocked addresses.' with a 'Select: All, None' dropdown and an 'Unblock selected addresses' button. At the bottom left, it shows '19.93 GB (17%) of 117 GB used', and at the bottom right, there are links for 'Terms' and 'Privacy'.