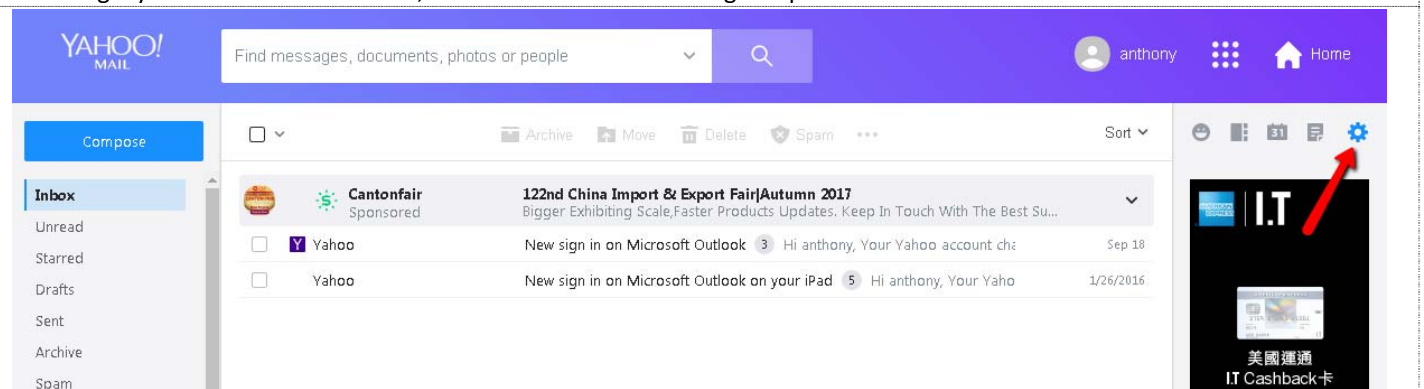
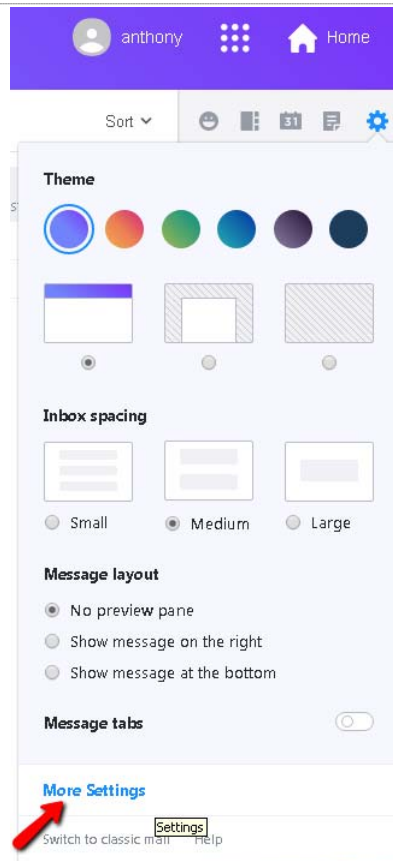


## How to avoid Institute email from being delivered to your Spam/Junk mail

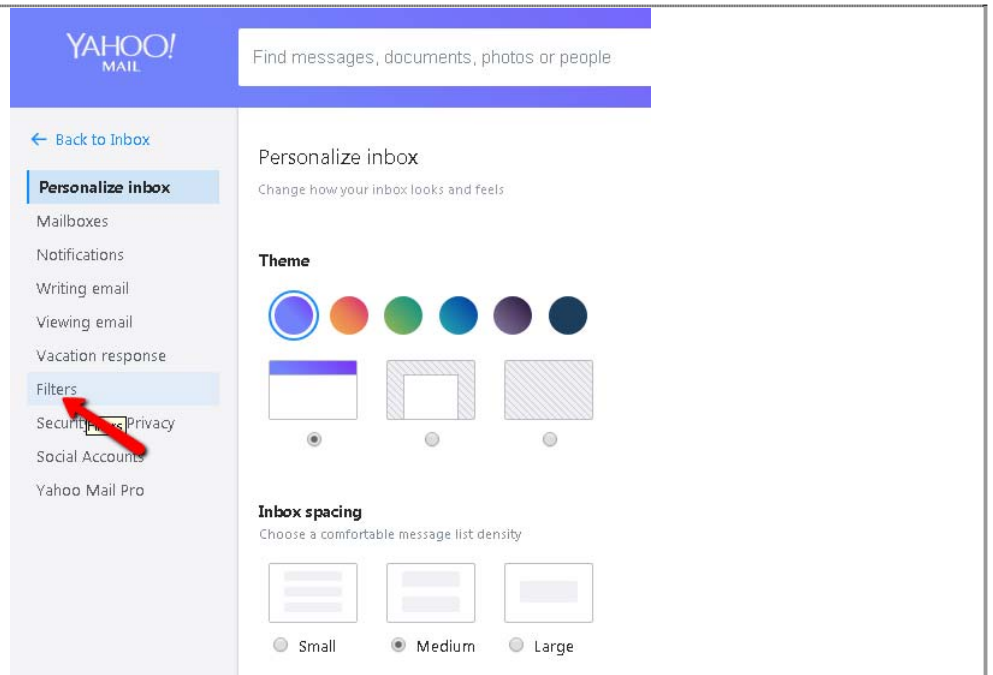
1. Login your Yahoo email account, Choose  icon on the right top of the screen to enter OPTIONS area



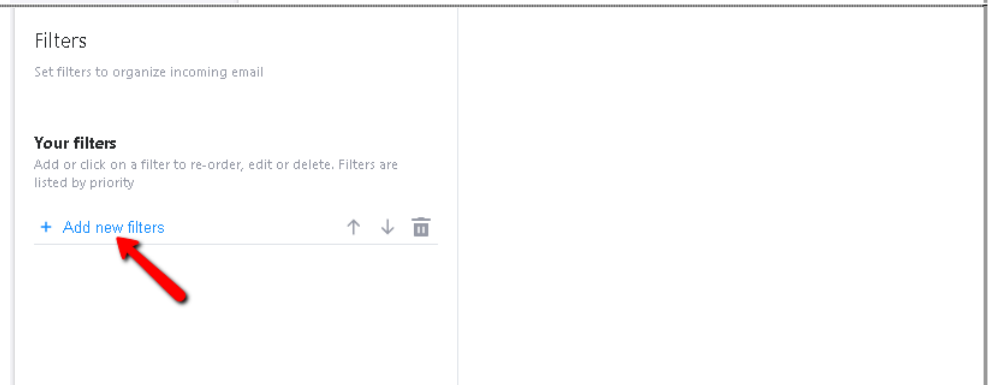
2. Click "More Settings"



3. In the OPTIONS area, choose "Filters" on your left hand side



4. Choose "+ Add new filters" to create a new filter

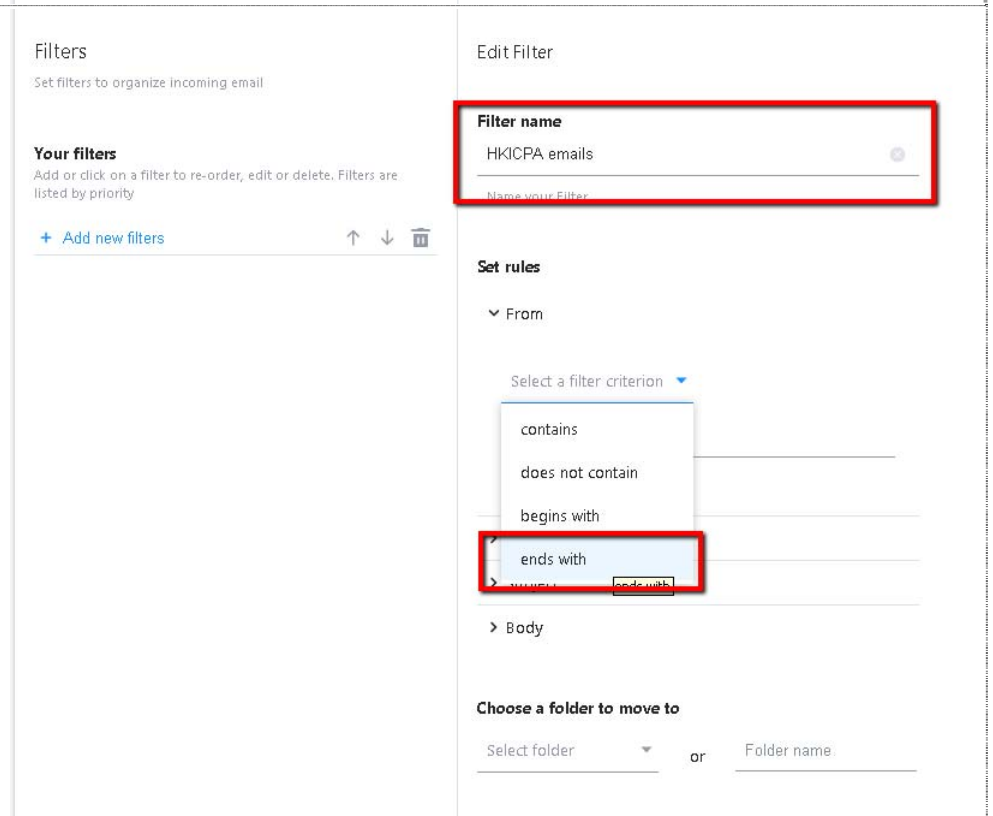


5. Please enter the following information as shown on the screen below:

Filter Name: "HKICPA emails"

Set rule

From: select "ends with"



6. Enter "**hkicpa.org.hk**" to the From text field
- Choose a folder to move to select "**Inbox**"
- Click "**Save**" button to save the filter settings

hkicpa.org.hk

Match case

> To/CC

> Subject

> Body

**Choose a folder to move to**

Inbox or Folder name

Save Cancel

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

YAHOO! MAIL

Find messages, documents, photos or people

Message filter has been saved successfully

Filters

Set filters to organize incoming email

**Your filters**

Add or click on a filter to re-order, edit or delete. Filters are listed by priority

+ Add new filters

HKICPA emails

Back to Inbox

Personalize inbox

Mailboxes

Notifications

Writing email

Viewing email

Vacation response

**Filters**

Security and Privacy

Social Accounts

Yahoo Mail Pro

Find help for filters

[Use filters to sort and org](#)

[An email was wrongly filte](#)

[Email incorrectly deliverc](#)