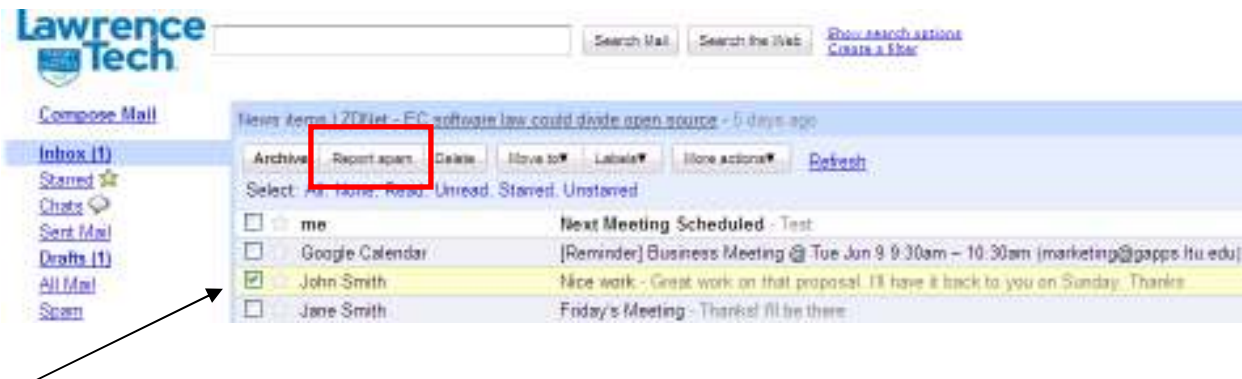


## How do I manage Spam?

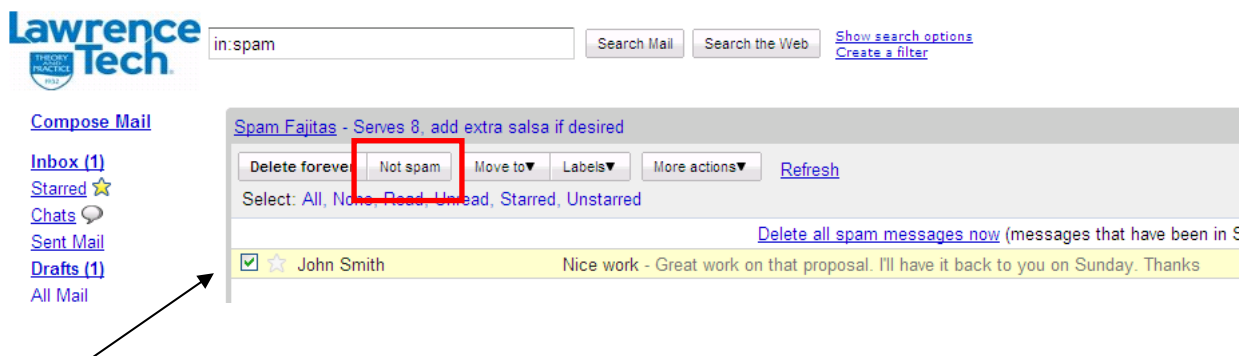
The spam filter in Gmail captures most spam and keeps it out of your inbox. However, you may receive messages which you consider spam.

To avoid receiving messages like these in the future, report them as spam. Check the box by the message you consider spam and click the **Report Spam** button. The message will be moved to Spam and you shouldn't see messages like those again.



Messages identified as spam are moved automatically to the Spam 'folder.' You should check Spam at least once a month to see if any legitimate messages are being identified as spam. (*Messages in Spam are automatically deleted after 30 days*).

If you think a message has been incorrectly placed in the Spam, check the box by the legitimate message and click **Not Spam**. It will be moved to your Inbox.



If you find that some senders' messages are consistently classified as spam, you can add their email address to your contact list or create a filter.

Email from an address in your contact list will be delivered to your Inbox and not be classified as spam (though there are exceptions).

Or you can create a filter identifying the email address with instructions to Never send it to Spam.

For more information about managing spam, see

<http://mail.google.com/support/a/lpu.edu/bin/topic.py?hl=en&topic=12846>