

If you use Gmail and are not receiving the L'il Blue or Blue Review newsletters, Gmail may be putting them into the Spam folder. You can tell Gmail to put them into your inbox and not into Spam by creating a filter using the steps below. These instructions are for use with a browser like Internet Explorer, Safari, Chrome, or Firefox. On your smartphone or tablet, use a browser like Chrome or Firefox to access Gmail...don't use the Gmail app.

1. Go to Gmail. If you see the word "Google" at the upper left, SKIP TO STEP 2. If you do NOT see the word "Google" at the upper left, you are using the "Inbox" variant of Gmail, so follow the next 5 steps.
 - a. Click the symbol that is 3 horizontal bars to the left of the word "Inbox"
 - b. Click on "Gmail" in the left column (you may have to scroll down)
 - c. A new browser window for Gmail will now be opened
 - d. Switch to the new browser window, if necessary
 - e. Go to step 2
2. Click the gear symbol on the upper right
3. Click "Settings"
4. Click "Filters and Blocked Addresses"
5. Click "Create a new filter"
6. In the "Has the words" slot type this (be sure to include the double quote marks): "L'il Blue" OR "Blue Review"
7. Click "Create filter with this search"
8. Click the box next to "Never send it to Spam"
9. Click the box next to "Always mark it as important"
10. Click the box next to "Also apply filter to x matching messages"
11. Click "Create filter"

That's it. You're all set!