

# How to Prevent Our Emails from Landing in Your Gmail's Spam Folder

Emails from us that land in your spam folder are unpredictable. Sometimes they go in there, sometimes they don't. One of the simple tricks to prevent emails from landing in your spam folder is to ensure that you have our email address (webmaster@christchurchsale.com) added in your **CONTACTS**. But, sometimes that's not enough.

With Gmail, you can prevent this from happening by adding **EMAIL FILTERS**. The guide below will help you to explicitly make Gmail put emails from us into your **INBOX**.

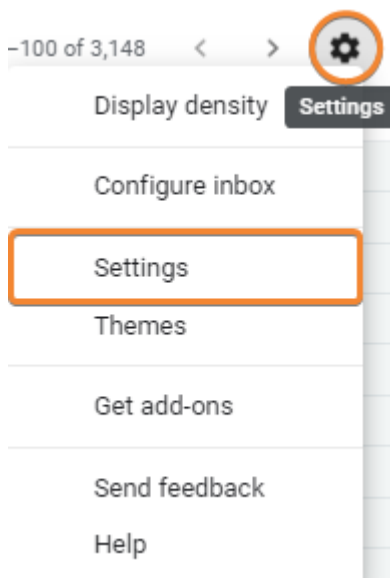
## How to set Gmail Spam Filter:

1. Log in to your Gmail account.
2. Click the **GEAR** icon at the top right and then click **SETTINGS**.
3. Go to **FILTERS AND BLOCKED ADDRESSES** and click **CREATE A NEW FILTER**.
4. In the **FROM** section, type the email address of the sender that you want to keep out of your Spam Folder.
5. Click **CREATE FILTER**.
6. Check **NEVER SEND IT TO SPAM** and **ALSO APPLY FILTER TO MATCHING MESSAGES** boxes.
7. Click **CREATE FILTER** again.


---

## Step By Step Guide:

Start by logging in to your **GMAIL** account > click the **GEAR** icon at the top right > then **SETTINGS**.



On the **SETTINGS** page, go to the **FILTERS AND BLOCKED ADDRESSES** tab then click **CREATE A NEW FILTER**.

Settings 

General Labels Inbox Accounts and Import **Filters and Blocked Addresses** Forwarding and POP/IMAP Add-ons Chat Advanced Offline Themes


Select: [All](#), [None](#)

[Export](#) [Delete](#) [Create a new filter](#) [Import filters](#)

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

You currently have no blocked addresses.

Now, let's force **GMAIL** to not mark emails coming from **webmaster@christchurchsale.com** as **SPAM**. Let's create a filter by setting **webmaster@christchurchsale.com** in the **FROM** field then proceed by clicking the **CREATE FILTER** link.

 Search mail

**From** webmaster@christchurchsale.com

To

Subject

Has the words

Doesn't have

Size greater than MB

Has attachment  Don't include chats

[Create filter](#) [Search](#)

Setup your filter upon your discretion but make sure to tick both the **NEVER SEND IT TO SPAM** and **ALSO APPLY FILTER TO MATCHING MESSAGES** checkboxes. Click the **CREATE FILTER** button once you're done.

from:(webmaster@christchurchsale.com) X

← When a message arrives that matches this search:

- Skip the Inbox (Archive it)
- Mark as read
- Star it
- Apply the label: Choose 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: Choose category... ▾
- Also apply filter to matching messages.

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

[? Learn more](#)

[Create filter](#)

**RESULT:**

## Settings

General Labels Inbox Accounts and Import **Filters and Blocked Addresses**

The following filters are applied to all incoming mail:

Matches: from:(webmaster@christchurchsale.com)  
Do this: Never send it to Spam

This should filter **ALL** emails coming from **webmaster@christchurchsale.com** to your **INBOX** and never to your **SPAM** folder.