

This guide will help you configure and manage your spam setting in Gmail.

Step 1. Check your spam filter to ensure messages are being labeled correctly.

- Gmail has a powerful spam filter and messages may be incorrectly labeled as spam.

Step 2. If an email was incorrectly marked as spam, follow the steps below to remove it from Spam.

- 1. Open Gmail.
- 2. On the left, click **Spam**. If you don't see Spam, click **More**.
- 3. Open the email.
- 4. At the top of the page, click **Not spam**.

+	Delete forever	Not spam		<b>N</b> •	More 🔻
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Step 3. To stop a message from being sent to Spam in the future, you can:

Add the sender to your Contacts

1. Mouse over the sender's name and a dialog box will appear.

2. Click on the add to contacts message and the sender will be added to your contacts.

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For Further instruction on managing spam messages visit Google: Google Spam Info