

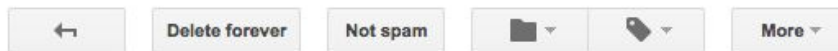
This guide will help you configure and manage your spam setting in Gmail.

**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**.

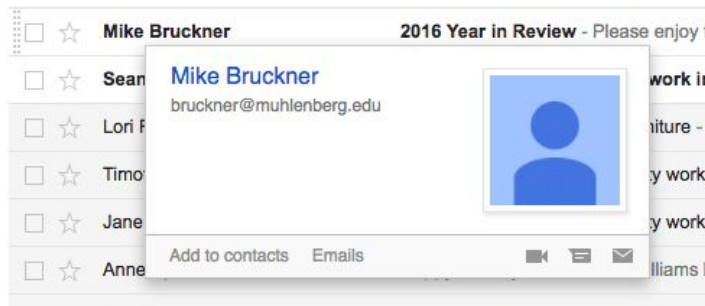


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**Step 3.** To stop a message from being sent to Spam in the future, you can:

[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.



For Further instruction on managing spam messages visit Google: [Google Spam Info](#)