

Not Seeing All Your AWIS-PHL E-Mail

We have learned that for some of our Gmail users our announcements, particularly the ones sent via Vertical Response, may be missed because they are going into the "promotions" folder. This may also be the case for others using different E-mail hosts or clients where there is front-end sorting into bulk, junk, or other similar folders.

To deal with the Gmail problem specifically, we suggest creating a filter. Here is the relevant section from Gmail help on how to create rules to filter your E-mail

<https://support.google.com/mail/answer/6579?hl=en>

And here are the steps for making a filter:

- 1) Select the message.
- 2) Click on the "More" drop down menu.
- 3) Select "Filter messages like these".
- 4) Click "Create filter with this search".
- 5) Under "Categorize as" choose the folder where you want to direct the message, e.g., inbox, personal, etc.
- 6) Click "Create filter".

Or check with your provider or E-mail client documentation for how to handle this fix in your particular situation.

We have also learned that some people on our mailing lists are receiving our messages at multiple E-mail addresses. If this applies to you and you wish to consolidate to one address, please send an E-mail to awisphinfo@awisphl.org advising which address(es) to delete and which to set as preferred. If you are a National AWIS member, please also confirm that your preferred E-mail address is the one in your AWIS membership record.