

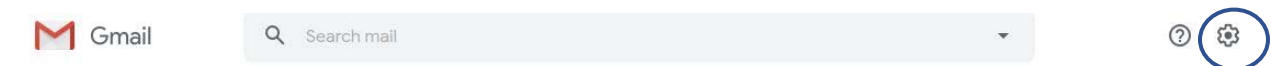
Notice to FJOA Members using Gmail: are you not receiving TWIGS, the Arboretum newsletter?

TWIGS is a benefit of membership, and we want to ensure that you receive each issue, and all the Arboretum news as it happens! TWIGS is a quarterly publication; our Autumn issue is published in September.

If you are a Gmail user, please follow these steps to ensure delivery to your Inbox.

1. Open Gmail

2. In the upper right of your screen, click on the gear cog/Settings Menu



3. Click on “See all settings”; a new window opens

4. Click on the tab for “Filters and Blocked Addresses”



5. Click on “Create a new filter”; a new dialog box opens



6. In the From line, type collectionsfjoa@outlook.com

Search mail

From collectionsfjoa@outlook.com,

To

Subject

Has the words

Doesn't have

Size greater than MB

Has attachment Don't include chats

Create filter Search

7. In the lower right, click on “Create filter”; a new dialog box opens

Search mail

From collectionsfjoa@outlook.com,

To

Subject

Has the words

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Create filter Search

8. Check the box “Categorize as:” and using the drop-down menu, choose “Primary”

from:(collectionsfjoa@outlook.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: Primary ▾
- Also apply filter to 21 matching conversations.

? Learn more

Create filter

9. In the lower right, click “Create filter”

from:(collectionsfjoa@outlook.com)

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- Skip the Inbox (Archive it)
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- Forward it [add forwarding address](#)
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- Categorize as: Primary ▾
- Also apply filter to 21 matching conversations.

[? Learn more](#)

Create filter

10. You will be returned to the “Filters and Blocked Addresses” screen where you will see your newly-created filter

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

The following filters are applied to all incoming mail:

- Matches: **from:(collectionsfjoa@outlook.com)**
Do this: Categorize as Primary

Select: All. None

11. Confirm what you have set up and return to your Inbox