

To prevent MC email from going to your SPAM folder:

Click the cog on the upper right of your gmail/memail screen



Click on **See all settings**

Click on *Filters and Blocked Addresses*

Click on *Create a new filter*

In the **From** block, type in mc.edu AND –([youraddress@mc.edu](#))

(don't literally type in [youraddress@mc.edu](#). Type in your email address)

Click the Continue button

Check the box **Never send it to Spam**

Click the “Update filter” button