

Method One

- 1. Log in to your Gmail at gmail.com.
- 2. Click the gear icon in the top-right, and select Settings.

= M Gmail	Q Search mail	×	0	N
+ Compose	□ - C :		De - 🌣	31
	Primary	** Social Promotions	Display density	_
🔲 Inbox			Configure Inbox	Q .
🛨 Starred			Settings	0
Snoozed			Themes	-
Sent		Your Primary tob is empty.		
Drafts		Personal messages and messages that don't appear is other late will be shown here.	Send feedback	+
✓ More		To add or temoverade, click index settings.	Help	
Nadine - +		_		
-				

- 3. Click the Filters and Blocked Addresses tab.
- 4. Click Create at New Filter.

= M Gmail	Q Search mail	N
- Compose	Settings Da - 🌣	31
	General Labels Inbox Accounts and Import Filters and blocked addresses Forwarding and POP/IMAP Add-ons Chat Advanced Offline	Ø
 Starred Snoozed Sent 	The following filters are applied to all incoming mail: Select: All, None	0
Drafts V More	Export Delete Create a new filter Import filters	+
Nadine - +	You currently have no blocked addresses.	
	Select: All, None Unblock selected addresses	

- 5. In the pop-up window, enter the email address <u>noreply@qualitecloud.com</u>; <u>info@qualitecloud.com</u> to whitelist in the From field
- 6. Click Create filter.

=	M Gmail		Q Search mail ⑦ 🗰	N
+	Compose		From noreply@qualitecloud.com De * \$	31
	Inbox		IO IMAP Add-ons Chat Advanced Offline Subject	0
*	Starred Snoozed		Includes the words	0
>	Sent Drafts	1	Size greater than + MB +	+
·	More Nadine -	+	Has attachment Don't include chats Coasts Files Coasts Files	
			Unblock selected addresses	

7. In the next screen, select 'Never send to spam' and click 'Create filter'.



Method Two

- 1. Open one of our newsletters
- 2. Hover over the sender's name (a pop-up will appear)
- 3. Select 'Add to contacts' to save us to your address book

= M Gmail	Q Search mail • Ø ::: N
- Compose	□ - C : 1-50 of 52 < > De - ‡
	Primary Social Promotions
★ StarredSnoozed	☆ Anotomic Generaty 2010 Matters and Pleasandle - Academic Stateway Zorich - Kane in Yeltasit and benatizegisitered. Accer divide a. ☆ Generaty 2010 Note dense: Work Emails - Ensure that your writing is advegt on point
Sent Drafts More Nadine +	☆ Owers Bigest Was madet das Programméres au adment? - Antwort: Programméres izt princht adment. Ib, es ist viel. 28 Apr + // Owers Digest New Sectors Overlit & Claud New Sectors and intervent on addition princht adment. Die 1 Apr + //
	Control Coold Coo
	A Sources To Automatic is foot theodories have by Sources of theorem and the set of th
	🗌 🚖 Goons Transling Star. Transling is Cloud Guily Frans SaaSte's it simple, amart KK change - Zoons attempts to Idiat proof ItaalFac. 🛛 11 Apr