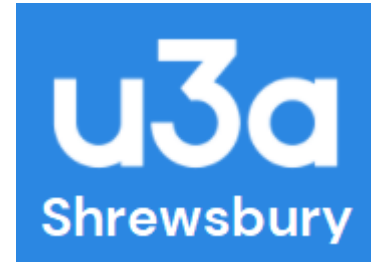


How to mark U3A email as NOT Spam



Occasionally, mail sent through the Beacon system may be marked as Spam by the time it reaches the recipient. This can happen for several reasons:

- the content of the message,
- a large number of recipients,
- an attachment,
- or even the subject line.

Sometimes email providers are simply being over-cautious, especially if the message looks a bit like a newsletter or marketing email. If a member hasn't opened U3A emails for a while, their provider may quietly start filtering them. Messages containing links can also trigger stricter checks, and occasionally providers tighten their spam rules without warning. All of these can cause perfectly genuine U3A messages to be moved to Junk or Spam.

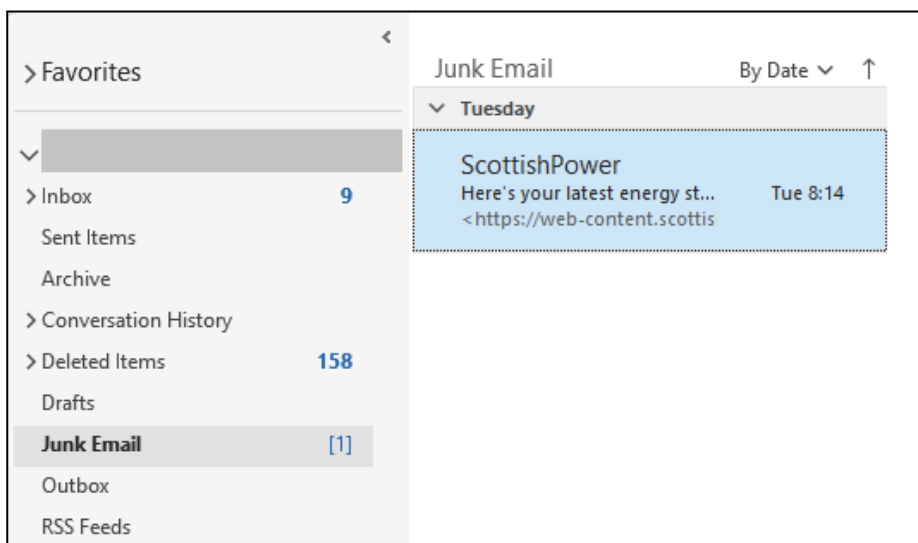
Recipients can help prevent this by adding **noreply@u3abeacon.org.uk** to their Safe Senders list, and by creating a simple rule or filter to stop U3A messages being moved to Junk or Spam. This only needs to be done once, and it ensures future emails from Shrewsbury u3a arrive safely in your Inbox. The exact steps vary slightly depending on your email provider, but the idea is the same everywhere — tell your email system that messages from our U3A are trusted.

Originators of Shrewsbury u3a email should read the Beacon guide for email tips ([here](#)).

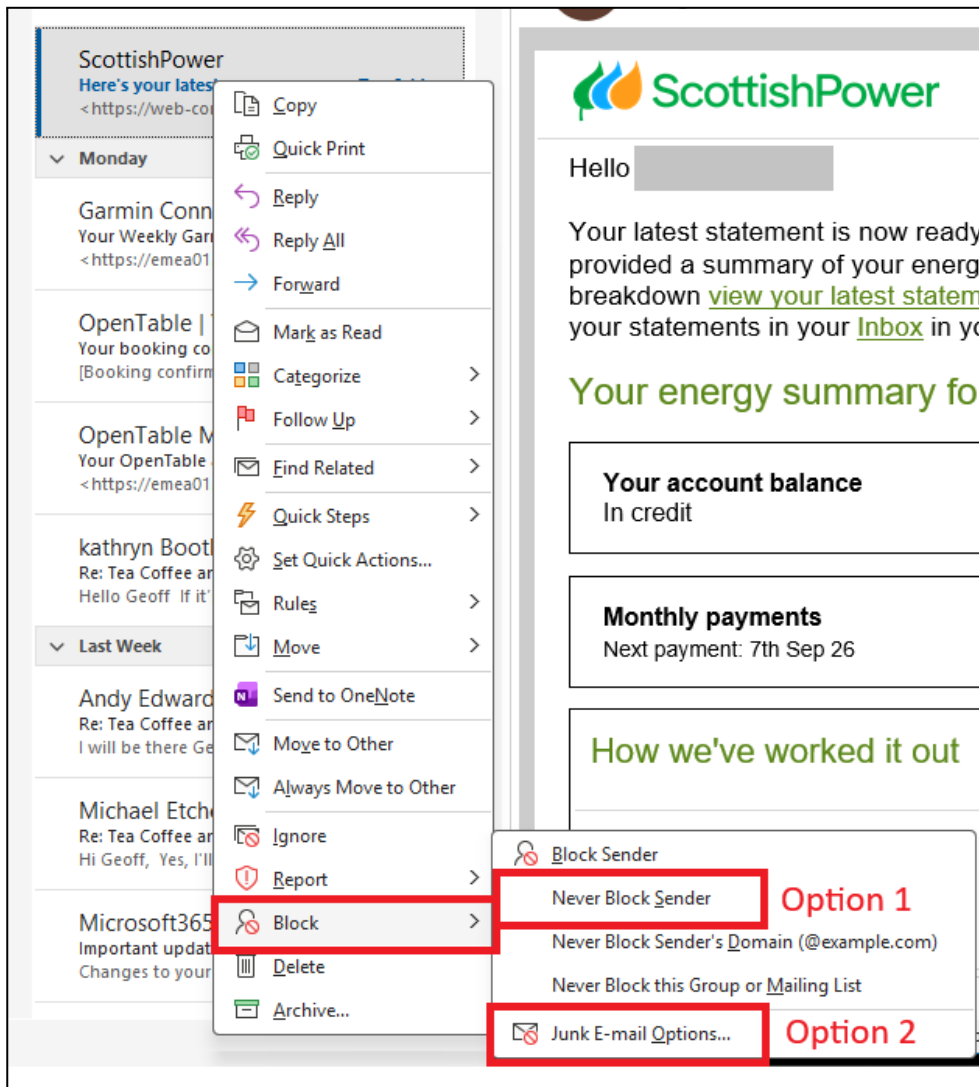
Outlook

(desktop version, not on the web)

Here is an example showing an email from Scottish Power in my Junk email folder. The first step is to just select it (Single mouse click) and then drag and drop in into the regular 'Inbox'



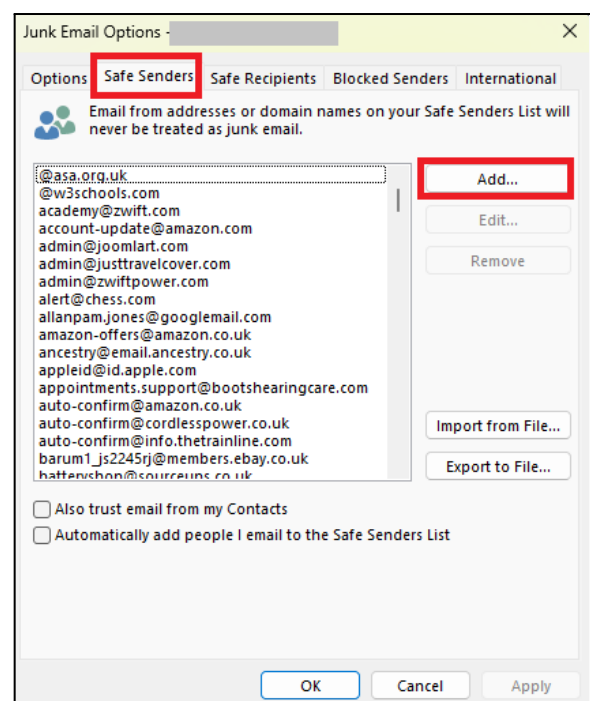
Having done that, find the email in your inbox, **Right click** the message and select the 'Block' option. From here you can either select 'Never Block Sender' (Option 1) in which case it will be immediately added to your safe Senders list and thus never get moved to the Junk mail folder.....



or Option 2, 'Junk E-Mail Options...' Then on the 'Safe Senders' tab, click the 'Add...' button to add it to your list of safe senders.

You can see in my screenshot that I have quite a few.

You can confirm the address is safely in the list if you like. Click OK to finish.

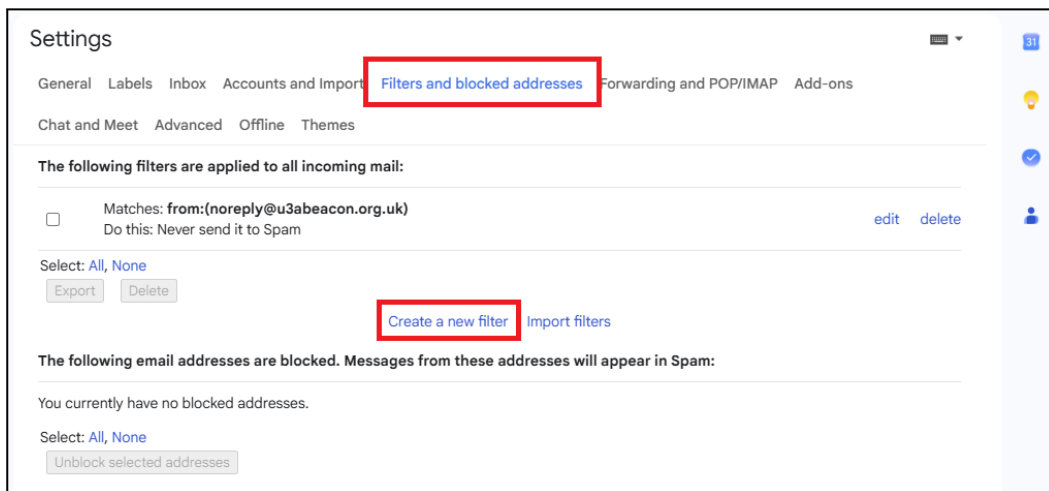
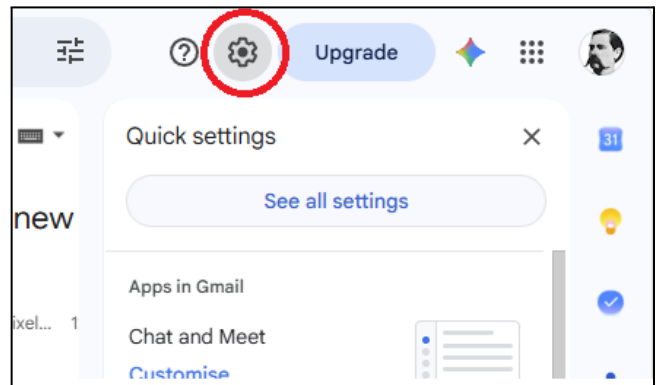


Google Mail

(From a web page)

Google is a little different. From the Google Mail webpage, click the **Settings** cog icon in the top right of the page for 'Settings'. Then go:

- All Settings,
- Filters and blocked addresses,
- Create a new filter.



In the popup window, add the address 'noreply@u3abeacon.org.uk' in the From field

A screenshot of the 'Create filter' popup window. It has several input fields: 'From' (containing 'noreply@u3abeacon.org.uk' and highlighted by a red box), 'To', 'Subject', 'Includes the words', and 'Doesn't have'. Below these is a 'Size' section with a dropdown menu set to 'greater than' and a unit dropdown set to 'MB'. At the bottom, there are two checkboxes: 'Has attachment' and 'Don't include chats'. To the right of these checkboxes is a 'Create filter' button highlighted by a red box, and a 'Search' button.

And click 'Create filter'

On the next screen, Check the option '**Never send it to Spam**' and click the 'Create filter' button to finish.

← When a message is an exact match for your search criteria:

- ☐ 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
- ☐ Categorise as: [Choose category...](#) ▾
- ☐ Also apply filter to 2 matching messages.

Note: filter will not be applied to old conversations in Spam or Bin

[? Learn more](#) [Create filter](#)

You will now see your filter ready to be applied to all u3a incoming messages.

Settings

General Labels Inbox Accounts and Import Filters and blocked addresses Forwarding and POP/IMAP Add-ons

Chat and Meet Advanced Offline Themes

The following filters are applied to all incoming mail:

☐	Matches: from:(noreply@u3abeacon.org.uk) Do this: Never send it to Spam	edit delete
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Select: [All](#), [None](#)

[Export](#) [Delete](#)

[Create a new filter](#) [Import filters](#)

The following email addresses are blocked. Messages from these addresses will appear in Spam:

You currently have no blocked addresses.

Select: [All](#), [None](#)

[Unblock selected addresses](#)

End of Tutorial
GCL 13 Aug 2026