HOW TO PREVENT SOTF EMAILS FROM GOING TO SPAM

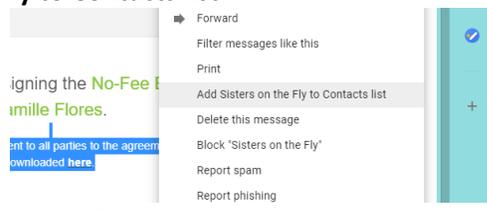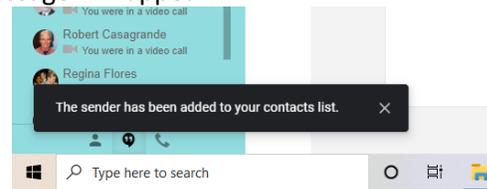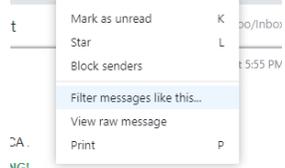| Step	Action
1	Log in to your email account to add *Sisters on the Fly* to your contacts list. In general, this will prevent their messages from going to your SPAM folder. **Note:** This how-to will demonstrate using GMAIL. In general, this same process will work for any email system. However, you can check https://www.itworld.com/article/2716761/how-to-make-sure-important-emails-never-get-sent-to-spam.html for details on other systems.
2	Enter *Sistersonthefly.com* in the **Search Mail** text box. **Result**: All mail from *sistersonthefly.com* will be displayed.
3	Open any message from 'Sisters on the Fly.' **Result:** The message will be displayed.
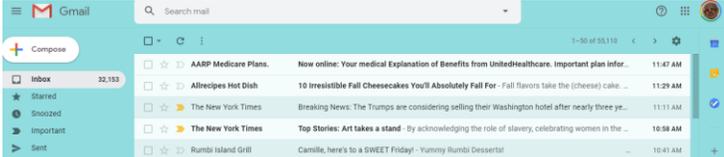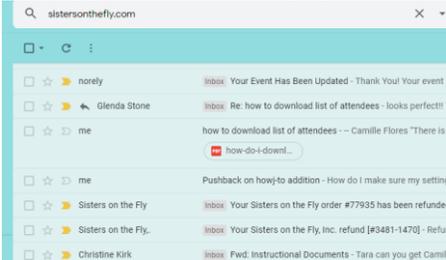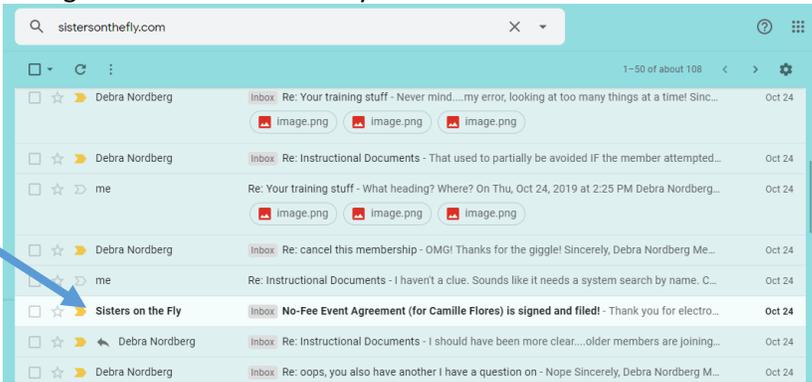
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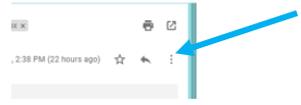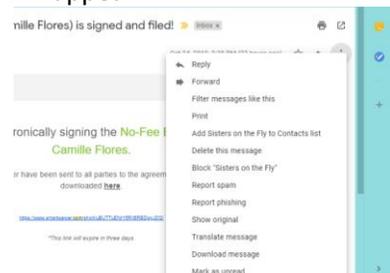
4	Click the three dots in the upper right-hand side of your screen. **Result:** The following screen will appear.
5	Click **Add Sisters on the Fly to Contacts list.** **Result:** The following message will appear. **Note**: Yahoo email is slightly different. In Yahoo, after clicking three dots, instead of adding Sisters to your contacts list, you will need to click 'Filter messages like this' And then you will 'select a filter' for Sistersonthefly. You should select **In box** and, lastly, **Save.**