

ADD JLR TO YOUR SAFE RECIPIENTS LIST

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Procedure for Outlook users

1. In the «Home » tab, select "Junk" then "Junk E-mail Option"



- 2. Select the "Safe Sender" tab
- 3. Click on "Add"

Junk Em	ail Options - alex	andra.thibaudeau	u@jlr.ca	×
Optic	2 Safe Senders	Safe Recipients	Blocked Senders	International
22	Email from addre never be treated	esses or domain n as junk email.	ames on your Safe	Senders List will
@sup juliev@	port.hubspot.com ⊇jlr.ca	1	3	Add
linda.s	hubspot.com simon@century21	.ca		Edit
norep no-rep	ly@hubspot.com ply@jlr.ca			Remove
			Im	port from File
			E	xport to File
Also	trust email from	my Contacts		
Aut	omatically add pe	ople I email to the	e Safe Senders List	
		OK	Cancel	Apply

4. Insert "@jlr.ca" =then click "**OK"**

4	Add address or domain		×
	Enter an email address or added to the list.	r Internet doma	in name to be
	@jlr.ca		
	Examples: someone@exa	mple.com or @	example.com
	[ОК	Cancel

5. Click "**OK**".

Junk Emai	I Options - alex	andra.thibaudeau	u@jlr.ca	×
Options	Safe Senders	Safe Recipients	Blocked Sender	International
🍰 r	email from addro never be treated	esses or domain n I as junk email.	ames on your Saf	e Senders List will
@jlr.ca @suppo	ort.hubspot.com	n		Add
juliev@j kipp@h	Ir.ca ubspot.com			Edit
noreply no-reply	non@century21 @hubspot.com /@ilr.ca	.ca		Remove
			I	mport from File
				Export to File
Also t	rust email from	my Contacts		
Autor	natically add pe	ople I email to the	e Safe Senders Lis	t
		<u></u> ок	Cancel	Apply

Procedure for Gmail Users

1. Click on the arrow located in the Search Mail bar.

= M Gmail		Q Search mail		1
Compose		□ - C :		Show search options
		Primary	Social <mark>3 new</mark>	Promotions 31 new
🔲 Inbox	536		LinkedIn	metro&moi, Hostelworld, Fable

2. In the "From" field insert @jlr.ca

3. Click on "Create filter"

То			
Subject			
Has the words			
Doesn't have			
Size	greater than	•	MB
Date within	1 day	•	
Search	All Mail		
Has attac	nment 🔲 Don't include c	hats	0

4. Select "Never send it to Spam" and if desired other filters.5. Click on "Create filter"

	\leftarrow	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
4		Never send it to Spam
		Always mark it as important
		Never mark it as important
		Categorize as: Choose category
		Also apply filter to matching conversations.
N	Note	: filter will not be applied to old conversations in Spam or Trash
	?	Learn more Crea

te filter