

Tip of the Week

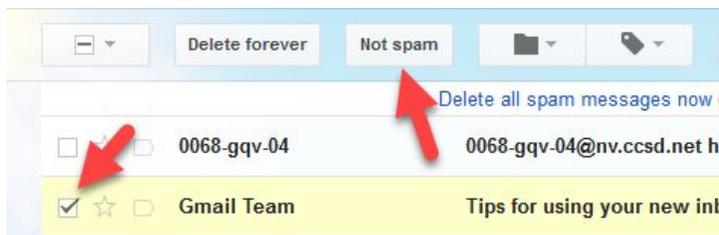
Did you know the email you have been waiting for could be in your Spam folder?

If someone has assured you they have sent you an email, and you can't find it, check your **Spam** folder. Special Google filters determine what is considered spam. You can specify that email from a vendor or person is not Spam.

1. The **Spam** folder can be found in the panel on the left. If you do not see it, click on the word **More** to expand the list.



2. Click on **Spam** to open it.
3. Check the box in front of the mail that should not be marked as spam and click the **Not spam** button. This will move the selected message to your inbox.



Note: Messages in the Spam folder for more than 30 days will be automatically deleted. Marking a message as not spam should direct future emails from the same sender to your inbox, however it is recommended that you periodically check your Spam folder.

For more step-by-step guides and quick videos, please visit training.ccsd.net.

If you need account assistance, please contact the User Support Help Desk at (702) 799-3300, Monday through Friday, 6:00 a.m. to 5:00 p.m.