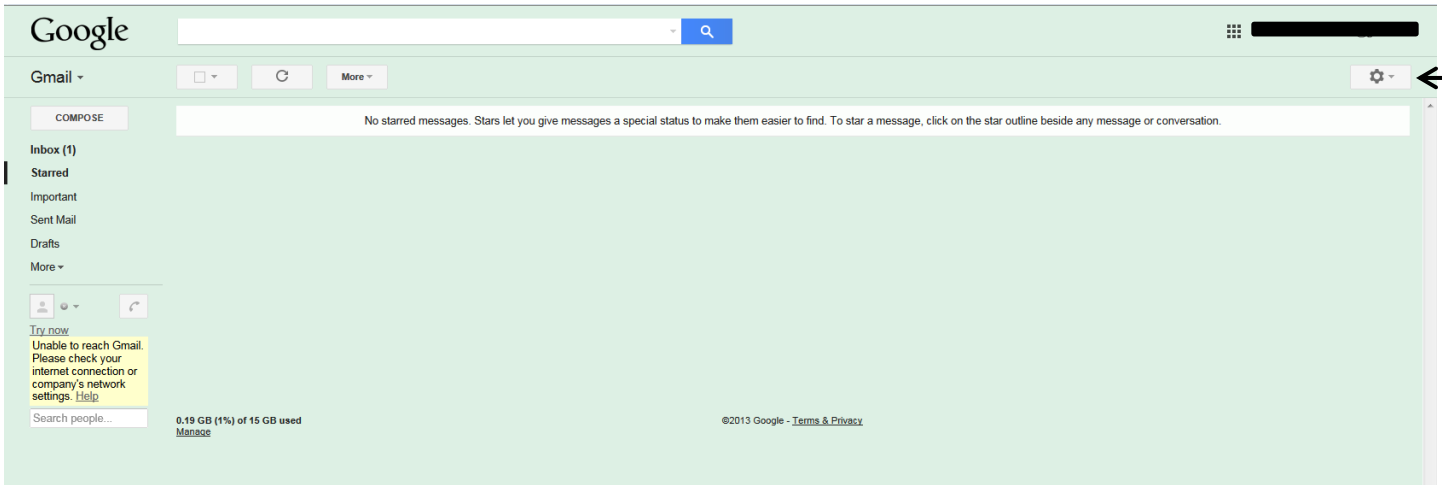
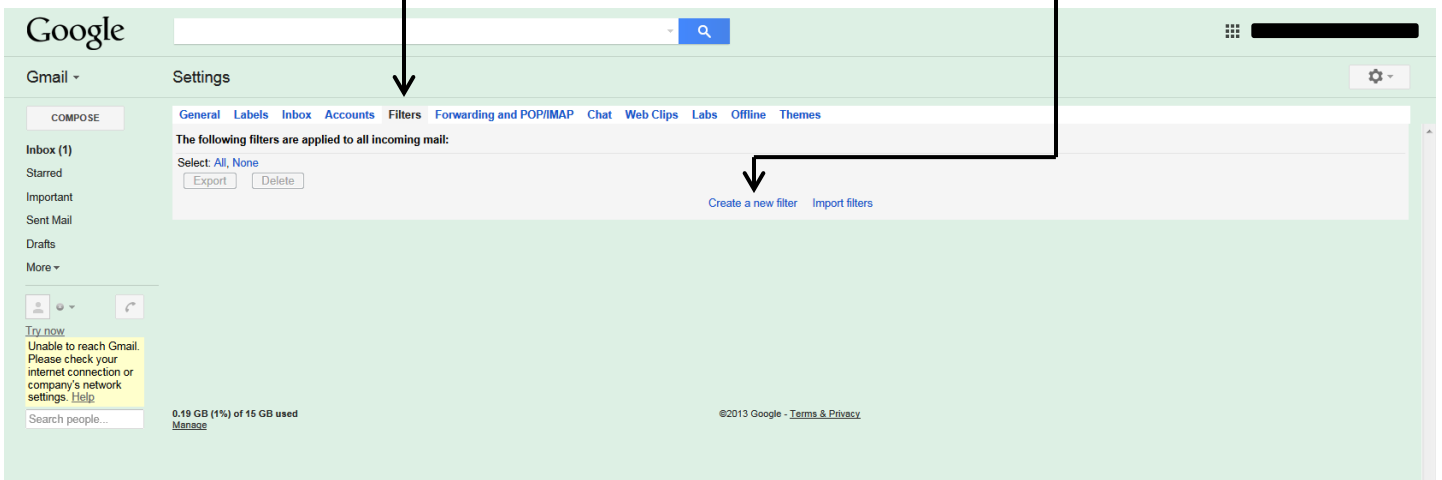


Instructions for setting Gmail filter to accept emails from SAPA

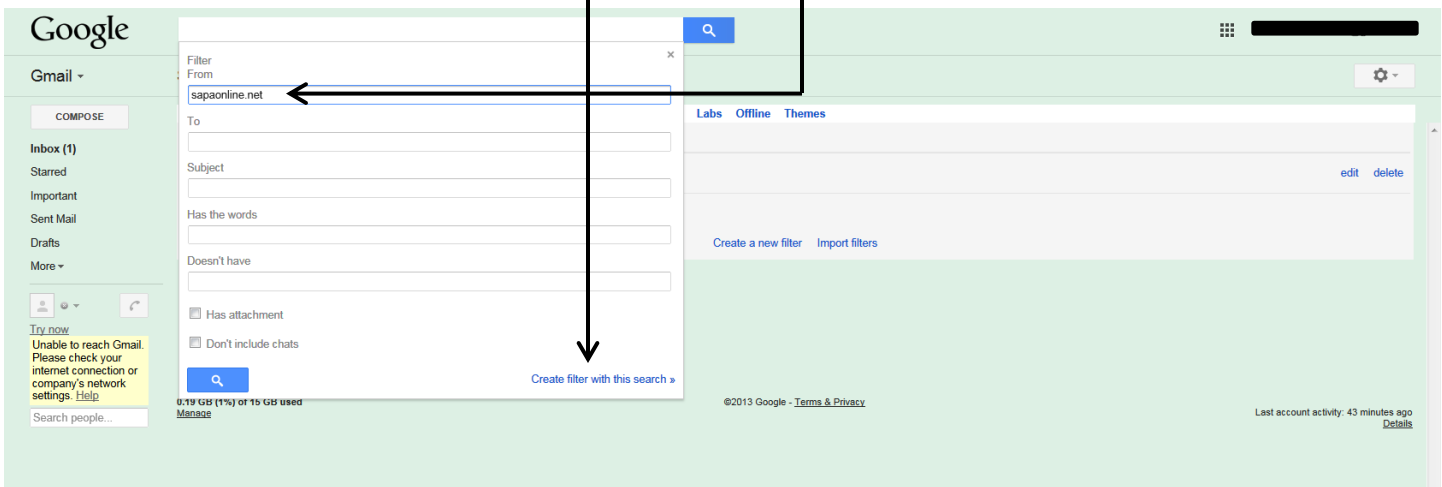
Step 1. On your home screen, click on the gear icon and select the “Settings” dropdown.



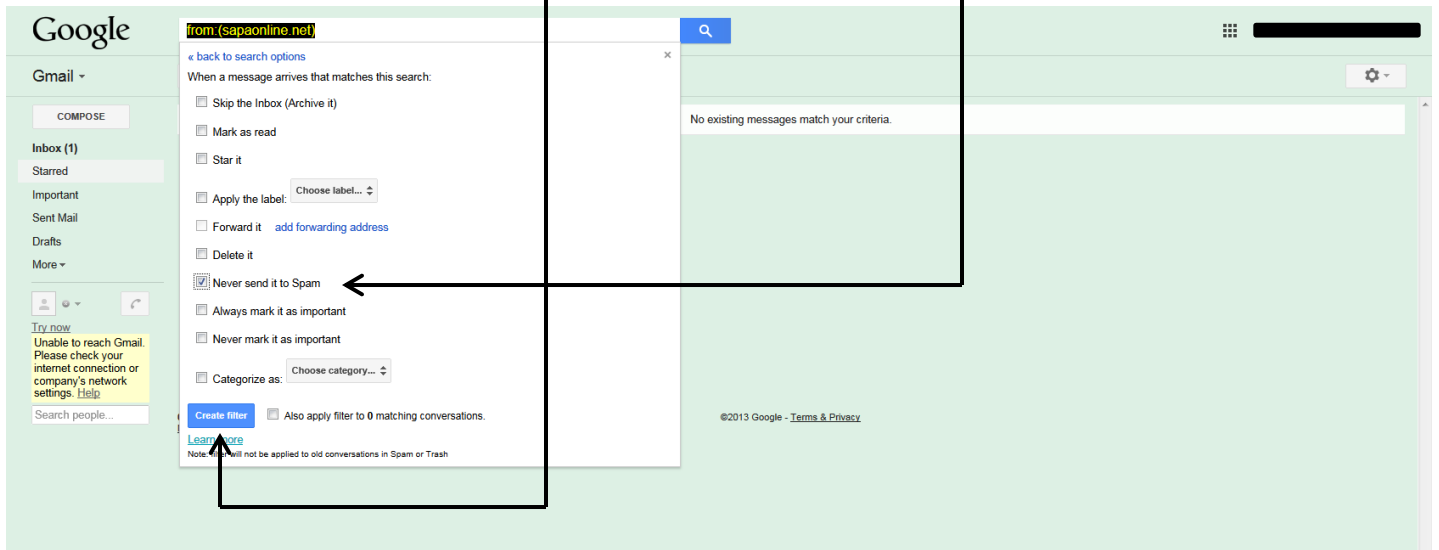
Step 2. Select “Filters” and then select “Create a new filter”.



Step 3. In the *From* box, type : **sapaonline.net** and then click “Create filter with this search”.



Step 4. Check the box that says “Never send it to Spam” and then click the “Create filter” button.



Step 5. You are done. Click on your **Inbox** to go back to your regular view.