



Not getting your email? *It could have been tagged as spam*

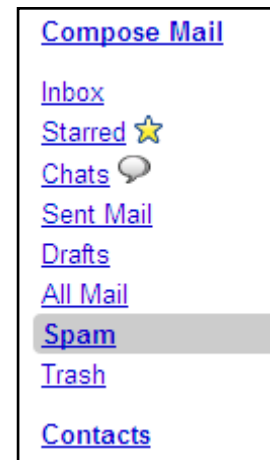
If you have not been seeing emails in your [@email.vccs.edu](mailto:email.vccs.edu) student email account that your teacher or others have indeed sent to you, then the Gmail system could have unintentionally tagged those messages as spam and put them in your Spam folder.

Follow these steps to see if you have any legitimate messages in the Spam folder and to move them back to your In Box.

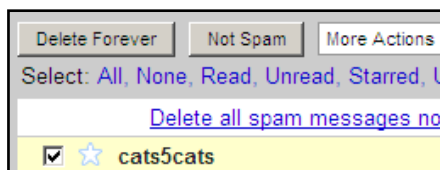
1. Log in to your Gmail account.

(The quickest way is to [log in to PeopleSoft SIS](#) and click the  link.)

2. Click on the [Spam](#) link in the left navigation bar to enter the Spam folder.



3. If you see any messages in the Spam list that are legitimate and that you wish to move back to the In Box, check the box to the left of the legitimate message and then click the NOT SPAM button.



If you find that a legitimate sender's messages are repeatedly being tagged as spam, you can prevent this from recurring by one of the following methods:

1. [Adding the sender's email addresses](#) to your Gmail Contacts list. [[Learn How](#)]
2. Creating a [filter](#) so the messages are never sent to Spam. [[Learn How](#)]

Note: The Gmail system automatically deletes messages in the Spam folder after 30 days.

You can find information about using other features of the Gmail system at <http://mail.google.com/support/>