



District 77

Email Delivery Guide

Make sure important District 77 messages reach your inbox.

Public Relations District 77
toastma9@toastmasters77.org

Gmail Promotions → Primary	Outlook / Hotmail Other / Junk → Focused / Inbox
Yahoo Mail Spam → Not spam / Inbox	AOL Mail Spam → Not spam / Inbox

Goal: Find one District 77 message, move it to your normal inbox, and then set your mail service to treat future messages from this sender as wanted mail.

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START HERE

Quick Start: 2 Things to Do

If you only have a minute, follow these two steps.

- 1** Find the message. Search for toastma9@toastmasters77.org or for the sender name Public Relations District 77. Check Spam/Junk and, for Gmail, the Promotions tab.
- 2** Tell your mail service it is wanted. Move the message back to the Inbox/Primary area and use the service's Not spam, Always move to, Safe Sender, Filter, or similar option when available.

Important: Only do this when you recognize the sender and the address is exactly toastma9@toastmasters77.org. Do not use these steps to rescue an unexpected or suspicious message.

What the folders mean

- Gmail Promotions: Gmail may classify newsletters and organizational announcements as Promotions. That does not necessarily mean the message is unwanted.
- Outlook/Hotmail Other: Focused Inbox separates mail into Focused and Other.
- Spam/Junk: This is the folder to check when your provider believes a message may be unwanted. Marking a legitimate message as Not spam helps the provider learn your preference.

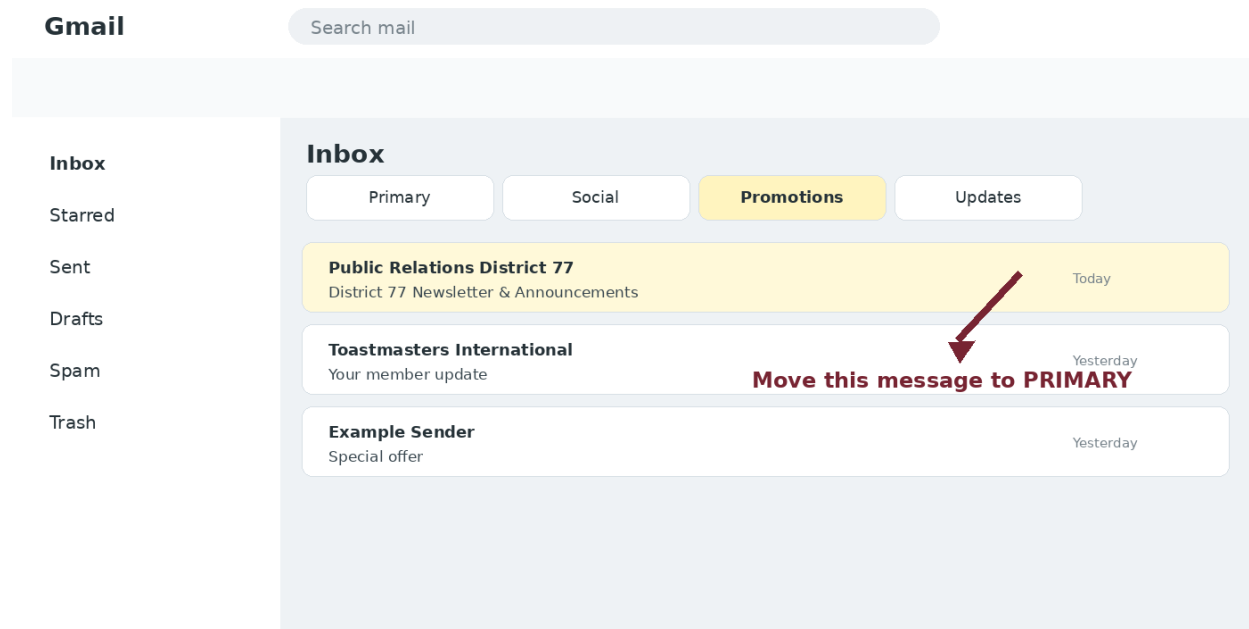
The four quick paths

Gmail Promotions → Primary	Outlook Other/Junk → Focused/Inbox
Yahoo Spam → Not spam → Inbox	AOL Spam → Not Spam → Inbox

Gmail

Move District 77 messages from Promotions to Primary

Gmail can automatically classify messages into tabs such as Primary, Social, Promotions, Updates, and Forums. A District 77 newsletter may appear under Promotions even when you want to read it regularly.



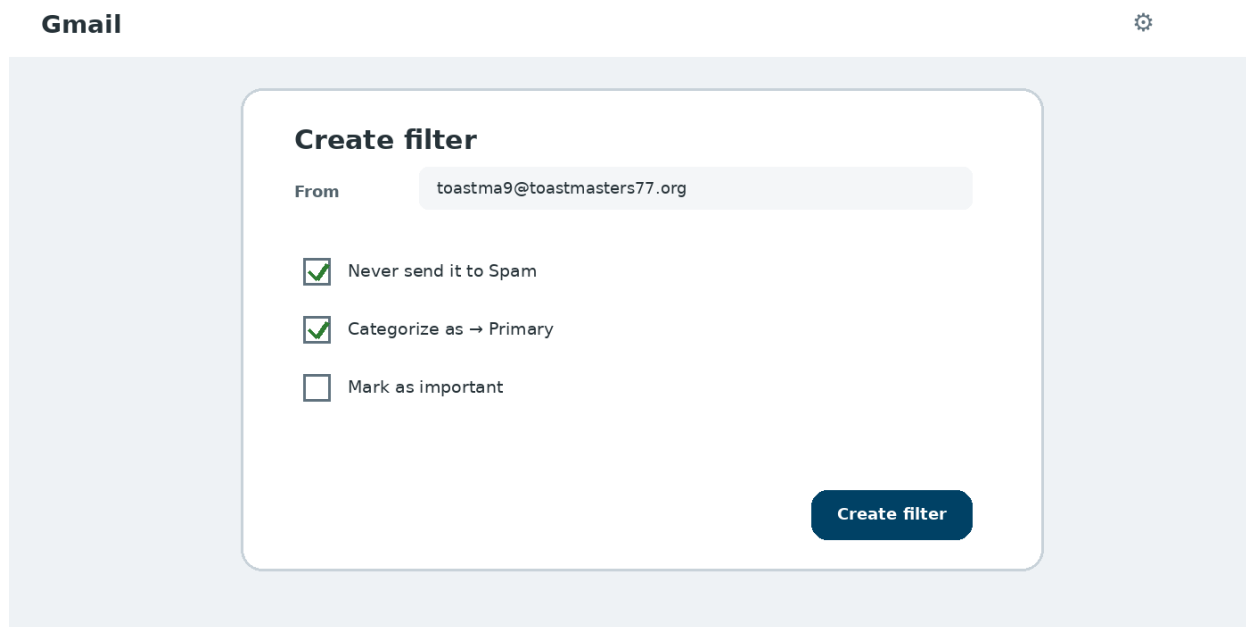
Illustrative example — a District 77 message shown under Gmail's Promotions tab.

- 1 Open Gmail and click Promotions. Look for Public Relations District 77.
- 2 Find the message from toastma9@toastmasters77.org.
- 3 Drag the message from Promotions to Primary. Gmail may ask whether you want future messages from this sender handled the same way; choose the option to do so if it appears.
- 4 If the message is in Spam instead, open it and use Gmail's Not spam option first. Then follow the Primary/filter steps.

GMAIL

Gmail — Make It Automatic

The most dependable approach is a sender-specific filter.



Illustrative filter screen — controls and wording may vary slightly with Gmail's interface.

- 1 Open the District 77 message. Click the More (three-dot) menu and choose Filter messages like these.
- 2 Confirm the From field contains toastma9@toastmasters77.org.
- 3 Click Create filter.
- 4 Choose Never send it to Spam and Categorize as → Primary.
- 5 Click Create filter.

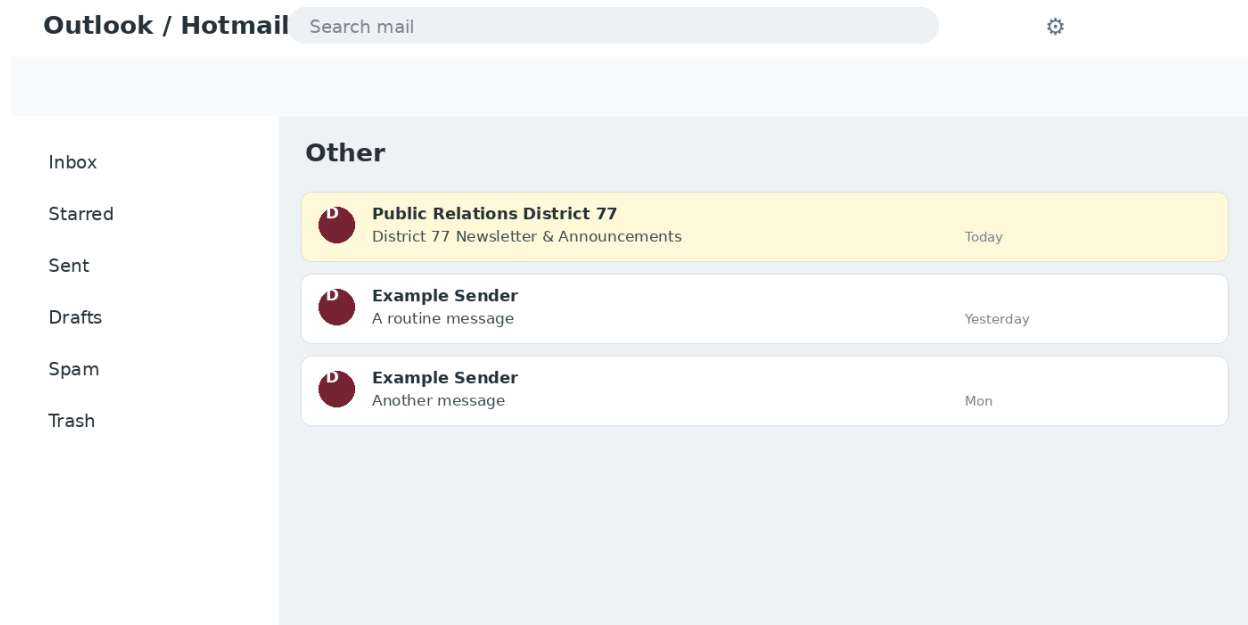
Tip: Gmail filters can be created from a specific message and can direct incoming mail to a chosen category. If Gmail's interface changes, look for the same concepts: From → sender → Create filter → Primary / Never send to Spam.

Optional: Add the sender to your Google Contacts. If legitimate messages continue to go to Spam, review Gmail's spam controls and filters.

Outlook / Hotmail

Move a District 77 message from Other or Junk to your normal inbox

Hotmail accounts are now accessed through Outlook.com. Outlook's Focused Inbox separates messages into Focused and Other. Messages may also land in Junk Email.

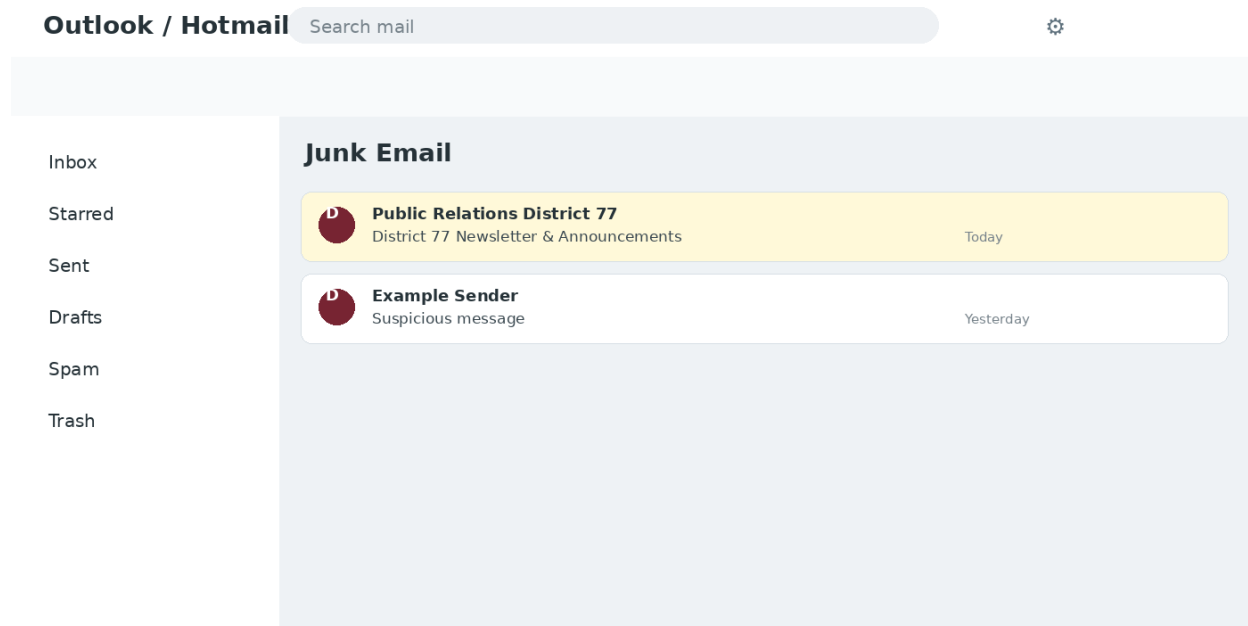


Illustrative example — the District 77 message is in Outlook's Other tab.

- 1 Open Other and locate the District 77 message.
- 2 Right-click the message or use the message toolbar.
- 3 Choose Move to Focused. If Outlook offers Always move to Focused, choose that option for future messages.
- 4 If the message is in Junk Email, open it and choose Not junk or move it to your Inbox.

OUTLOOK / HOTMAIL

Outlook / Hotmail — Keep Future Messages Out of Junk



Illustrative example — the District 77 message appears in Junk Email.

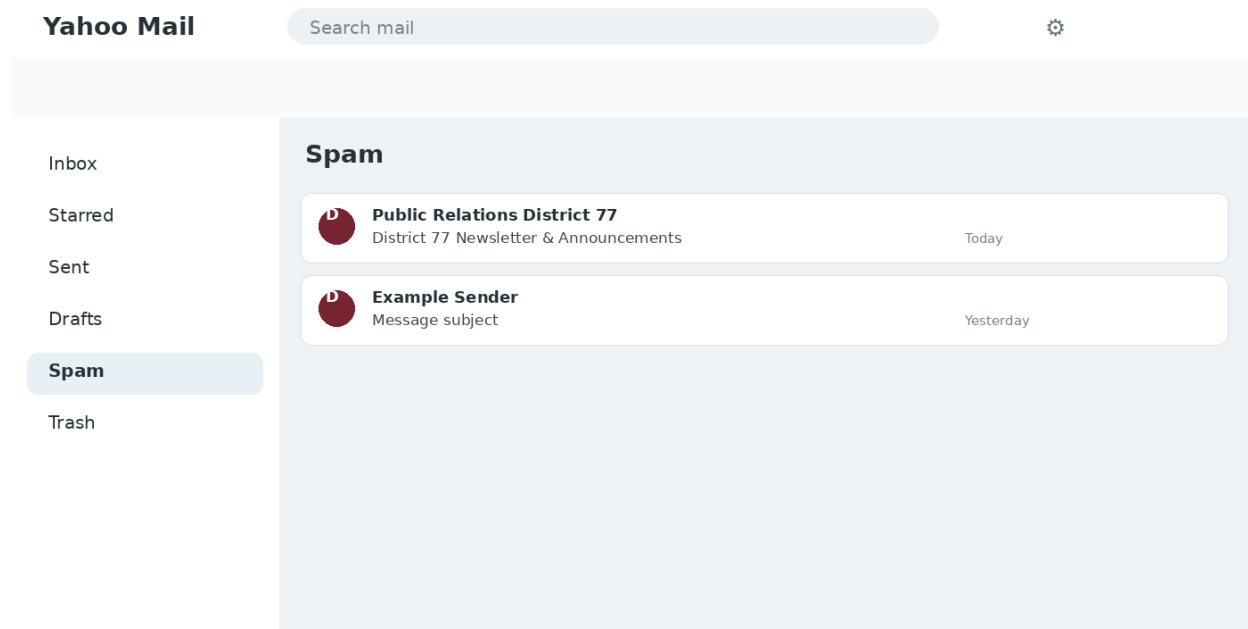
- 1 Open Settings → Mail → Junk email.
- 2 Under Safe senders and domains, add toastma9@toastmasters77.org.
- 3 Save the setting.
- 4 For messages already in Junk, select the District 77 message and mark it Not junk / move it to your Inbox.

Alternative: Outlook.com also supports rules. From a message, use Create rule and choose the Inbox as the destination.

Yahoo Mail

Move District 77 messages out of Spam

When a legitimate message is in Spam, selecting Not spam moves it to the Inbox and can help future messages from that sender reach the Inbox.



Illustrative example — the District 77 message appears in Yahoo Mail's Spam folder.

- 1 Open Yahoo Mail and open the Spam folder. If you do not see Spam, use More in the folder list.
- 2 Select the message from Public Relations District 77.
- 3 Click Not spam. The message should be returned to your Inbox.
- 4 Yahoo may then deliver future messages from that sender to the Inbox.

Yahoo Mail — Use a Filter for Extra Control

Yahoo Mail supports filters that automatically sort incoming messages based on rules.

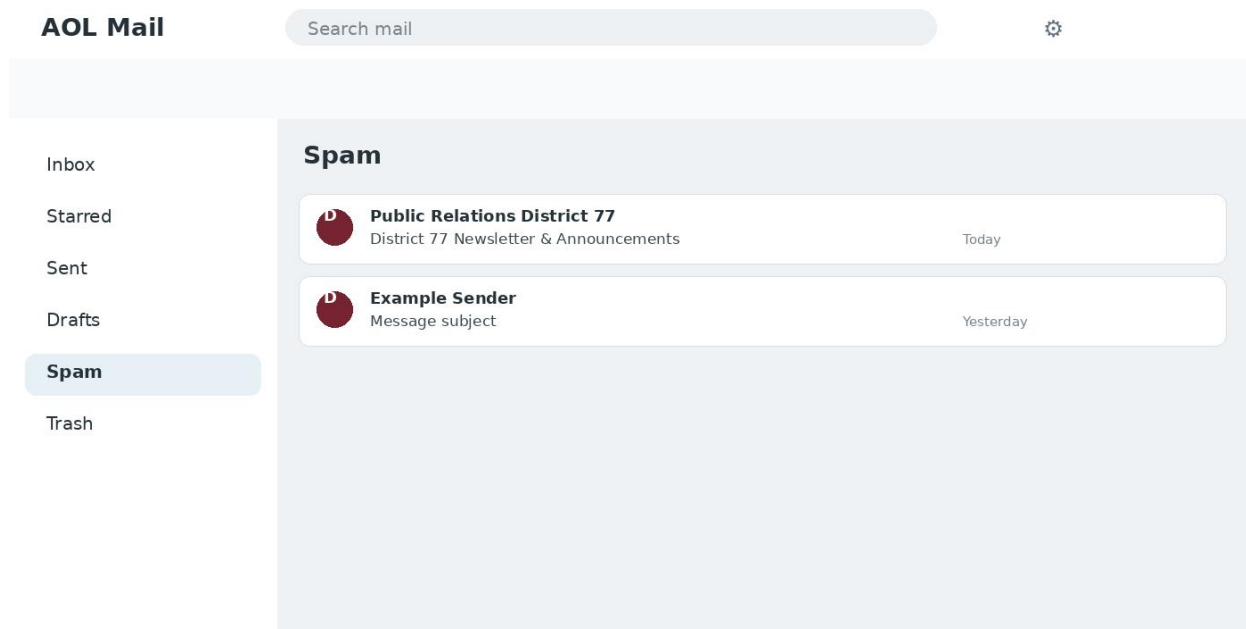
- 1 Open Settings and select Filters.
- 2 Choose Add new filters.
- 3 Name the filter something recognizable, such as District 77.
- 4 Set the rule so the sender is toastma9@toastmasters77.org.
- 5 Choose the Inbox as the destination folder and save the filter.

Yahoo note: Filters are applied after the spam filter. If a District 77 message is still going to Spam, first use Not spam on the message. Then review your filters.

AOL Mail

Move District 77 messages from Spam to Inbox

AOL Mail provides a Not Spam / Restore to Inbox action for legitimate messages found in Spam.



Illustrative example — the District 77 message appears in AOL Mail's Spam folder.

- 1 Open the Spam folder.
- 2 Select the message from Public Relations District 77.
- 3 Click Not Spam or Restore to Inbox.
- 4 Confirm the message has returned to your Inbox.

AOL Mail — Make Future Messages Easy to Find

AOL Mail supports filters that can automatically place incoming mail into a folder.

- 1 Click the Settings icon and select More Settings.
- 2 Select Filters.
- 3 Click Add new filters.
- 4 Create a rule for the sender toastma9@toastmasters77.org.
- 5 Choose the Inbox as the destination folder and click Save.

Important: Mark a legitimate Spam message as Not Spam before relying on a filter.

TROUBLESHOOTING

If You Still Don't See the Message

- 1 Search your entire mailbox for toastma9@toastmasters77.org.
- 2 Check Spam/Junk and, in Gmail, Promotions and Updates.
- 3 Make sure the address is spelled exactly: toastma9@toastmasters77.org.
- 4 Check whether you have an existing rule/filter that moves or deletes messages from the sender.
- 5 If your email account is managed by an employer, school, or organization, an administrator-level filter may be overriding your personal settings.

Security Reminder

Do not trust an email simply because you expected it. Before clicking links or opening attachments, verify that the sender address is exactly toastma9@toastmasters77.org. If an email looks suspicious, do not click links or attachments. Use your provider's spam/phishing reporting tools instead.

Interface Note

The screenshots in this guide are illustrative examples, not live screenshots. Email providers periodically change their layouts. If your screen looks different, look for the same actions such as Not spam, Move to Primary, Always move to Focused, Safe senders, or Filters.

Need to remember one address?

toastma9@toastmasters77.org