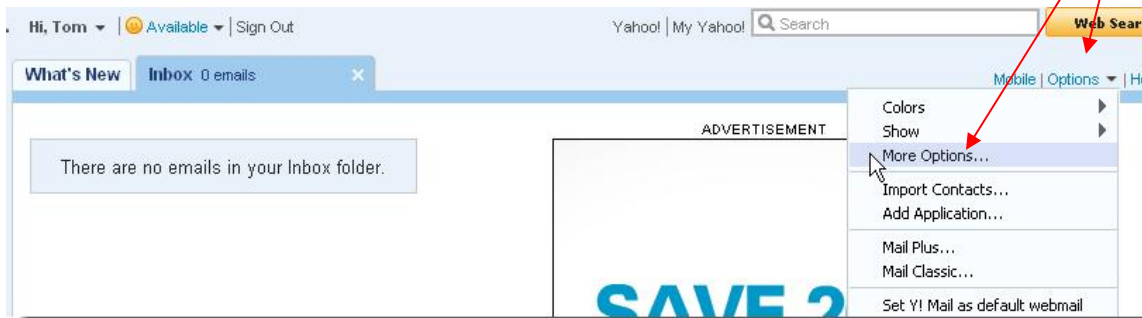


## Creating an Email Filter

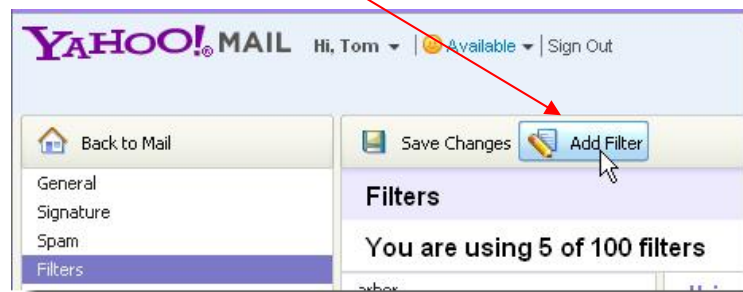
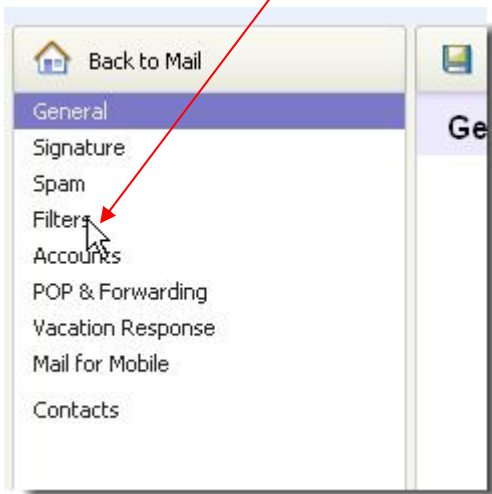
Email allows or blocks email from targeted senders or particular subjects. Because of the large number of recipients of our emails and NTREIS emails, many times these emails are sent to Spam or blocked by the email provider.

Setting an “allowed” filter will help your email receive ARBOR & NTREIS emails. This tutorial is for yahoo.com mail, but is almost identical in sbcglobal.net, att.net and many other mail programs. We have a separate instruction for Gmail users.

1. Once logged in to your email program, select “Options” in the upper right, and then under Options, select “More Options”.



2. Next, select “Filters” from the left menu and then “Add Filter”



3. Make a new filter by naming, selecting Sender, contains, [postmaster@matrixmail.ntreismls.com](mailto:postmaster@matrixmail.ntreismls.com) . So, anytime a message comes from [postmaster@matrixmail.ntreismls.com](mailto:postmaster@matrixmail.ntreismls.com), the filter will move it to the Inbox. Don't forget to “Save Changes”. Do the same thing for ARBOR emails, instead, Sender field contains [zoom.netatlantic.com](mailto:zoom.netatlantic.com)

