

# LAST MINUTE COTTAGES



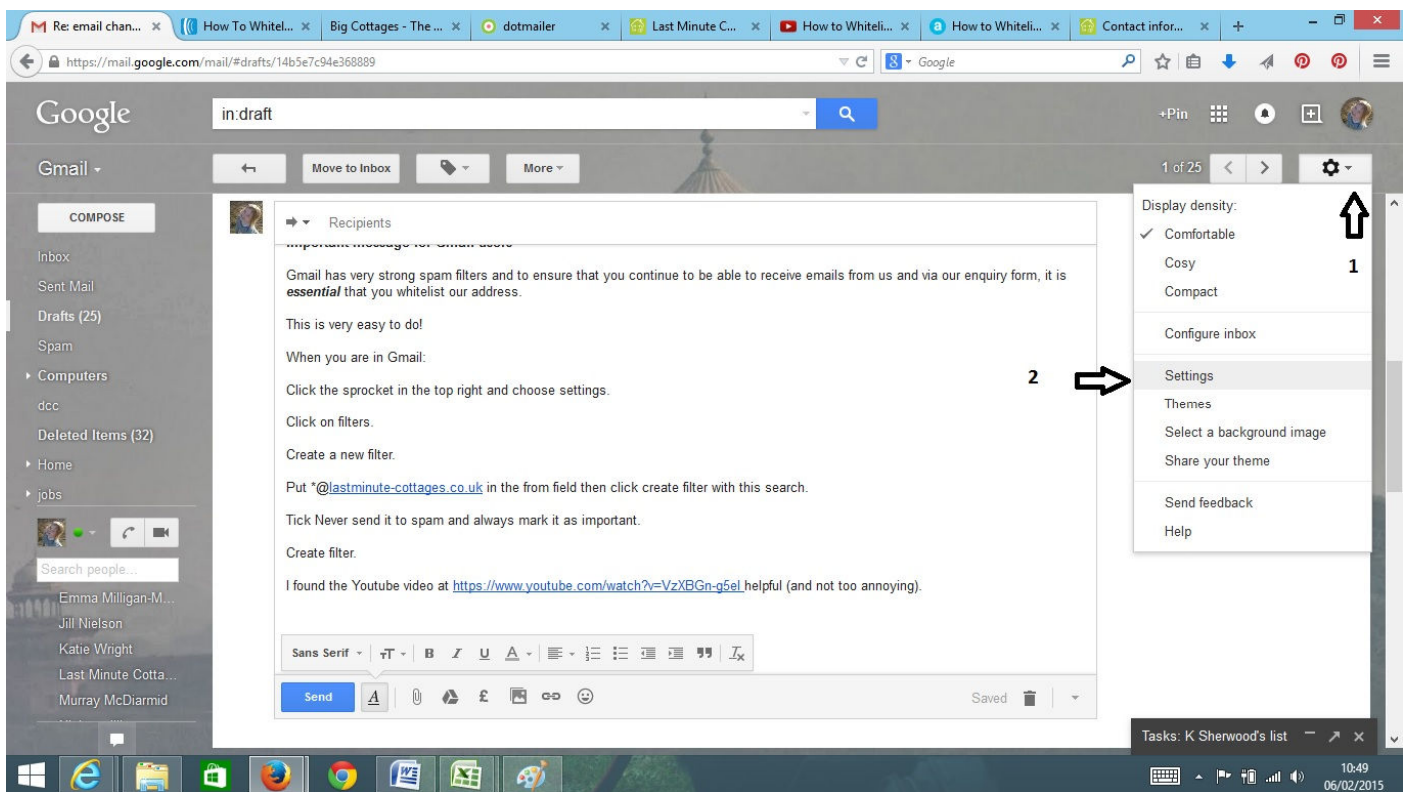
## Instruction sheet: How to whitelist Last Minute Cottages on Gmail

1

• Log on to your Gmail account

2

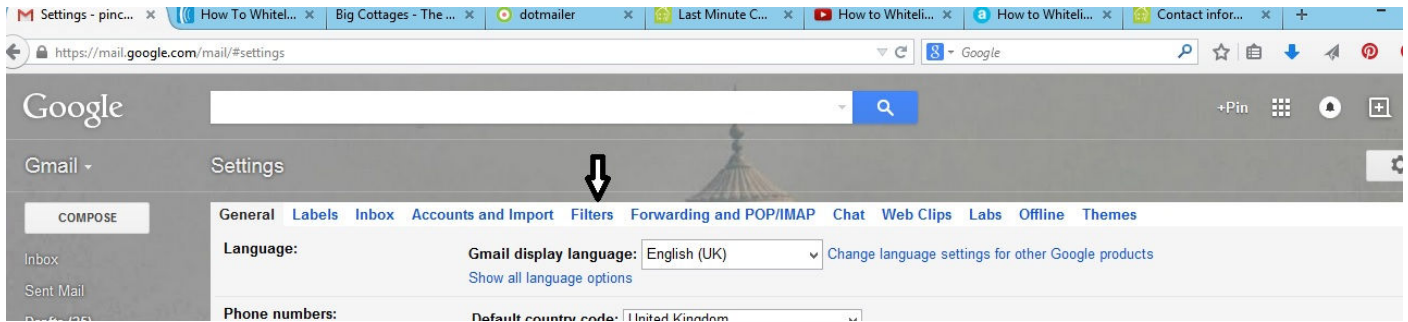
• Click the sprocket in the top right and choose settings..



# Instruction sheet: Using the Last Minute Cottages Calendar

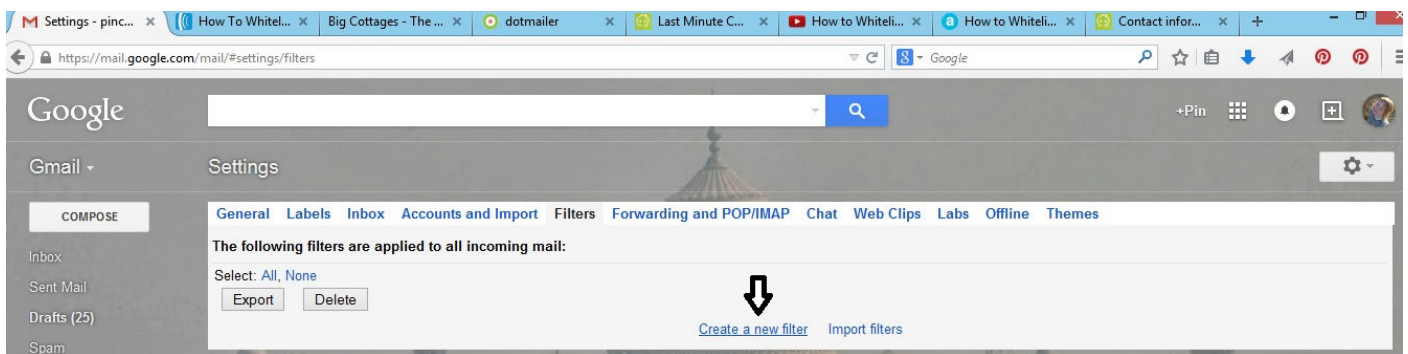
3

- Click on filters.



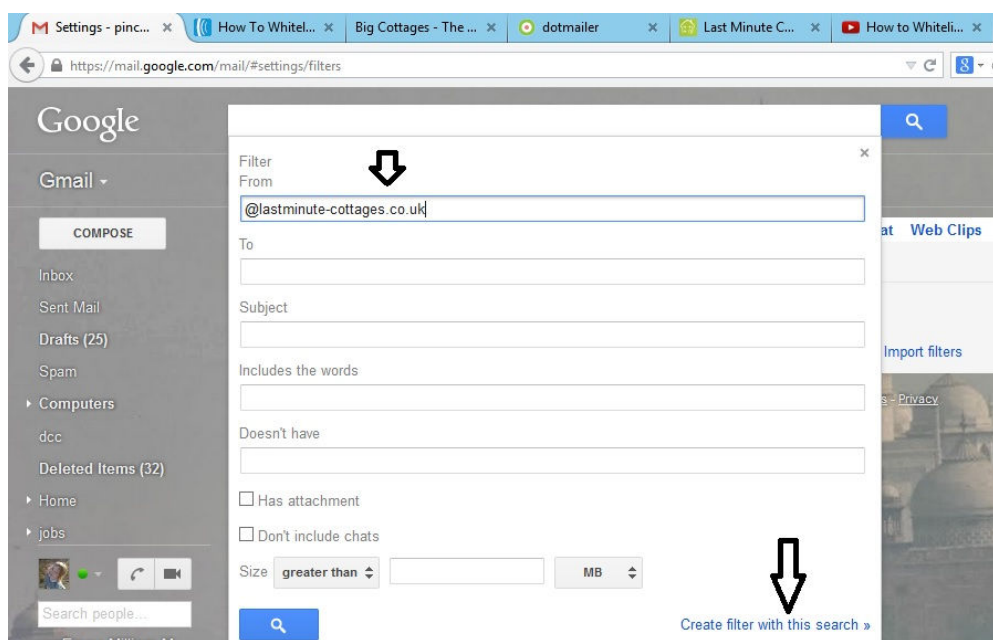
4

- Create a new filter.



5

- Put @lastminute-cottages.co.uk in the 'From' field then click create filter with this search.



## Instruction sheet: Using the Last Minute Cottages Calendar

6

- Tick 'Never send it to spam' and always mark it as important.

7

- Create filter.

Search results ... x How To Whitel... x Big Cottages - The ... x dotmailer x Last Minute C... x

https://mail.google.com/mail/#create-filter/from=%40lastminute-cottages.co.uk&sizeoperator=s\_sl&sizeunit=s\_smb

Google

Gmail ▾

COMPOSE

Inbox

Sent Mail

Drafts (25)

Spam

Computers

dcc

Deleted Items (32)

Home

jobs

Search people...

Emma Milligan-M...

Jill Nielson

from: (@lastminute-cottages.co.uk)

« back to search options x

When a message arrives that matches this search:

Skip the Inbox (Archive it)

Mark as read

Star it

Apply the label: Choose label... ▾

Forward it to: Choose an address... ▾ add forwarding address

Delete it

Never send it to Spam ←

Always mark it as important

Never mark it as important

Categorise as: Choose category... ▾

Create filter  Also apply filter to matching messages.

Learn more

Note: filter will not be applied to old conversations in Spam or Bin

Contact: Jill or Pin on [jillnielson@lastminute-cottages.co.uk](mailto:jillnielson@lastminute-cottages.co.uk) or [pin@lastminute-cottages.co.uk](mailto:pin@lastminute-cottages.co.uk) if you have any difficulties.