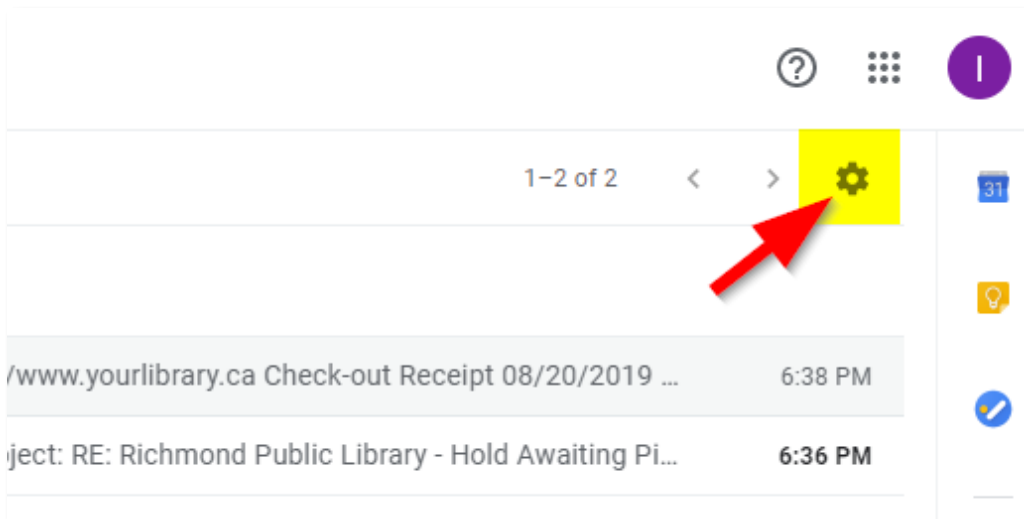
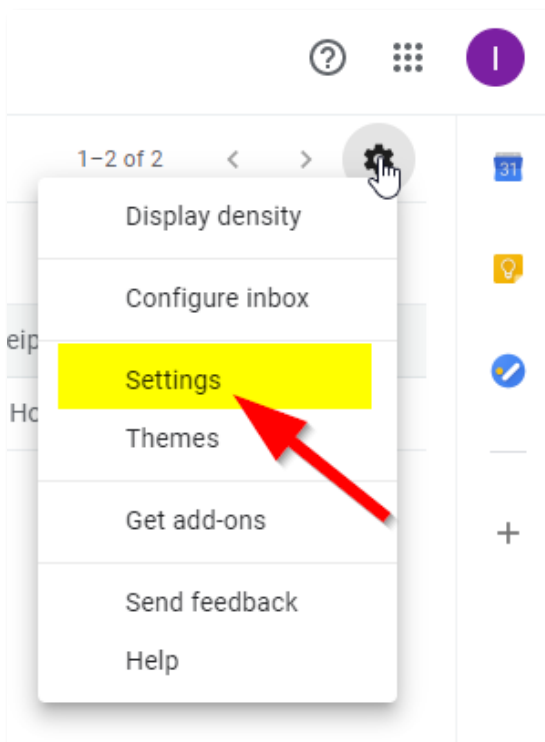


To ensure that you receive all emails from Richmond Public Library in your regular Gmail Inbox, please follow the steps below. Note that these are for use on a computer only. Refer to Gmail Help for instructions on mobile device.

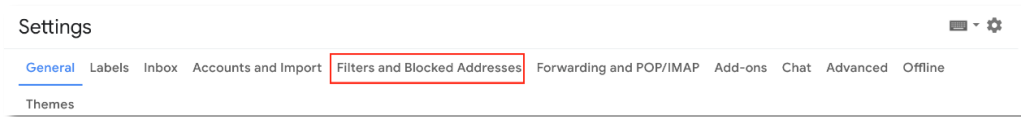
1. Log into your Gmail, click on the gear icon on the right hand side.



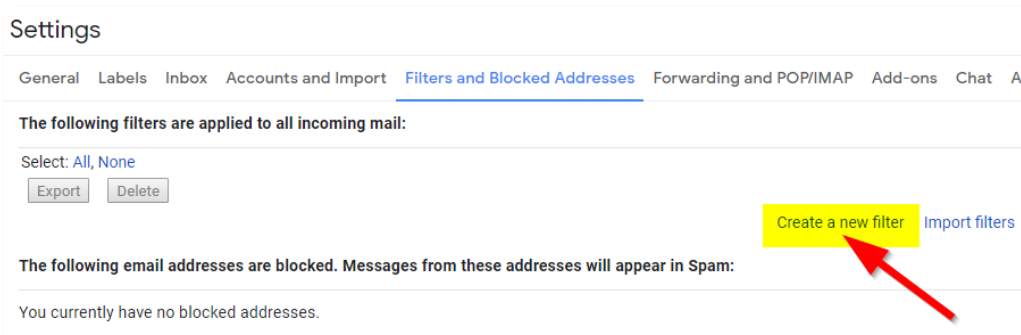
2. Select "Settings" from the drop down list.



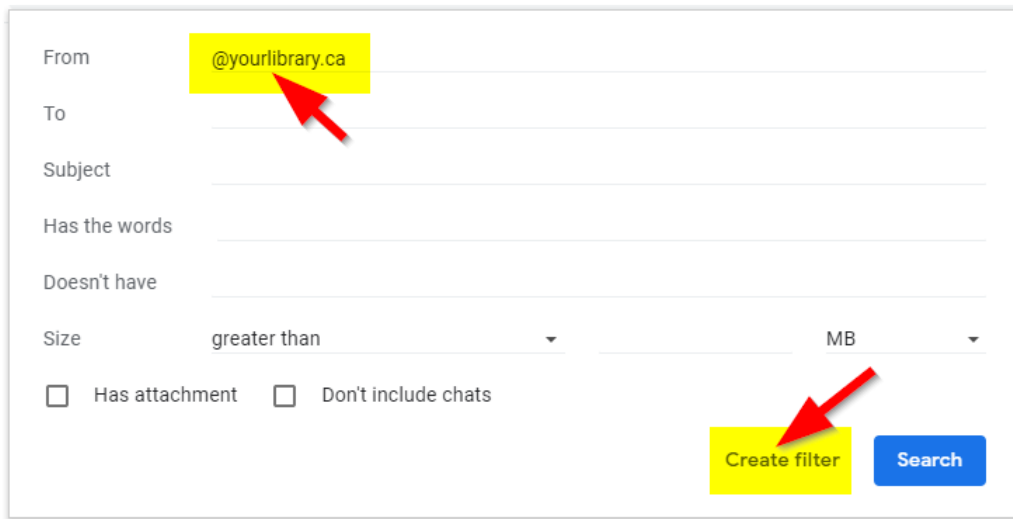
- Click on "Filters and Blocked Addresses".



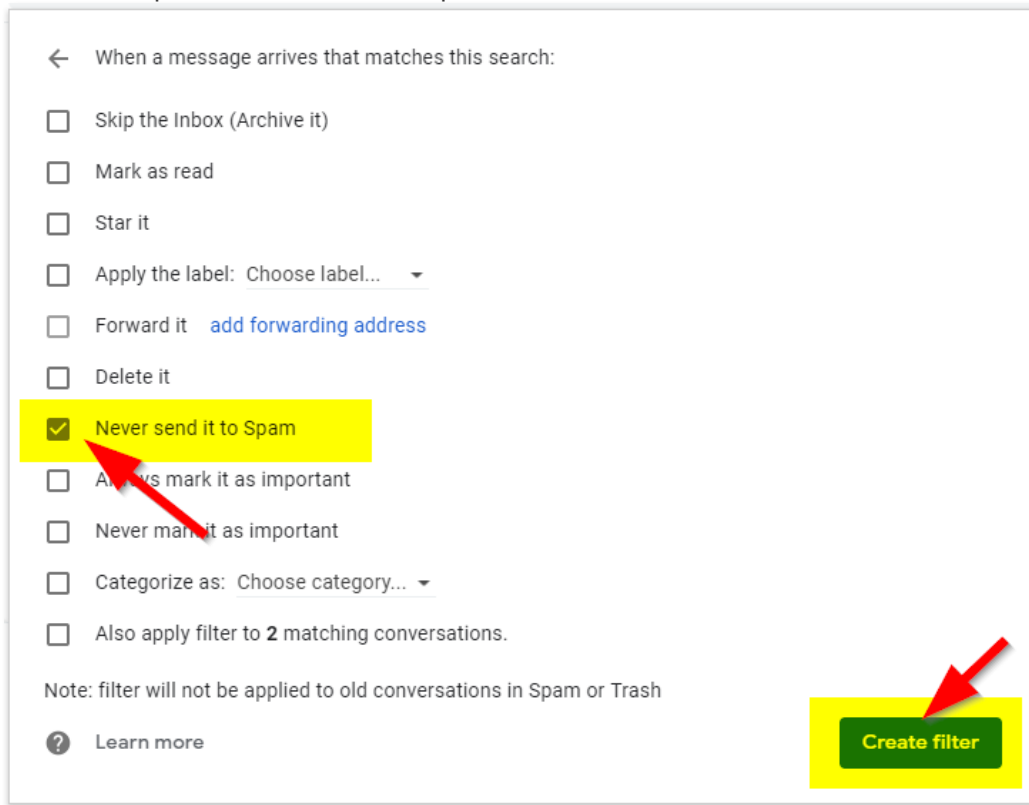
- Select "Create a new filter".



- In the "From" field, type in @yourlibrary.ca and then select "Create filter".



6. Choose the option "Never send it to Spam" and then select "Create filter".



7. That's it! This filter ensures that future emails from Richmond Public Library will arrive to your Gmail Inbox.