Optimizing Your AU Inbox

All AU student email addresses are Gmail addresses. Gmail attempts to predict which incoming emails are and are not important. However, this feature works poorly when paired with AU’s listserv system. In order to consistently receive emails from SIS Graduate Advising (sisgradadvising@american.edu), including our weekly advising bulletin, in your primary inbox, we recommend that you add us to your list of contacts and use the filter feature to “Never send it to Spam,” “Always mark it as important,” and “Categorize as Personal.” We also recommend that you use labels to easily sort emails from your program listserv, Grad Advising and Career Advising as well as for your classes.

To update your Gmail preferences to prioritize emails from sisgradadvising@american.edu, please follow the below steps.

Add to List of Contacts

First, select an email from SIS Graduate Advising (sisgradadvising@american.edu). (We last sent a weekly bulletin to your AU email on June 20, 2016)

Hover your mouse over the name of the sender.

A box will pop up. Click Add to contacts
Filter for and Apply Label to Emails from SIS Graduate Advising

First, open an email from SIS Graduate Advising (sisgradadvising@american.edu). (We last sent a weekly bulletin to your AU email on June 20, 2016.)

Click the down arrow next to the reply button.

Click Filter messages like this

Click Create filter with this search
Check **Never send it to Spam, Always mark it as important, and Categorize as Personal**

If you would like to create labels for different AU departments (for easy searching and sorting), check **Apply the label** and type the name of the label you would like to apply to emails from this sender, e.g “SIS Grad Advising”

Click **Create filter**.

Now all emails sent from SIS Graduate Advising should appear in your primary Gmail inbox, be marked as important, and be labeled as SIS Grad Advising. Please consider adding similar filters to other important AU email addresses.

*Last Updated: June 21, 2016*