



How to prevent informative Waterman Village emails from ending up in the Junk or Spam folder

1. Log into your email account
2. Find your junk or spam folder in your email account
3. Open your junk or spam folder and select the messages you want to keep
4. Right click the email, select **Not junk (or Not spam)**; you can also open the message and select the **It's not junk** link.