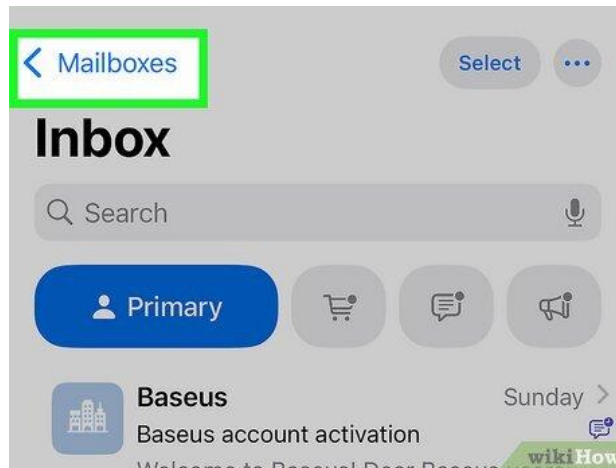


In the iPhone's native mail app, you can mark an email as **not junk**.

NOTE: "These steps may look slightly different depending on your iPhone model or iOS version."

How to mark an email as "Not Junk" on iPhone

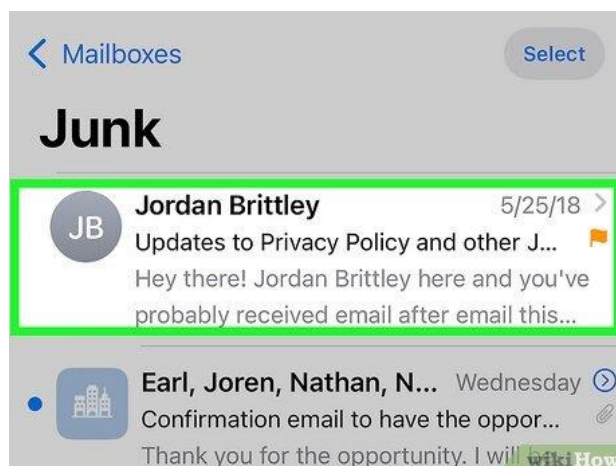
1. **Open the Mail app** and tap the **left-pointing arrow** at the top-left to open the Mailboxes menu.



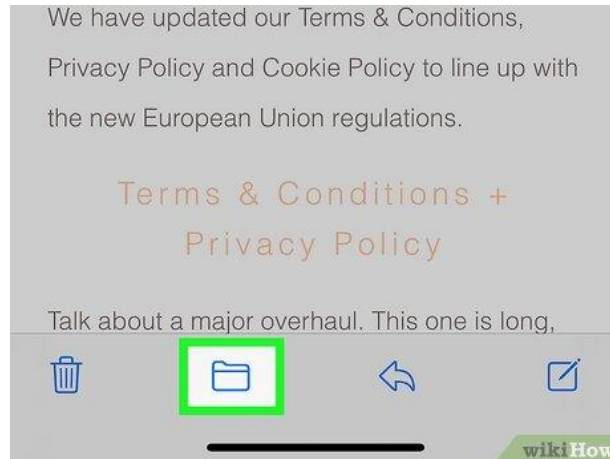
2. Tap **Junk** (the folder icon with an "X" inside).



3. Tap the email that was incorrectly marked as junk.



4. At the bottom of the screen, tap the **folder icon** (second from the left) to open the **Move to Folder** menu.



5. Tap **Inbox**.

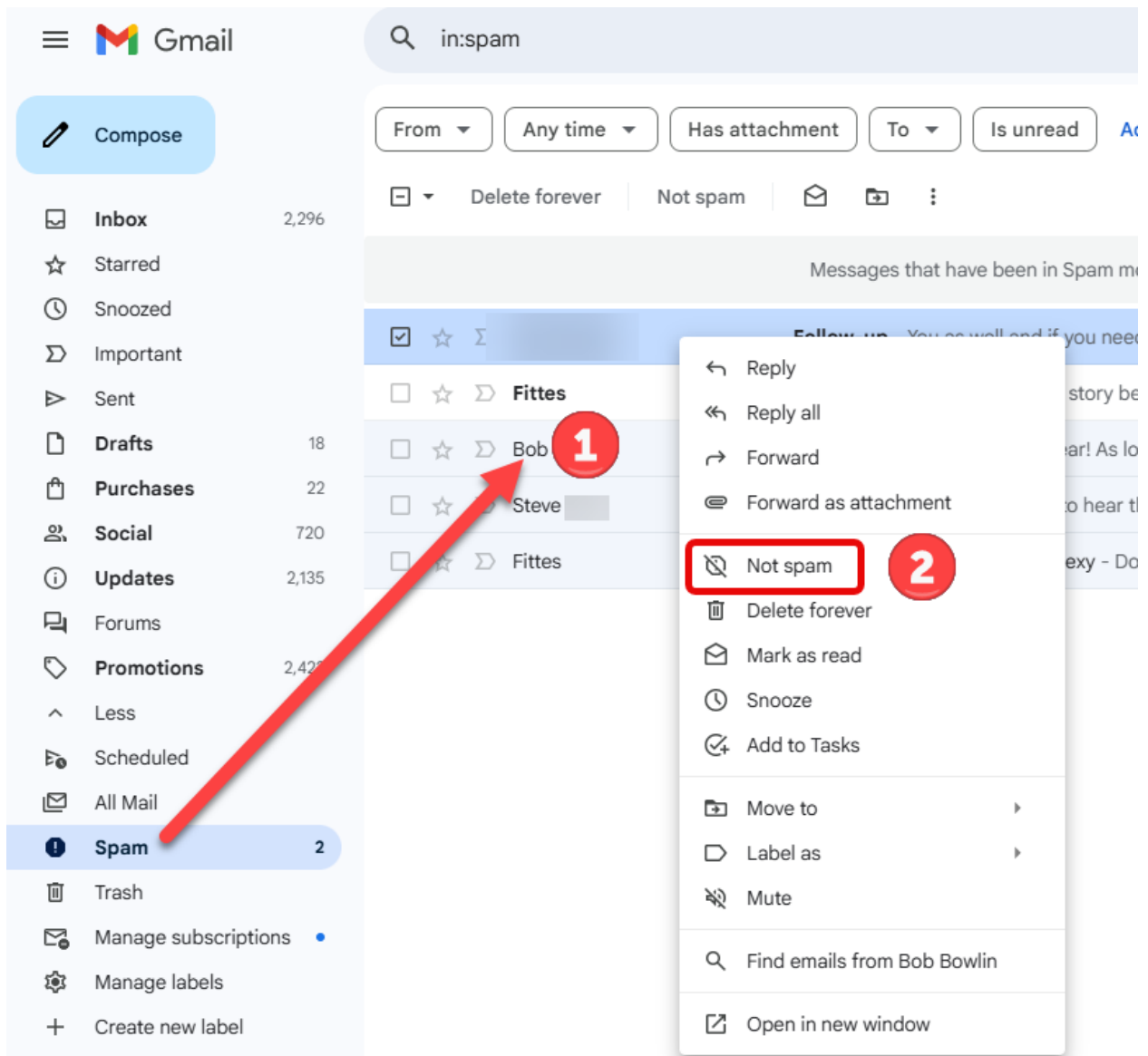
- o This moves the message to your Inbox and **flags it as "Not Junk"**.



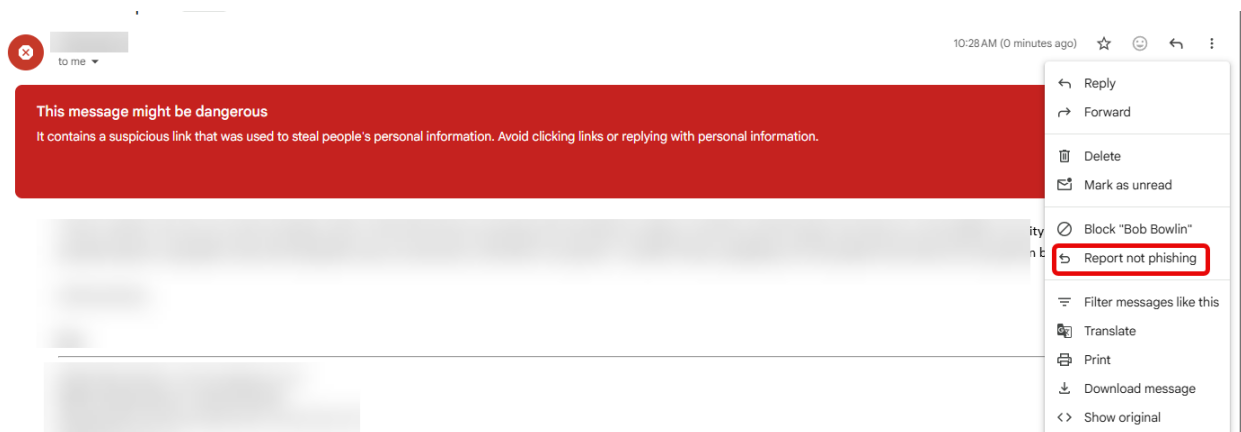
PC directions:

To mark the messages on a PC as **not spam**, you can do the following:

On a computer, open your Gmail **Spam** folder, **right-click the message (1)** , and choose **Not spam (2)**.



Another option is to open the message and report it as **not phishing**. Doing this helps Gmail recognize that district emails are safe.



Click: Report Not Phishing Message

Report Not Phishing

Phishing is a form of fraud in which a message sender attempts to trick the recipient into divulging important personal information like a password or bank account number, transferring money, or installing malicious software. Usually the sender pretends to be a representative of a legitimate organization. [Learn more](#)

We have identified this message as a potential phishing attack. If you believe this message is not a phishing attack, please select "Report Not Phishing Message" below. Reporting that this message is not a phishing attack will send the entire message to our team for review, so that we can continue to improve our phishing detection system.

Cancel

Report Not Phishing Message

NOTE: Even after marking a message as Not Spam or Not Junk, please check your Spam folder occasionally. Gmail may continue filtering messages until it learns that district emails are safe and legitimate.

Thank you for taking a moment to follow these steps. This helps ensure communication between Chartiers-Houston School District and the community continues without interruption.

