The default for Shaw email accounts for emails detected as Spam is to just delete them. Step 1 to fix this problem:

Open Shaw webmail in a browser by going to <u>www.webmail.shaw.ca</u> Login to your Shaw account Click on Preferences

Change the setting as shown below.

Shaw) Webmail	
🗟 Mail 🛛 🚨 Contacts	🛗 Calendar 🛛 Tasks 🔅 Preferences
Save Cancel	Undo Changes
V Preferences	
General	Spam Mail Options
🙀 Accounts	
V⊠ Mail	When receiving Spam: Label message as Spam and keep in Inbox V
👩 Spam	
Y Filters	
× Signatures	

This may still result in messages being put in the Webmail "Junk" folder rather than in "Inbox". There is another step to ensure that emails from the Seniors Society are not marked as Spam in the first place, are kept in the inbox, and are passed to the person's email client i.e. Outlook. Step 2:

Open Shaw webmail in a browser by going to <u>www.webmail.shaw.ca</u> Login to your Shaw account Click on Preferences Click on Mail Scroll down to "Spam Mail Options" Add the email address or domain to "Allow messages from:"

Shaw) Webmail		Search	
🖾 Mail 🛛 🔝 Contacts	🛗 Calendar 🛛 Tasks 🔅 Preferences		
Save Cancel	Undo Changes		
✓ Preferences	Additional composing options can be set on the Accounts Page		
🔅 General			
Accounts	Spam Mail Options		
∨⊠ Mail			
Spam	Block messages from:	Allow messages from:	
Y Filters	enter email address or domain Add	enter email address or domain Add	
👷 🖋 Signatures	Remove	Remove	
a Out of Office		donpatrick@shaw.ca	
Trusted Addresses		gatesnotes.com	
Contacts		message@e2rm.com	
Calendar		mailer@bluesea.emai	
Notifications		laura.liberty@telus.net	
Connected Devices & Apps	0 of 100 used.	14 of 100 used.	
Import / Evport			