



3 Tips to Make Sure You're Receiving RISE Emails...

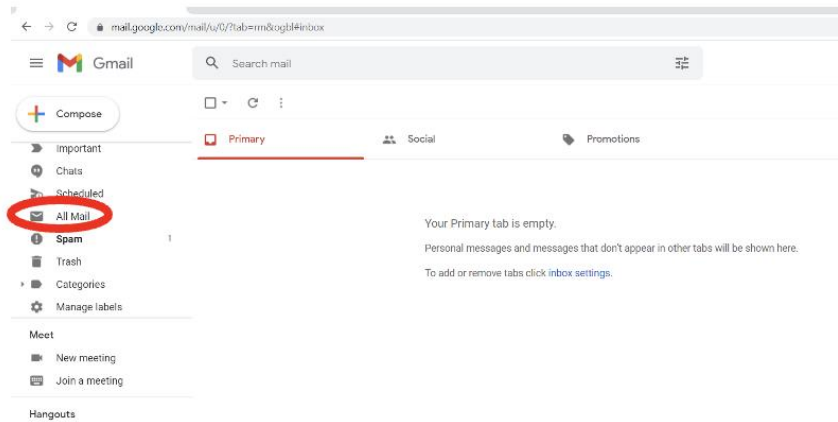
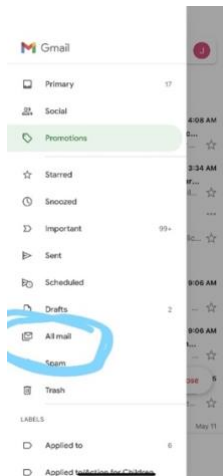
Mail service providers like Gmail often use sorting features that may result in emails being pre-sorted into promotional or spam folders.

When you submit your RISE application, you will receive two emails. The first email will come from RISE@actionforchildren.org within minutes of you submitting your online application and will include a link to complete additional information. You will receive a second email from RISE@actionforchildren.org within minutes of the child care program completing their portion of the application.

Follow these Gmail tips to make sure your RISE application process isn't delayed due to your email settings!

1. **Search your "All Mail" folder to make sure you're searching your entire inbox.** Can't find an email from us? Type in RISE@actionforchildren.org or RISE1@actionforchildren.org to locate application links for Franklin County RISE.

To find the "All Mail" folder on your phone **Gmail app**, click on the three lines to the left of the search bar. Scroll down through the folders to find the "All Mail" folder. On a **laptop or desktop computer**, scroll down through the folder list under the Compose button to find the "All Mail" folder.

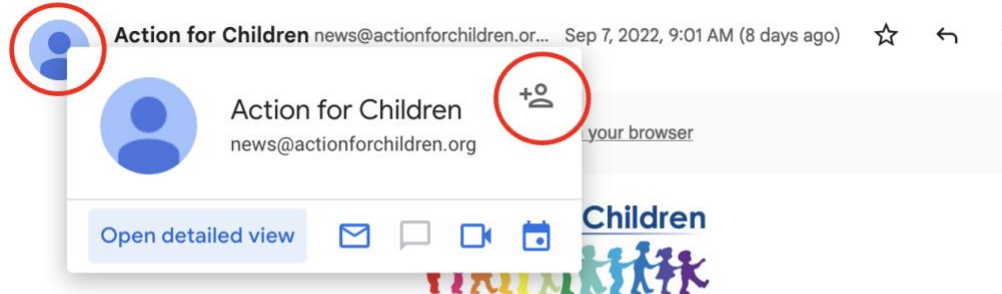


www.actionforchildren.org | P: 614-224-0222 | 78 Jefferson Ave. Columbus, OH 43215



Franklin County RISE is funded by the Franklin County Board of Commissioners and administered by Future Ready Five and Action for Children.

- 2. Add us to your contact list using an existing email.** Once you've found the email, open it and hover over the sender icon. A small window will pop up with additional options -- click the person with the plus sign in the top right corner to add the sender to your contact list. It's that easy!



Dear Action for Children Community Member,

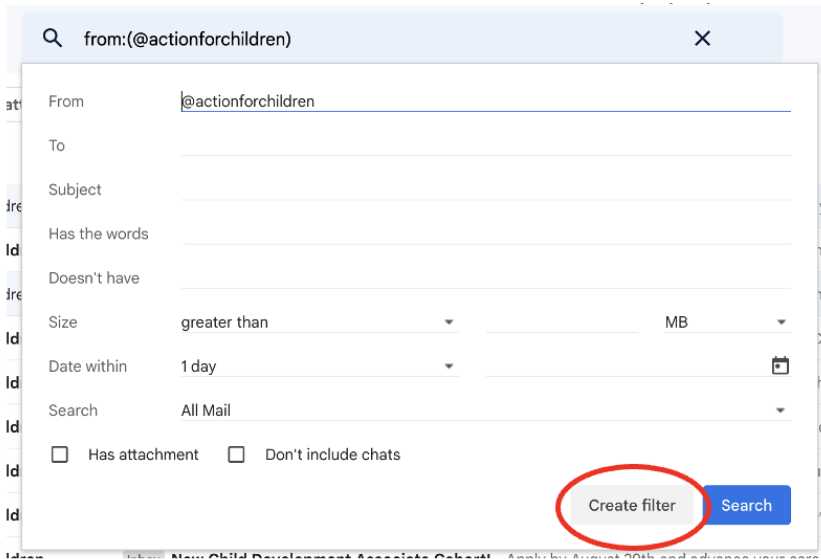
Kids can't wait. Giving them a solid early learning foundation for the rest of their educational journey is an amazing gift. Here's how we're doing just that!

- 3. Use a filter to whitelist all emails from Action for Children!**

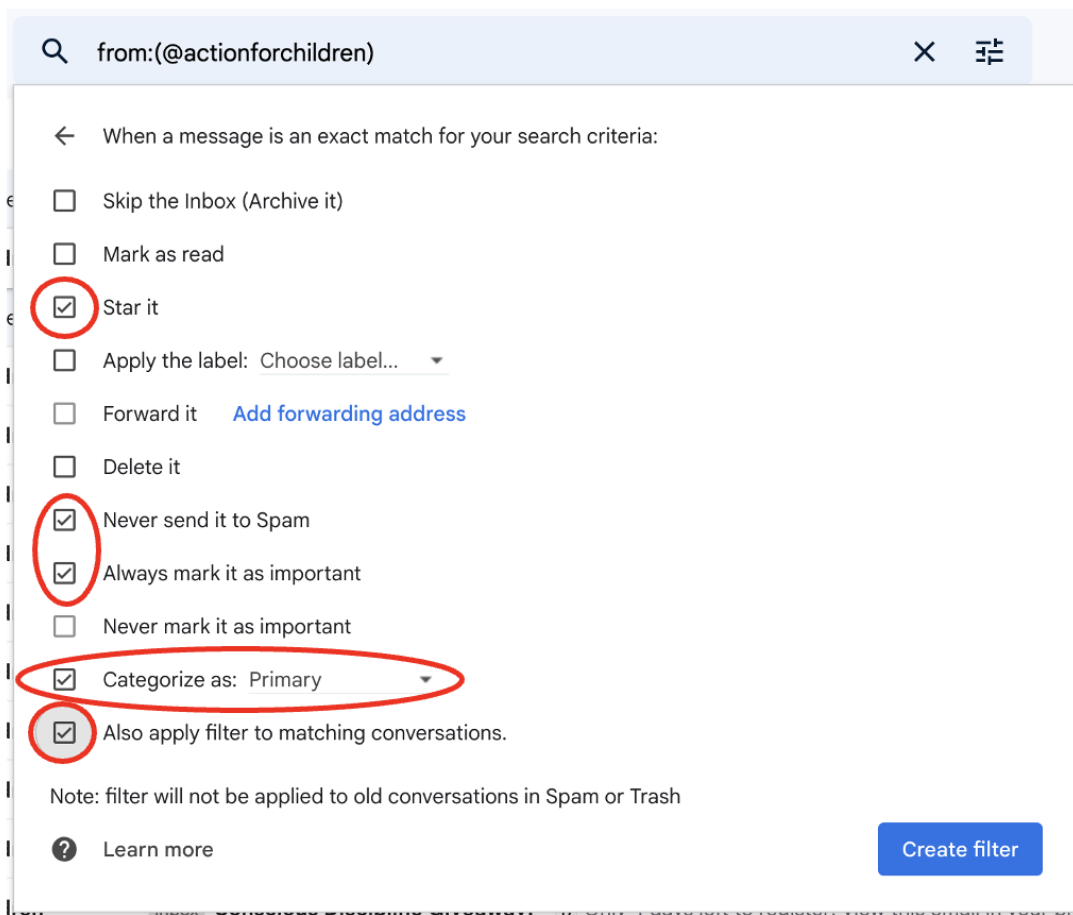
Type "from:(@actionforchildren.org)" in your search box click and click the slider option to "Show Search Options".



Now click the "Create Filter" button in the bottom of the pop-up.



Here are some settings we recommend to make sure emails don't get lost.



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Click the “Create Filter” button in the bottom right corner again to confirm. You’ve now told Gmail how to treat all new emails that match this filter!

BONUS TIP:

Consistency, consistency, consistency! Pre-sort settings are managed automatically, but you can train your email provider to sort emails the way you want through consistent behavior. Adding email addresses to your contacts, starring or marking emails as “important”, and marking emails as “not spam” all let Gmail know to prioritize these emails in your inbox! The more you do it, the faster Gmail learns what you want.

Need help with other email providers? Email RISEhelp@actionforchildren.org!

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