

SENIORS: DON'T MISS OUT ON IMPORATANT INFORMATION THIS YEAR! Create a folder in your WL student email account for all messages coming from the counseling office.

Follow these steps:

Create a label

1. On your computer, open Inbox.
2. On the left where your folders are, click Create new label.
3. Type a name for your label and click Create (we suggest Counselor Info).

Label emails

1. In the upper right corner, click  and then Settings.
2. Click the Filters and Blocked Addresses tab at the top.
3. Click Create a new filter in the center.
4. Enter email addresses separated by commas. Addresses that should be included are listed below.
5. Click Create filter with this search>> at the bottom right.
6. Click the box beside Skip the Inbox and Apply the label: Counselor Info (choose from the drop-down).
7. Click Create filter.
8. You're all set. Remember to check it frequently!

Use these email addresses for your filter:

From Mrs. Gruss grussa@wl.k12.in.us

From Mrs. Sheffield sheffieldl@wl.k12.in.us

From Mrs. Dobson dobsonc@wl.k12.in.us

From Mrs. Zink zinkj@wl.k12.in.us