Lightspeed

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Lightspeed Alert Admins Email Settings

Here are the instructions on how to disable Alert email notifications:

1.) Sign into <u>https://filter.lightspeedsystems.app</u>, (sign in with Google) click the green circle at the top right, and choose notifications.



2.) Toggle off Alert notifications

Notifications

Receive notifications via email.

Notifications				
	Alert			
	Self-Harm			
	Alert			
	Violence			
	Alert			
	Explicit			
	Alert			
	Bullying			

Lightspeed Alert Admin

Create A Email Rule for Lightspeed Alerts

1. Login to Gmail, and then click on the icon inside of the search bar.



2. Beside the From box, enter <u>do_not_reply@lightspeedsystems.com</u> and then click **Create** Filter

Q Search in mail							
From	do_not_reply@lights	peedsystems.com,					
То			•				
Subject							
Has the words							
Doesn't have							
Size	greater than	•	MB	-			
Date within	1 day	•		•			
Search	All Mail			*			
🔲 Has attac	chment						
			Create filter	Search			

3. Make sure your check boxes match these in order to create your rule and then click **create filter.**

Q fi	rom:(do_not_reply@lightspeedsystems.com) X	럁
÷	When a message is an exact match for your search criteria:	
	Skip the Inbox (Archive it)	
\checkmark	Mark as read Unless you want to see a number when each one comes through	
	Star it	
\checkmark	Apply the label: Choose label	
	Forward it Add forwarding address	
	Delete it	
	Never send it to Spam	
	Send template: Choose template 👻	
	Always mark it as important	
	Never mark it as important	
	Categorize as: Choose category	
	Also apply filter to matching conversations. You can check this box if you want to free up some from your inbox that are already there.	
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