FOR GMAIL USERS

How to move emails from All Saints from *Promotions* to *Primary* tab

NOTE: This must be done from a computer or mobile browser (cannot do this within the phone app)

1. Login to your gmail account. Notice the tabs across the top.

- Compose	□- c :	1–50 of 918 < > ≣∎ -		
	Primary	🚜 Social 🗣 Promotions	Updates	
C Snoozed	🗌 ☆ ContactsDirect	Countdown Time: 20% Sale Ending - Act now to save on	your summer contacts Jul 4	
Meet	🔲 ☆ Br. Thomas Hetland	checking in - Hi, Cathy, I have been meaning to write you	for some time now. Tha Jun 11	L
New meeting	🔲 🚖 me, Emily 2	Virtual retreat this Sunday! - Cathy, I was unable to make	the retreat, but it looked Jun 1	

2. Go to your Promotions folder and look for email from All Saints.

- Compose	□- C :	1-50 of 505 〈 〉	II -	
	Primary	Social Promotions	Updates	
Inbox				
Snoozed	🔲 🙀 All Saints Catholic.	Jueves Noticias y Notas - ¡FELIZ VERANO! Haga clic aquí para	ver como una pág	Jun 23
New meeting	🔲 🙀 Zoom Video Communic.	[Upcoming Webinar] Hardware Solutions For Your Hybrid Mee	tings - Join us as	Jun 23
Join a meeting	Enatics.com	Top Tier Gear Picked Just For You + Free Shipping >> - Limited	I Time!	Jun 23

3. Click and drag the email over the Primary folder and drop it there.

+	Compose	□- C :			1-50 (of 505 < >	≣∎ -	
		Primary		Social Promotions	0	Updates		
	Inbox	Drag here to move messages		Drag here to move messages		Drag here to move	messages	
0	Snoozed	All Saints Catholic.		Jueves Noticias y Notas - ¡FELIZ VERANO! Haga clic aquí para	ver con	no una pág	Jun 23	
>	Sent	☆ Zoom Video Communic.		[Upcoming Webinar] Hardwa 🔀 Move 1 conversation		n us as	Jun 23	7
	Drafts 5							-8
	Breanna	Tanatics.com		Top Tier Gear Picked Just For You + Free Shipping >> - Limited	d Time!		Jun 23	1

4. CLICK "YES" WHEN IT ASKS, "DO THIS FOR FUTURE MESSAGES?"

Compose				1-50 of 504 < 🔸	II -
Inbox 1	Primary	🔐 Social	Promotions	Updates	
Conversation moved to Primary.	Do this for future messages from	×	Undies for All - Hanes Ultimate Bras fror	m \$15.99 <mark>+ Underw</mark>	Jun 26
omce@asca.eduk12.net?		Yes Undo	16! - No Butts About It— This Deal Rocks!	No Butts About It	Jun 26
📟 Join a meeting	ы м эпориацинан	ni menu, nave tou	Taken Advantage of Our FREE Shipping O)ffer Yet? - SAVE U	Jun 25

5. Now your emails from All Saints will always come to your Primary tab!

- Compose	□- C :	1−50 of 919 < > ≣∎ -
	Primary A Social Promotions	Updates
Snoozed	🗌 🚖 ContactsDirect Countdown Time: 20% Sale Ending - Act now to save o	n your summer contacts Jul 4
Meet	🗌 ☆ All Saints Catholic. 🥑 Jueves Noticias y Notas - ¡FELIZ VERANO! Haga clic a	quí para ver como una pág Jun 23
New meeting Join a meeting	📄 🏫 Br. Thomas Hetland checking in - Hi, Cathy, I have been meaning to write yo	u for some time now. Tha Jun 11

More information here: <u>https://knowledgebase.constantcontact.com/articles/KnowledgeBase/6657-get-your-email-into-gmails-primary-tab?lang=en_US#Benefits</u>