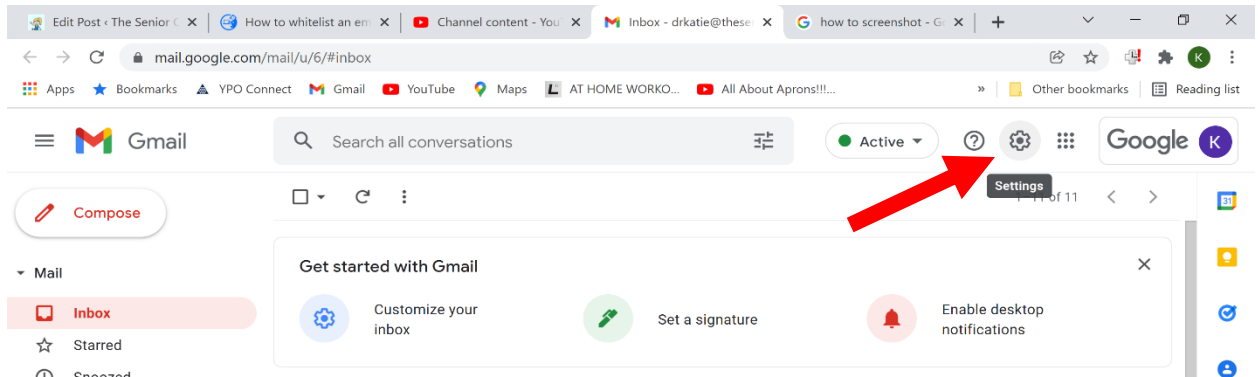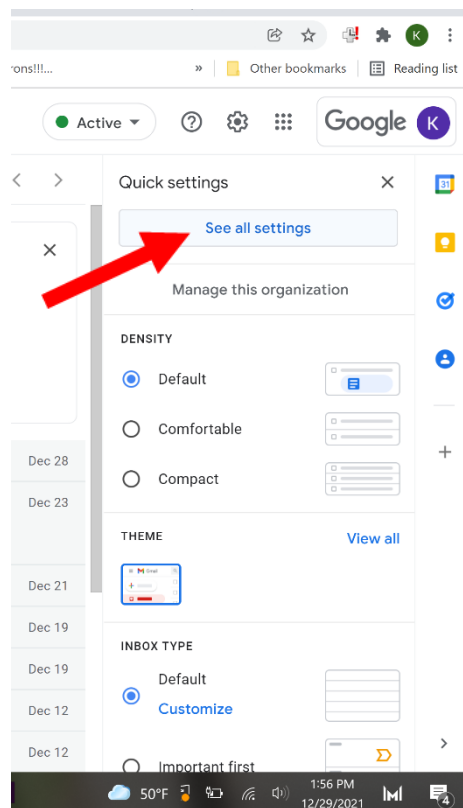# How to Make Sure Your Emails Go to Primary Mailbox (and Not Spam!)
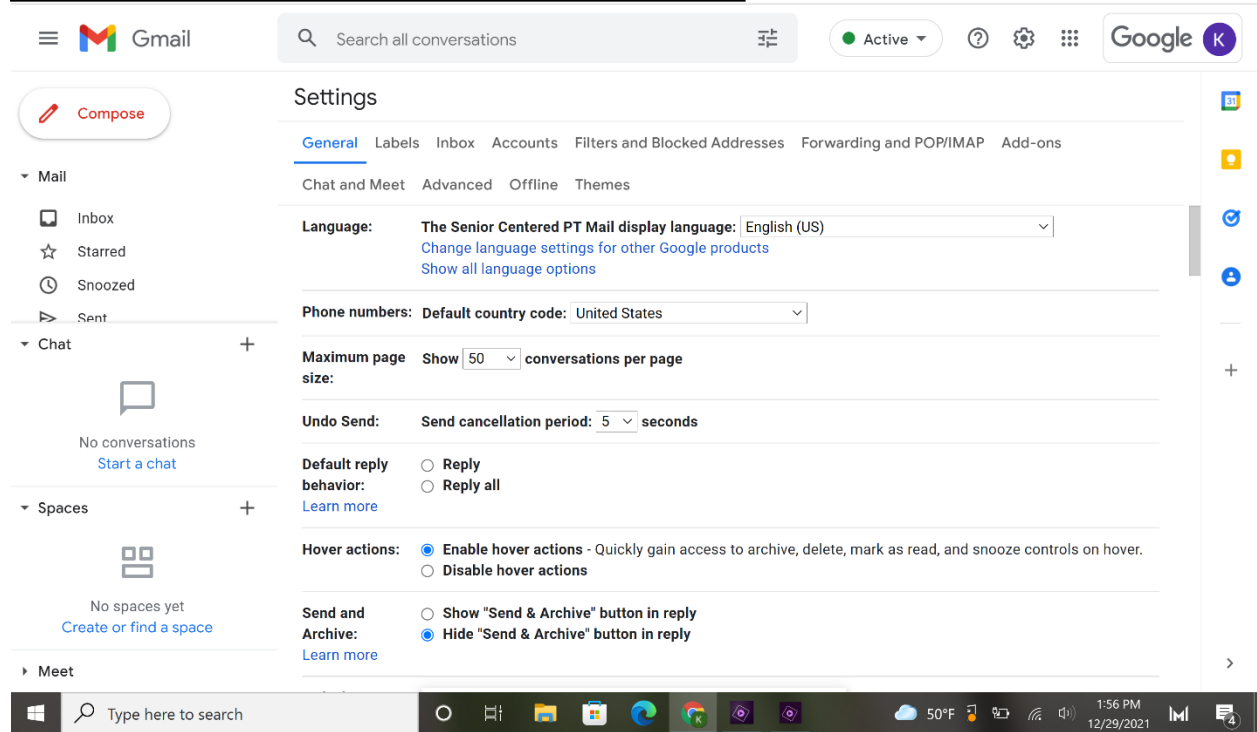
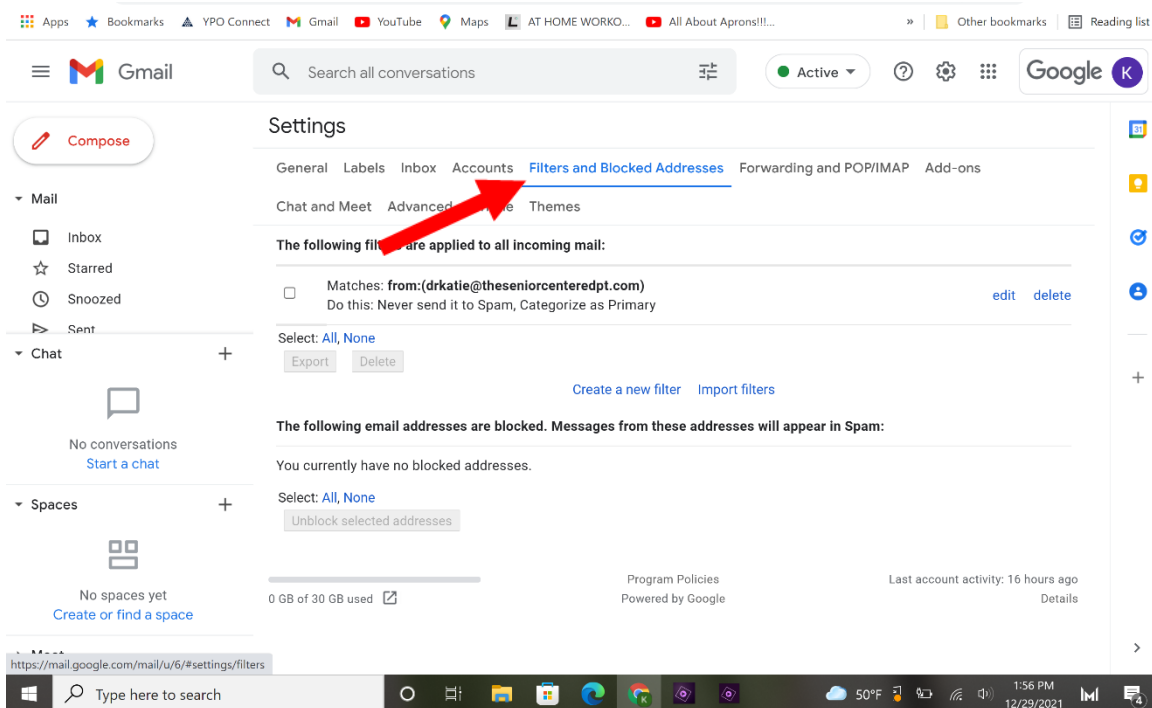1. Click on the settings cog in the top right section in Gmail.

2. Click "See all settings"
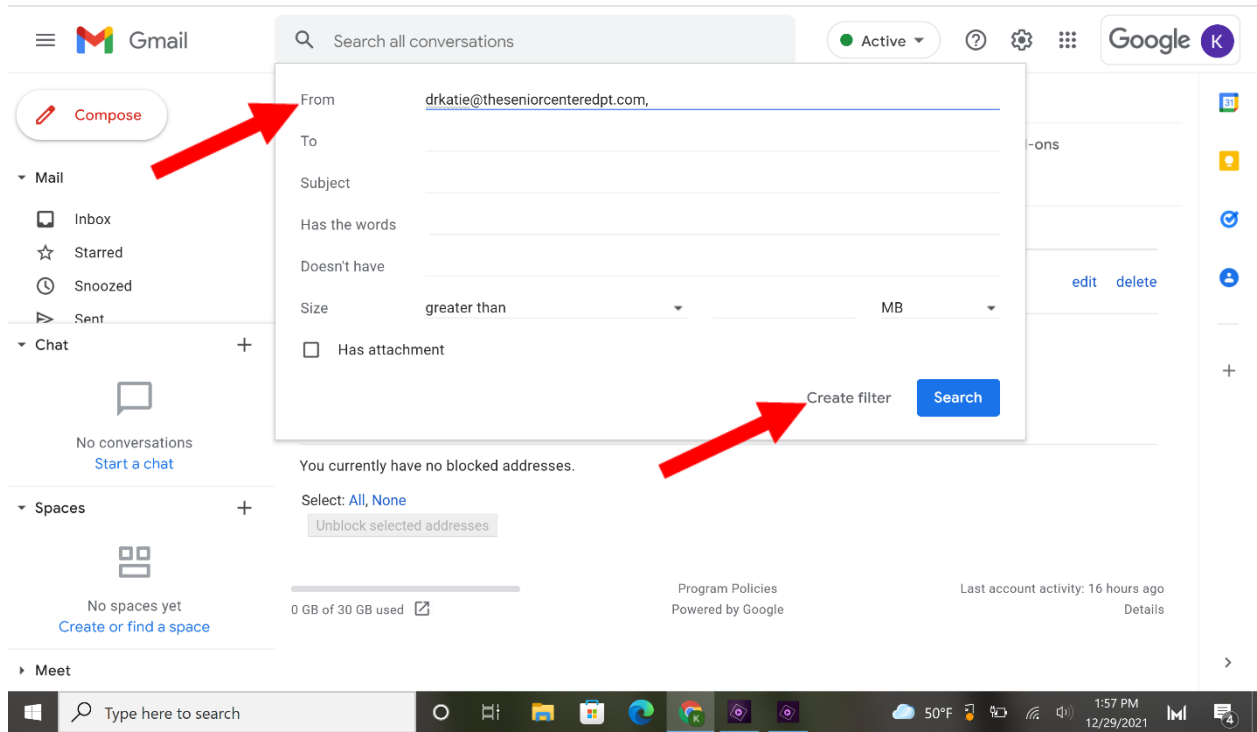
3. You will see the following screen.

4. Click "Filters and Blocked Addresses"

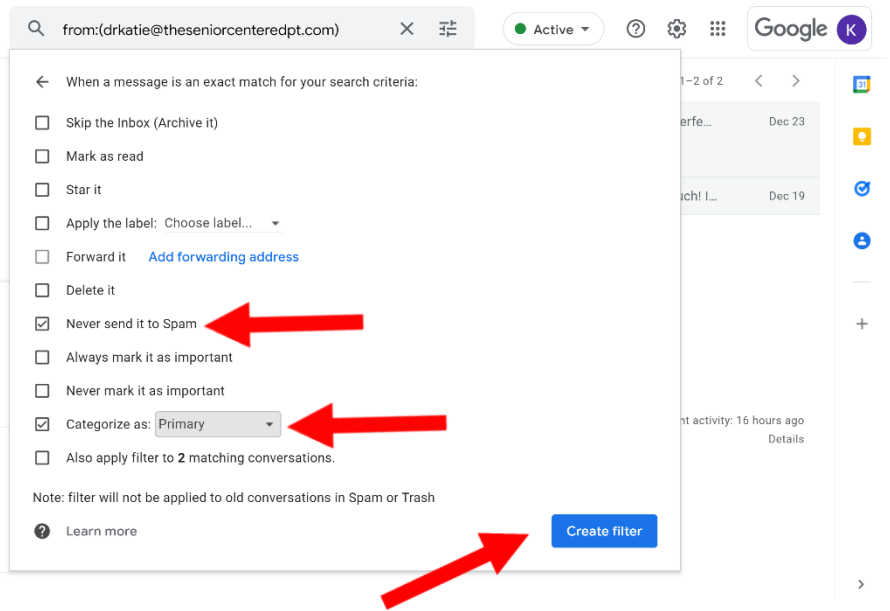5. Type drkatie@theseniorcenteredpt.com on the "From" line

6. Click "Create Filter"

7. Check "Never send it to Spam" and "Categorize as: Primary"

(You'll select Primary from drop-down menu)

8. Click "Create Filter" again.

All Done! Now your emails from The Senior Centered PT will go to your Primary Inbox, so you won't miss a thing!