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"

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3. You will see	the foll	owing screen.	
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☐ Inbox ☆ Starred	Language:	The Senior Centered PT Mail display language: English (US) ✓ Change language settings for other Google products Show all language options	0 0
Sent	Phone numbers	: Default country code: United States	
- Chat +	Maximum page size:	Show 50 \sim conversations per page	+
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Start a chat	Default reply behavior: Learn more	 Reply Reply all 	
	Hover actions:	 Enable hover actions - Quickly gain access to archive, delete, mark as read, and snooze controls on hover. Disable hover actions 	
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	Matches: from:(drkatie@theseniorcenteredpt.com) edit delete Do this: Never send it to Spam, Categorize as Primary edit delete				
	Select: All, None Export Delete Create a new filter Import filters The following any ill address on block of the set o				
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5. Type <u>drkatie@theseniorcenteredpt.com</u> on the "From" line6. Click "Create Filter"

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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!