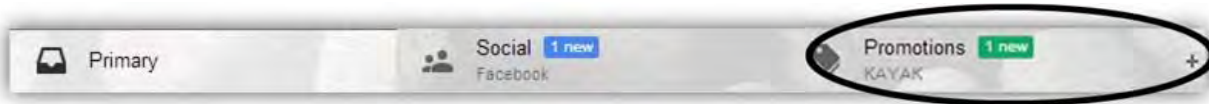


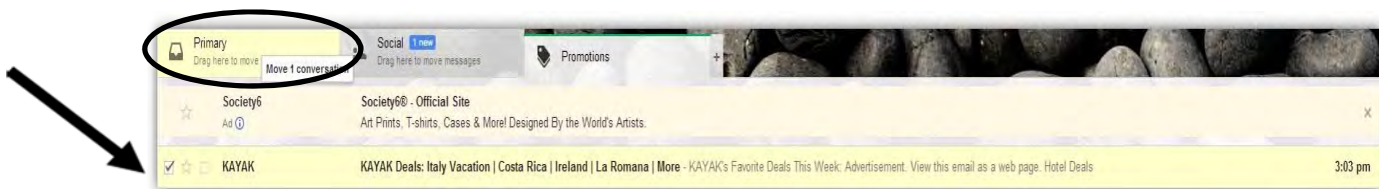
How To Move Email (Gmail) from the Promotions tab to Primary tab

Periodically, the MIT Alumni Association receives inquiries from alumni that they are not receiving their email from their class, club or group. If they are a Gmail user, we recommend checking the following setting to ensure that email is received properly. By default, email may sometimes be stored under the Promotions tab as Gmail might classify this as some sort of promotion. Instead, the user can update the settings of the emails that they receive by following the directions below to ensure that no email is lost. To move MIT correspondence from the promotions tab to the primary tab, please follow the instructions below.

1. Go to **Gmail.com**
2. Click on the **Promotions** tab.



3. Select the email to be moved to the **Primary** tab.



4. Drag and drop the email into the **Primary** tab.
5. Once this is done, all other emails from this sender will be directed to the **Primary** tab.

More detailed information on how to hide tabs can be found here: <https://support.google.com/mail/answer/3055016?hl=en>

Note: *If* this continues to happen regularly, perhaps at the bottom of the email a note could be added to let Gmail users know to check their promotions tab for email they might have missed. Once the email is moved to the Primary tab, all subsequent email from that sender will appear under the Primary tab.