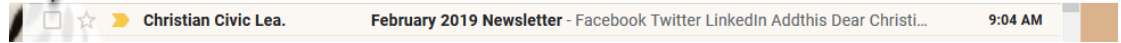


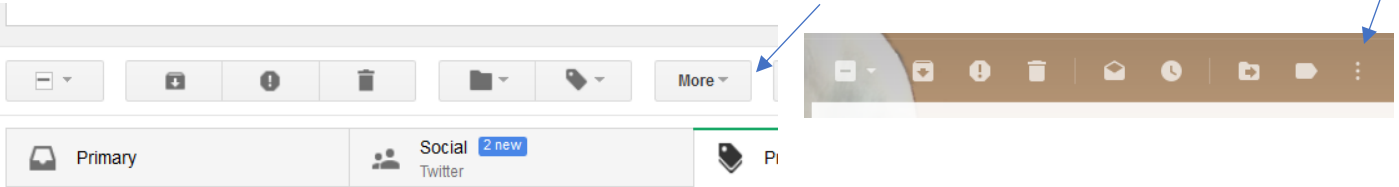
# To Stop Important Emails from going to Promotions (Gmail)

1 Find the lost email in your Promotions

2. Click the check box next the email



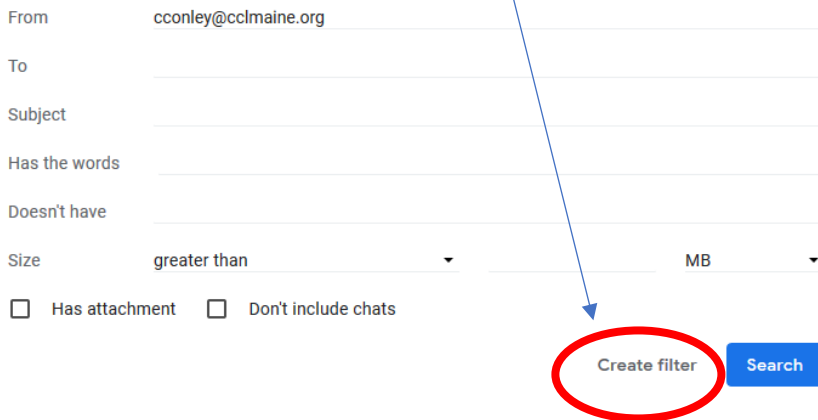
3. Go to the More tab (It's way up top) or it maybe just be 3 dots.



4. After selecting more or the three dots, Choose "filter messages like these".

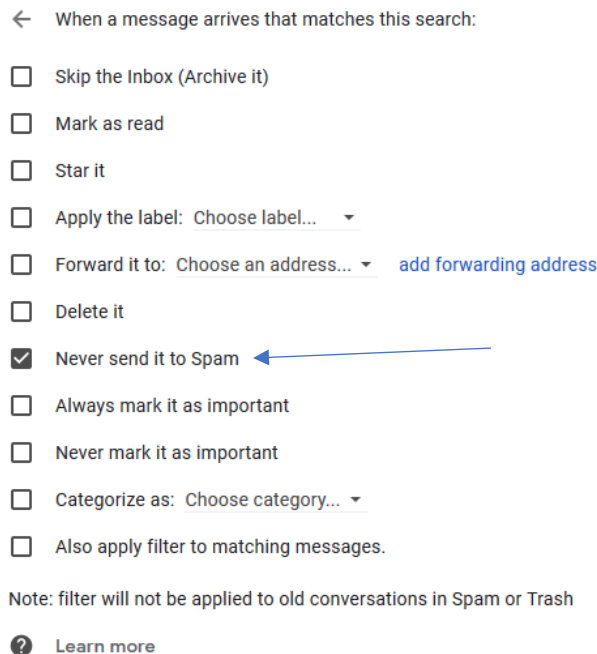
5. Filter from: should say [cconley@cclmaine.org](mailto:cconley@cclmaine.org)

6. In lower right corner choose "Create Filter"



7. Check the box next to "Never send it to spam" and "Always mark it as important"

8. Click "Create Filter"



Now just add [CConley@cclmaine.org](mailto:CConley@cclmaine.org), and [communications@cclmaine.org](mailto:communications@cclmaine.org) to your address book.