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
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, and communications@cclmaine.org to your address book.