

GMAIL – HOW TO ADD SENDERS TO YOUR INBOX

Gmail

To get autoresponder emails into your primary Gmail inbox, either drag an existing email from Promotions to Primary and check "Always use this category," create a filter to categorize future emails as "Primary," or disable the Promotions tab entirely in Gmail Settings to move everything to Primary. Creating filters or moving emails manually trains Gmail's algorithm to recognize them as important, while turning off the tab is a more drastic, all-or-nothing solution for users who don't want tabs at all.

Method 1: Train Gmail with Drag & Drop (Best for Senders)

This teaches Gmail that *this* sender's emails are important.

1. Find an email from the autoresponder in your Promotions tab.
2. Click and drag it to the **Primary** tab at the top.
3. A message will pop up asking if you want to do this for future messages from that sender; click **Yes** or **OK**.

Method 2: Create a Filter (For Specific Senders)

This automatically moves emails from a specific address.

1. In the Gmail search bar, type `from:sender@example.com` (replace with the actual sender's email) and press Enter.
2. Click the **Show search options** icon (downward arrow) in the search bar.
3. Click **Create filter**, then check **Categorize as** and select **Primary**.
4. (Optional) Check **Always mark as important** and **Never send to Spam** for extra reinforcement.
5. Click **Create filter**.

Method 3: Disable the Promotions Tab (All-or-Nothing)

This moves all emails from Promotions and other tabs (Social, Updates) into your Primary inbox.

1. Click the **Settings gear** (top right) in Gmail and select **See all settings**.
2. Go to the **Inbox** tab.
3. In the "Inbox type" section, select **Default**.
4. Under "Categories," uncheck the box next to **Promotions** (and any others you want gone).
5. Scroll down and click **Save Changes**.