



Apple Valley Unified
AVUTA
Teachers Association

August 2020 Tip of the Month

Gmail and Its Separate Folders

Do you have a GMAIL account? Are you getting your emails in multiple folders or sometimes can't find an email someone sent you? I know that some emails AVUTA has sent have gone into Social and Promotional Tabs, instead of directly into the inbox. First, make sure this address is added to your contacts list www.avuta.pres; that way, it won't go into the SPAM folder. Next, you can do two things. Get rid of the Social and Promotional Folder altogether or start looking at the emails in those folders and tell Google which emails need to be trained to go directly into your inbox, not one of those folders. Below are the instructions. Below are the instructions:

Add or remove category tabs

1. On your computer, open [Gmail](#).
2. At the top right, click Settings  > See all settings.
3. Click the Inbox tab.
4. In the "Inbox type" section, select Default. Note: To hide all tabs, select another inbox type.
5. In the "Categories" section, check the boxes of tabs you want to show. Note: You can't make new tabs; you can only show or hide existing ones.
6. Scroll to the bottom, then click Save Changes.

Note: If you've [turned on notifications](#), you'll only get notifications about emails in your Primary category.

Move an email to a new category

1. Drag an email to a category tab to add it.
2. To move all future emails from that sender to that category, on the bottom left pop-up notification, click Yes.

Thank you for reading the August Tip of the month. Remember, AVUTA has a website (www.avuta.us) and a Facebook page (<https://www.facebook.com/groups/avuta/>), please bookmark and/or join if you are a member.