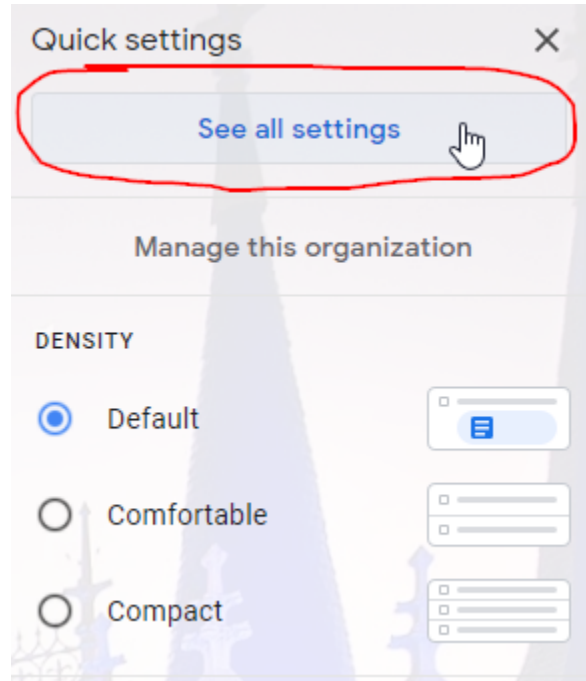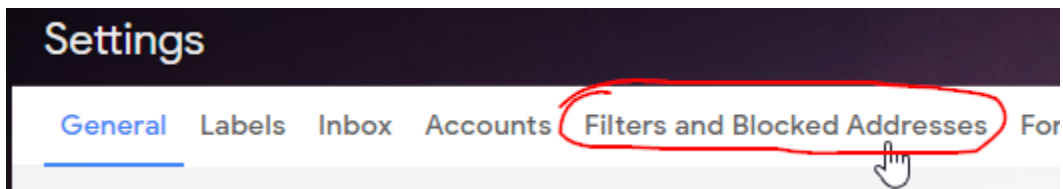# Gmail
Filter Messages To Primary Inbox

1. Log into Gmail.
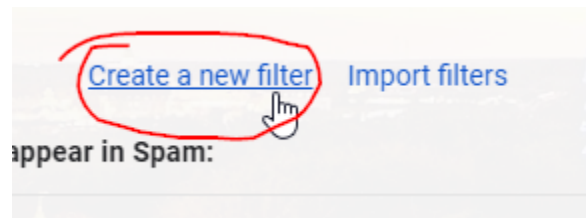2. Click on your Settings COG.

3. Select "See all settings".

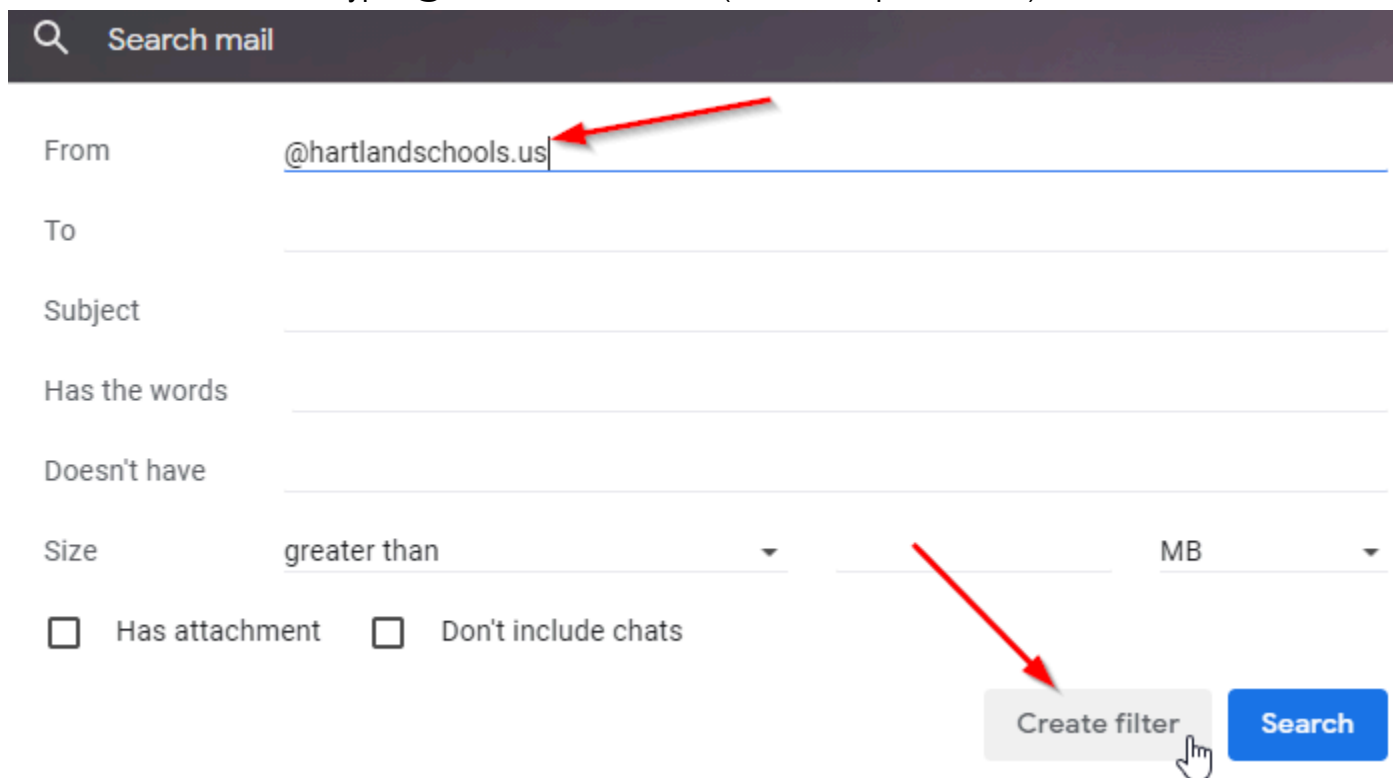4. Select "Filters and Blocked Addresses" from the tabs at the top.

5. Find the "Create a new filter" link and click on it.

6.

7. In the "From" field type "@hartlandschools.us". (do not use parenthesis)
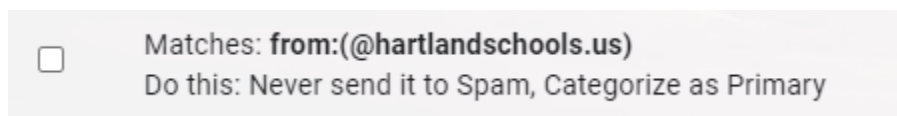

8. Click the "Create filter" button.

9. Click in the checkboxes "Never send it to Spam", and "Categorize as:" and select the dropdown arrow selecting "Primary".

10. Click the "Create filter" button.

11. You will now have a filter that looks like the one below:

Matches: **from:(@hartlandschools.us)**
Do this: Never send it to Spam, Categorize as Primary

12. You may now return to your inbox and go about your day knowing that any messages from anyone @hartlandschools.us will always be placed in your primary inbox.