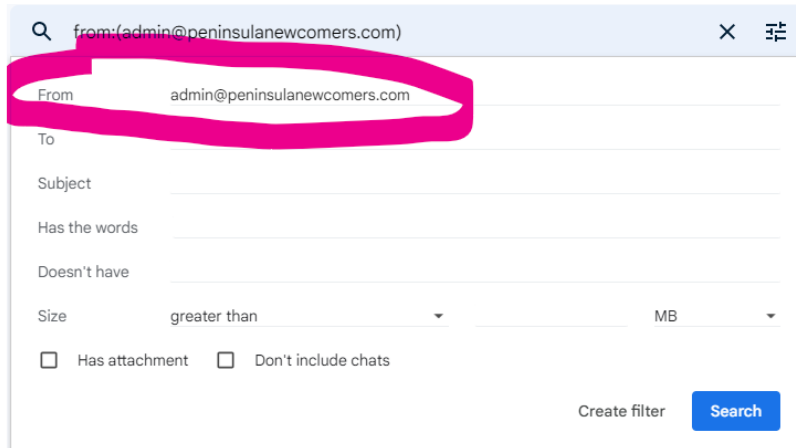


CHANGING EMAIL SETTINGS SO PNC EMAILS GO TO THE INBOX

- 1) Find the email in your **Promotions tab** and click it to open.
- 2) Click on the **three dots** (top right corner of the email) and then click on Filter messages like this
- 3) Ensure the sender address is correct and click the **create filter** button



from:(admin@peninsulanewcomers.com)

From admin@peninsulanewcomers.com

To

Subject

Has the words

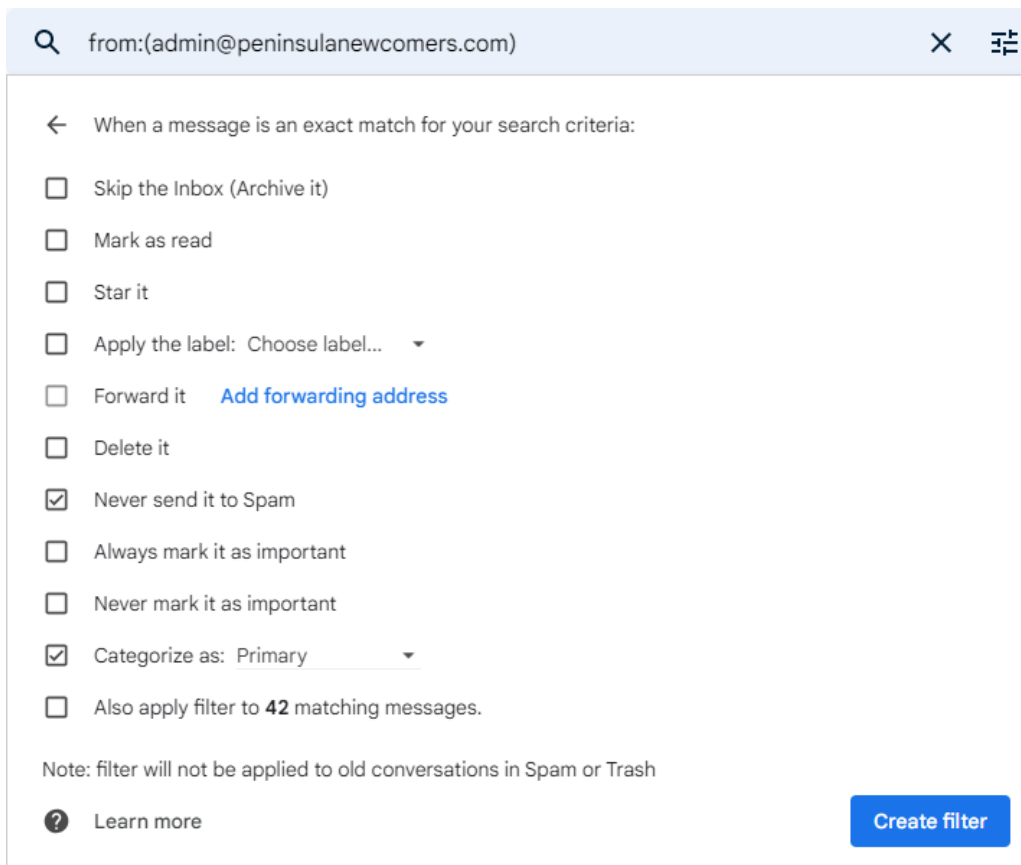
Doesn't have

Size greater than MB

Has attachment Don't include chats

Create filter [Search](#)

- 4) Check the Never send it to **spam** and **categorize as** options from the list



from:(admin@peninsulanewcomers.com)

← When a message is an exact match for your search criteria:

Skip the Inbox (Archive it)

Mark as read

Star it

Apply the label: Choose label...

Forward it [Add forwarding address](#)

Delete it

Never send it to Spam

Always mark it as important

Never mark it as important

Categorize as: Primary

Also apply filter to **42** matching messages.

Note: filter will not be applied to old conversations in Spam or Trash

[Learn more](#) [Create filter](#)

- 5) Select the **Primary** option from the dropdown list next to Categorize as
- 6) Click on the create filter button.