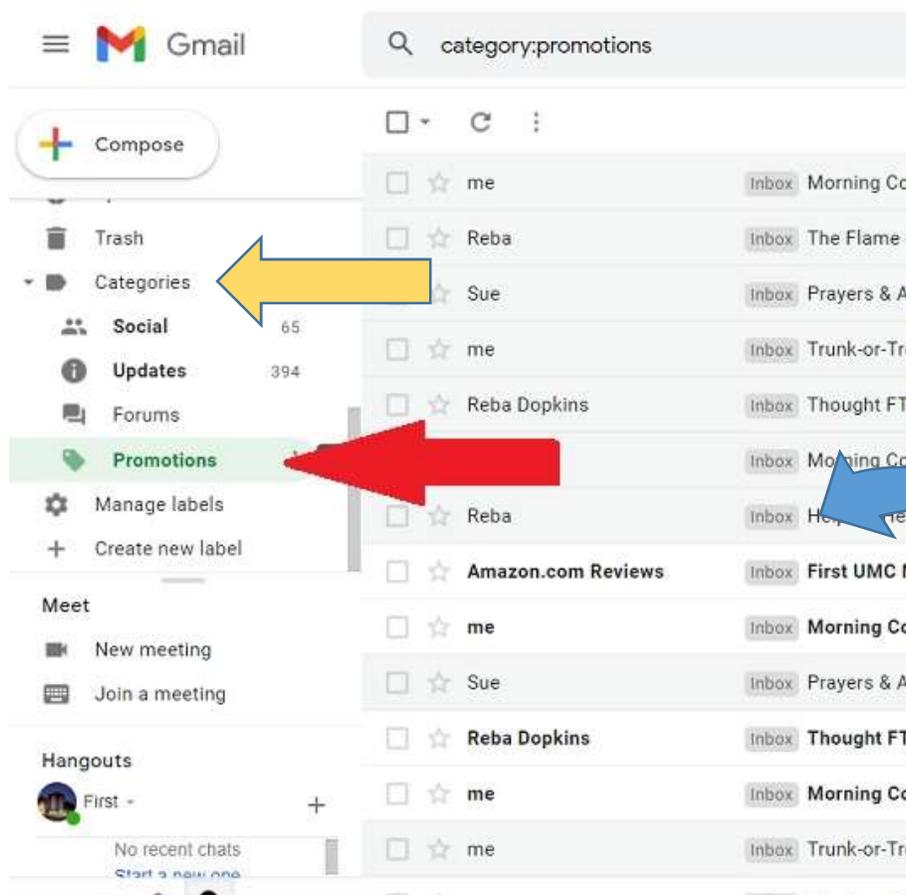# Getting your Church E-Mails with GMAIL

First, a little explanation: Gmail is a wonderful, secure, and free emailing system. It is run by Google, which has always held user security as a central principle in their business model. BUT, sometimes that security can be a bit annoying – such is the case with mass e-mail systems such as the one FUMC uses.

To protect its users from spam email, it has created "tabs" in your email inbox. Any emails that come from a mass emailing system is automatically routed to a tab in your inbox – kind of like an inbox INSIDE your inbox – it's called "Promotions". To find your promotions tab, simply scroll down on the left of your gmail page, then:

1. Click and open "Categories" (yellow arrow below) to open, and
2. Find and click "Promotions" (red arrow below).

When you click on the promotions tab, you'll probably see all the emails you've NOT been getting from the Church. You will also probably see a great many other promotional emails from a lot of different sources that you (or somebody else) signed you up for.
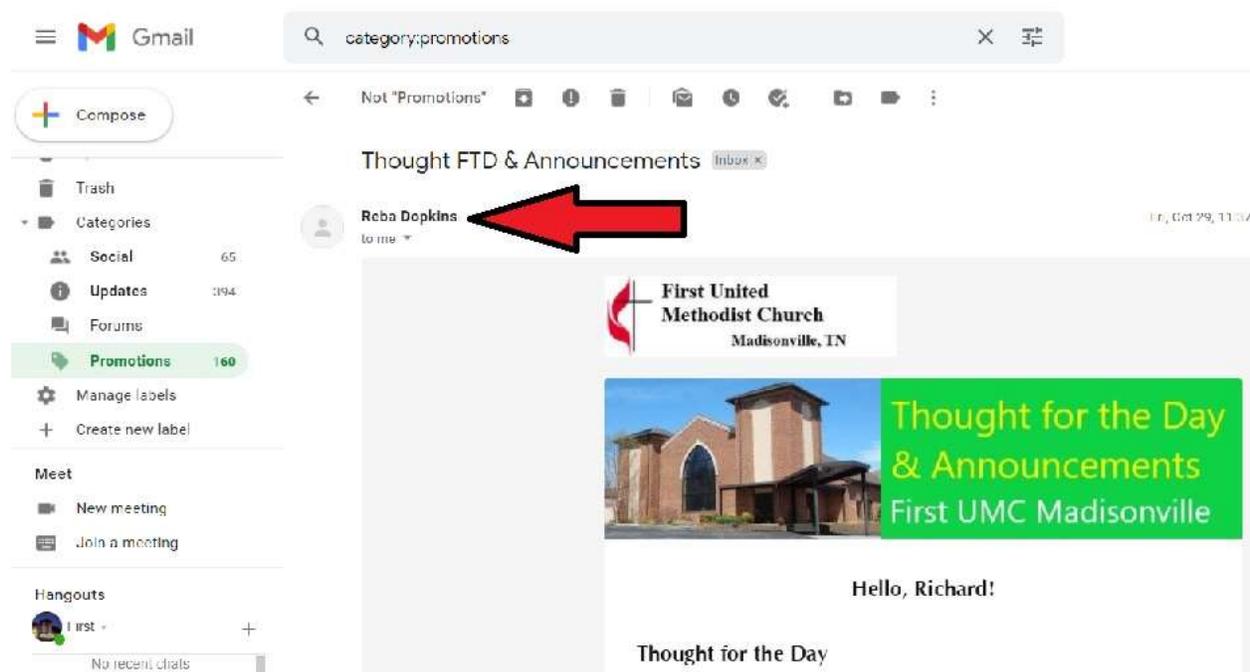
How Do I Get My Church Emails To Go Into My Regular Inbox?
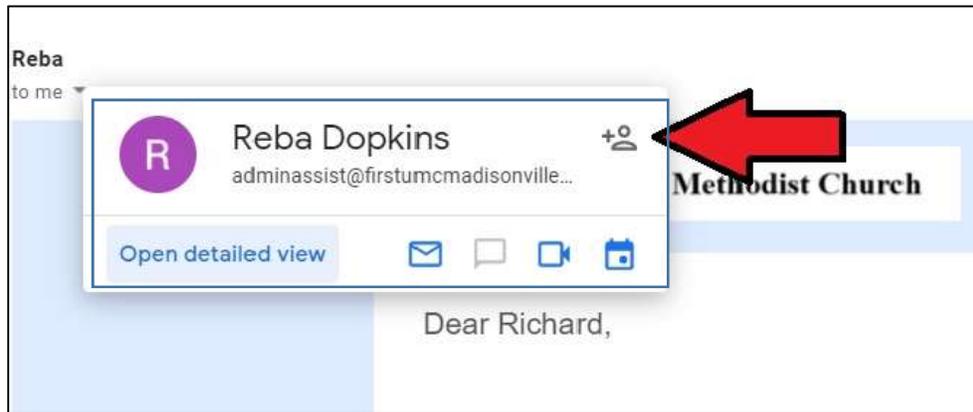
There are two ways:

1. **Disable the promotions tab altogether**. I don't recommend this method because once you disable it, your inbox could get so flooded with junk email messages that your important messages could get lost. If you'd like to disable the promotions tab anyway, let me know, and I'll walk you through it.

2. (I like this option better) **Add particular senders to your "contacts" list in gmail.** Gmail will send any email coming from one of your "contacts" directly to your primary inbox. This is an easy solution.

Inside your promotions tab/folder, click on an email from someone you WANT to receive them from. In this instance, Reba,

When it is open, **put and hover your mouse over the name of the sender**, like below

After a second or two, the contact information will pop up in a little box, like this:

Click on the symbol to the right of the person's name (where the red arrow is pointing above) – that symbol stands for "add person"

Once clicked, that person is now a contact, and mass emails that come from that email address will now make it into your email inbox for you to see right away.

One last step:

You'll need to repeat this step for each of the email addresses used by the Church to send messages, including:

sue@firstumcmadisonville.org (Sue)

adminassist@firstumcmadisonville.org (Reba)

cblack@firstumcmadisonville.org (Pastor Chris)

firstumcmadisonvilletn@gmail.com (General Church Email)