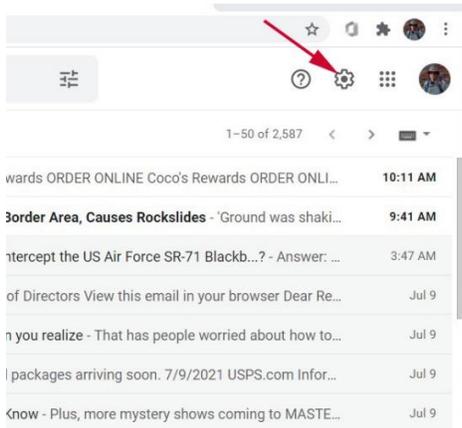


Gmail Category Display Change Procedure

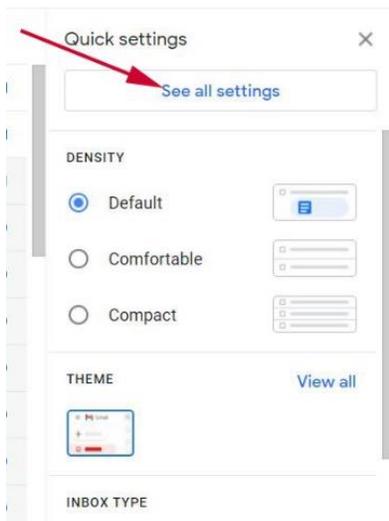
Change Gmail to display RCLW and other Promotion Category emails in your Primary inbox.

Note: This procedure applies to Gmail online (mail.google.com...) through your browser. If you use the Gmail app instead of a browser for Gmail, skip to the note at the end of page 2.

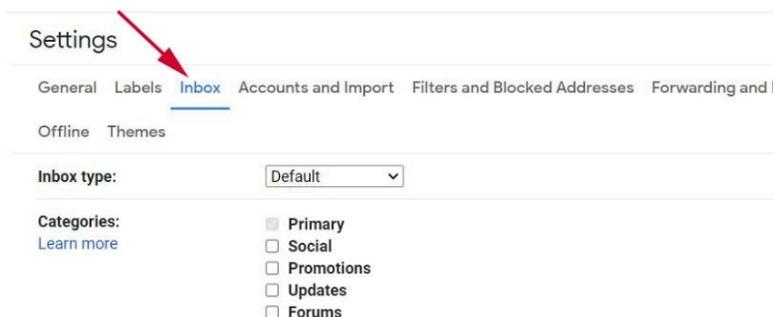
1. Open Gmail by going to mail.google.com in your browser (Chrome, Edge, Firefox, etc.)
2. **Click Settings** near the upper right corner of the page.



3. Click See all settings

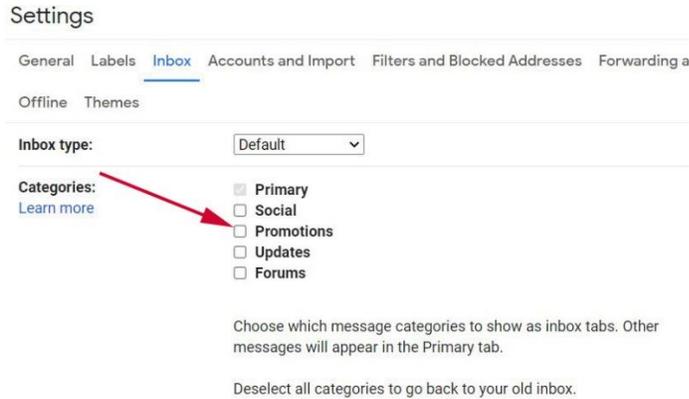


4. Click Inbox

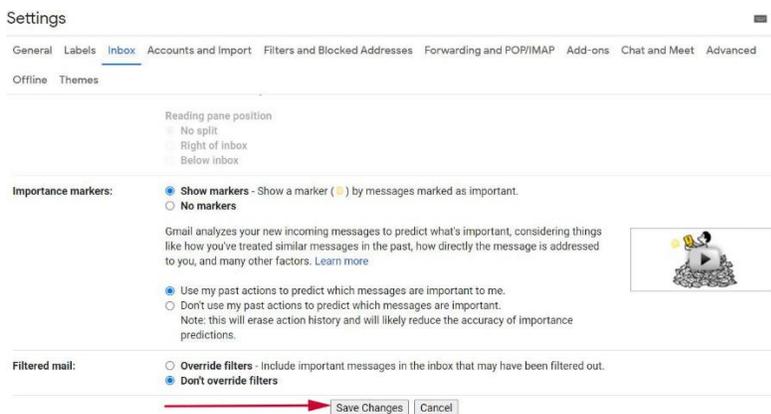


Gmail Category Display Change Procedure

5. Click to Uncheck Promotions to leave the box empty.



6. Scroll down to the bottom of the page and click “Save Changes.”



7. That’s it! Click your inbox to exit settings. You should now be able to see email from our new address in your Primary inbox.

Note: For more information, search on “**add or remove inbox categories & tabs in Gmail**” in your browser or [click here](#) if you’re reading this online. In either case, you should end up on a page called “Add or remove inbox categories & tabs in Gmail” in Gmail Help. **This page also provides instructions for changing the Gmail app on Android and Apple iOS devices.**