

**Read this if you use Gmail!**

Gmail is phasing in a new "tabbed inbox" system. It splits the inbox into separate inboxes and creates tabs across the top labelling each.

The problem is that some emails that PMI sends may go into the Promotions folder. There is an easy fix for this issue. If the tabbed inboxes have been turned on:

* Click on the Promotions inbox tab
* Drag the email into the Primary tab
* When prompted, choose to do with future email, click Yes

 For more information from Google click [here](https://support.google.com/mail/answer/3055016?hl=en).