Open your Gmail account and click on the "gear" icon in the top right
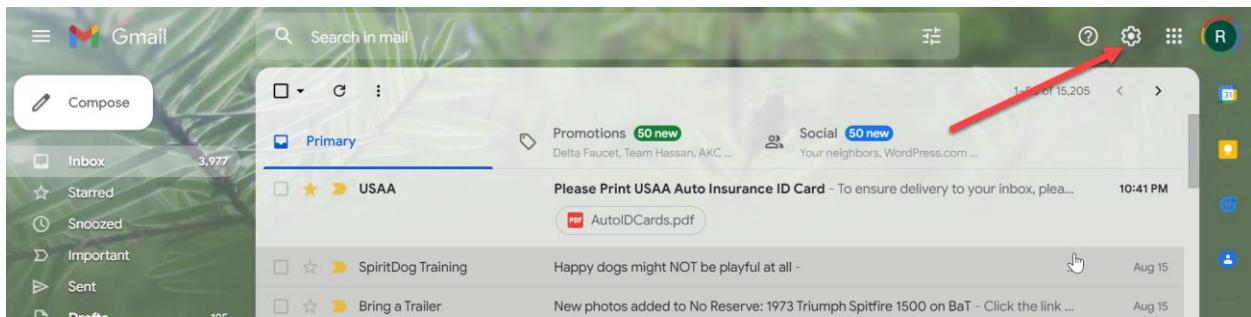
Be sure to select "See All Settings"
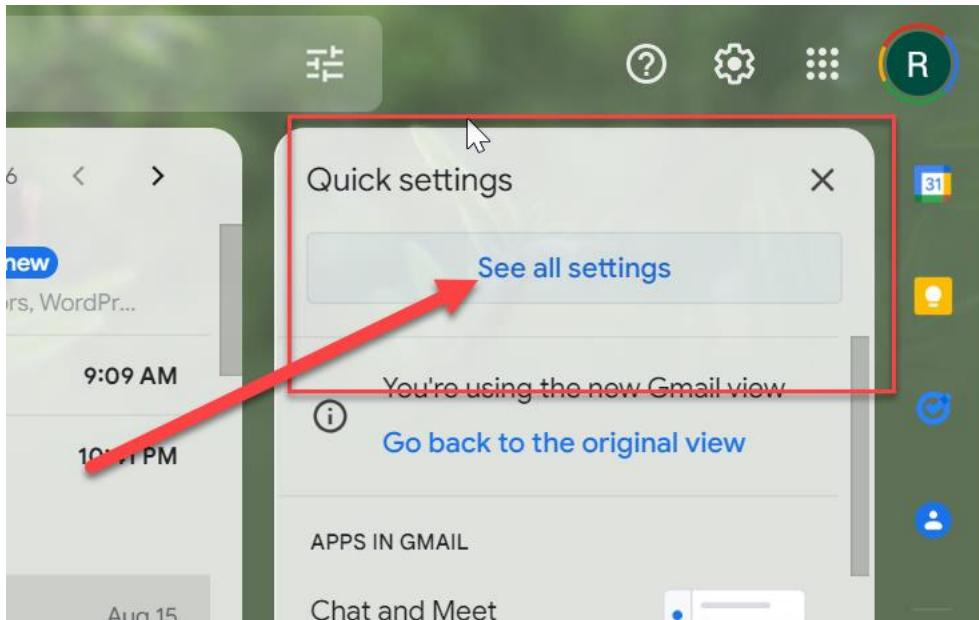
Choose "Filters and Blocked Addresses" and then click "Add New Filter"
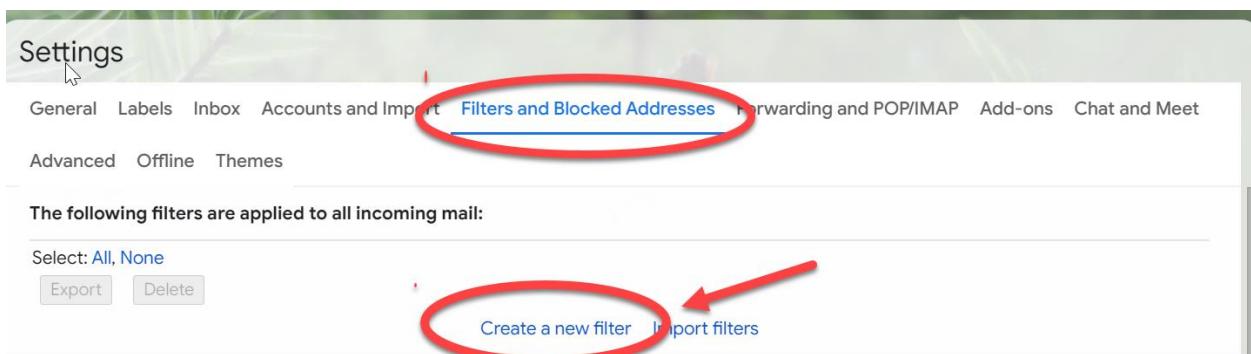
Then add the email address of the contact you want to move to your primary folder.

Then click "Create Filter"

From	dwmnanm@gmail.com
To	
Subject	
Has the words	
Doesn't have	
Size	greater than ▾ MB ▾

Enter the email address of the contact you want to go to your primary folder. In this case it is the Neighborhood Association email address

☐ Has attachment   ☐ Dor

Then click "Create Filter"

Create filter   **Search**

_____

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

☐ Skip the Inbox (Archive it)

☐ Mark as read

☑ Star it

I like to highlight important emails from the Neighborhood Association

☑ Apply the label: DWMNA ▾

I use labels to help classify my emails. In this case I chose "DWMNA"
This step is not necessary

☐ 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 ▾

Most importantly, click on the dropdown box at the "Categorize as" and select "Primary". This will move the email into the main folder

☐ Also apply filter to **14** matching messages.

Dont forget to click "Create

❓ Learn more   **Create filter**

Final result

Settings

General   Labels   Inbox   Accounts and Import   Filters and Blocked Addresses   Forwarding and POP/IMAP   Add-ons   Chat and Meet

Advanced   Offline   Themes
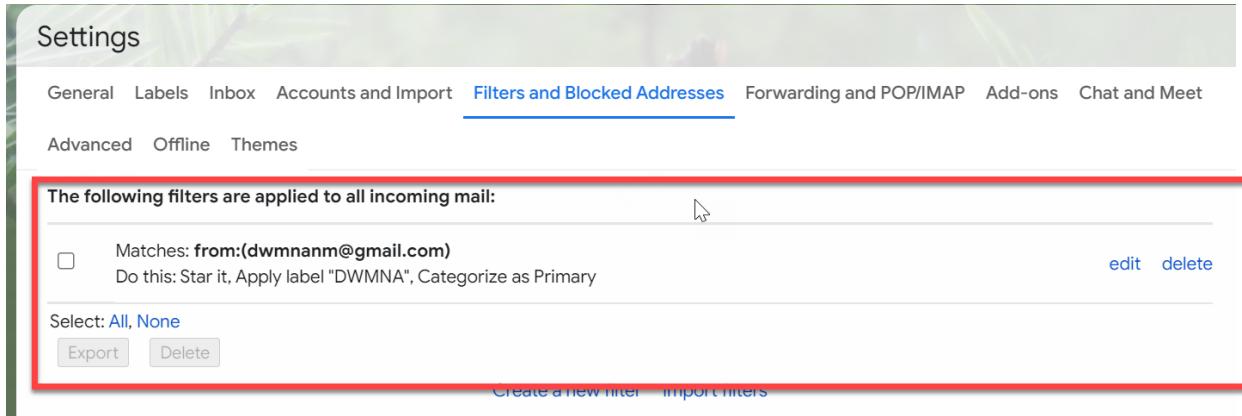
The following filters are applied to all incoming mail:

☐   Matches: **from:(dwmnanm@gmail.com)**   edit   delete
          Do this: Star it, Apply label "DWMNA", Categorize as Primary

Select: All, None
Export   Delete

Create a new filter   Import filters