

## Gmail might be hiding your emails - Inbox reconfiguration during 2013

### **Gmail has just made a change to its system, which may hide emails in your inbox.**

Since the middle of 2013, Gmail has been rolling out a new tabbed interface for the inbox. At first glance, this looks great for email organization. On further inspection, these new tabs can be confusing. Google describes the new tabs as a way to 'put you back in control', so that you can see what's new at a glance and decide which emails you want to read and when.

You get five optional tabs; Google automatically sorts your inbox into these tabs using its special algorithms:

**Primary:** person-to-person conversations and messages that don't appear in other tabs

**Social:** messages from social networks, media-sharing sites, online dating services, and other social websites.

**Promotions:** deals, offers, and other marketing emails

**Updates:** personal, auto-generated updates including confirmations, bills, receipts, bills, and statements

**Forums:** messages from online groups, discussion boards, and mailing lists

You can also choose to force emails from all tabs to display in the Primary tab (in addition to the other tab). More info at links:

<https://support.google.com/mail/answer/3055016?hl=en>

<http://lifehacker.com/everything-you-need-to-know-about-gmails-new-super-co-511765933>

### **What you can do about it:**

- **To retrieve any missed emails** - at left of the page, go to your **All Mail** section

- **To manually reconfigure your Gmail inbox**

**If you want to use Inbox Tabs**

To make sure you don't miss out on vital emails, follow these two simple steps:

i) Just drag & drop a subject email from your "Promotions" tab to your "**Primary**" Tab (alternatively, right click the subject email, select "Move to Tab", and select "Primary")

ii) A message will come up to ask "**Do this for future messages** from [subject address]" - click YES

- **How to Disable the Tabbed Inbox If You Don't Like It**

If you don't like the new feature, it's pretty easy to get a more traditional inbox back.

Go to the **settings cog** in the upper right-hand corner > **Settings** > **Configure inbox** > uncheck all boxes except **Primary** > **Save**

This will remove the tabs and bring you back to the old, familiar, one-inboxed interface.

Also, recommend you go to: the **Settings cog** in the upper right-hand corner > **Settings** > **Inbox** > **Inbox type** > **Unread first** > **Save Changes**

And while you're on the Inbox page:

**Inbox unread count** > **Unread items in the first section** > **Save Changes**

**Filtered mail** > **Override filters** > **Save Changes**

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