Create a Filter that Moves Emails to a Different Tab

1. From within the email, click the icon with three vertical dots and select: **Filter messages like these**.
2. Make sure the **FROM** field has the correct address and click **CREATE FILTER**
3. Check the Categorize as box and select the category you want to move it to (INBOX)
4. You can also check **Apply Filter to (#) matching conversations** box to existing emails re-categorized
5. Click **Create Filter.**