Twitter Thread by Marius Hauken

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9 must-have Gmail skills everyone should know:

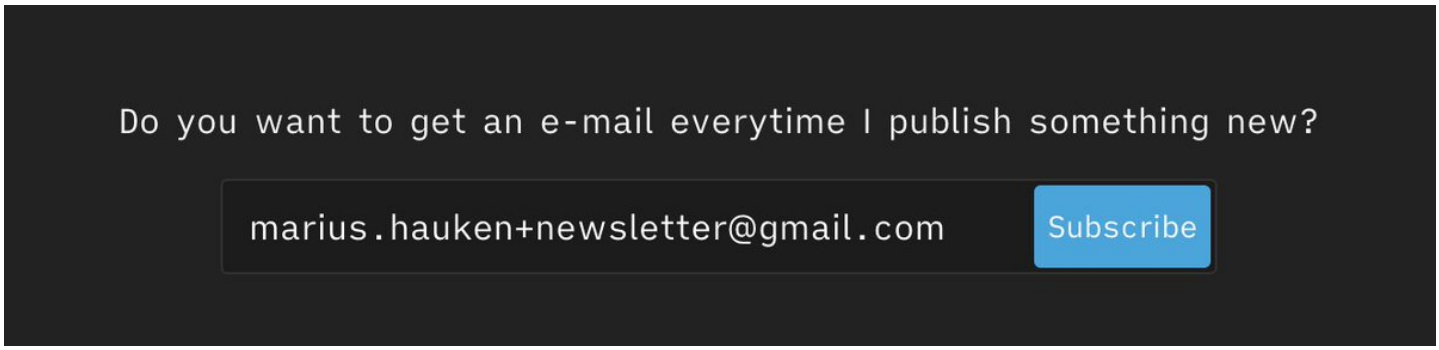
1. Use unique emails for subscriptions

You can use a + after your alias and a text to create rules to auto-tag your emails.

[alias]+[whatever]@gmail.com

F.ex: marius.hauken+newsletter@gmail.com can be automatically tagged "newsletter"

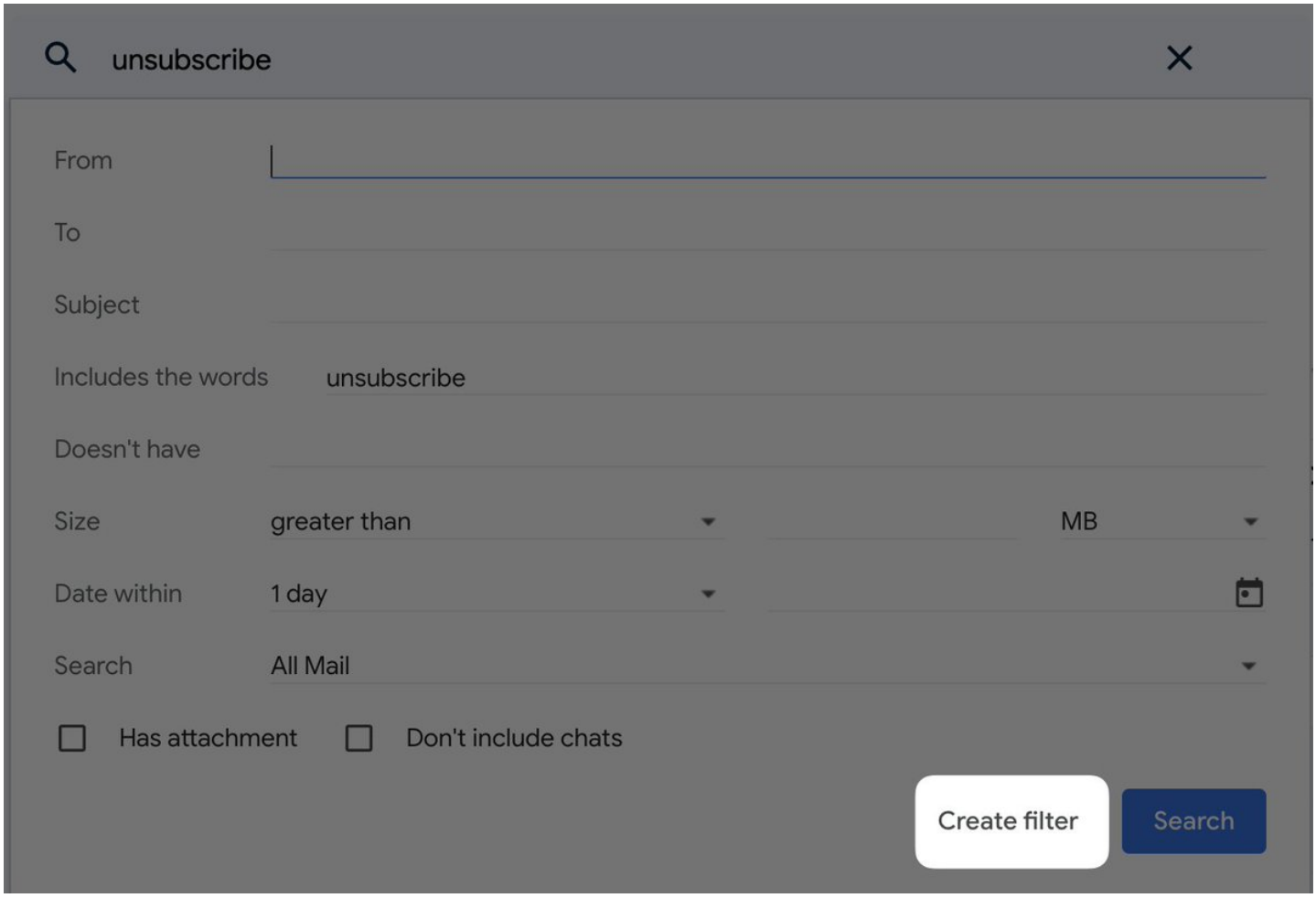
(you can also add . wherever you like)



2. Avoid promotional spam in your inbox

Set up a Gmail filter that moves any email with the word "Unsubscribe" into a separate folder.

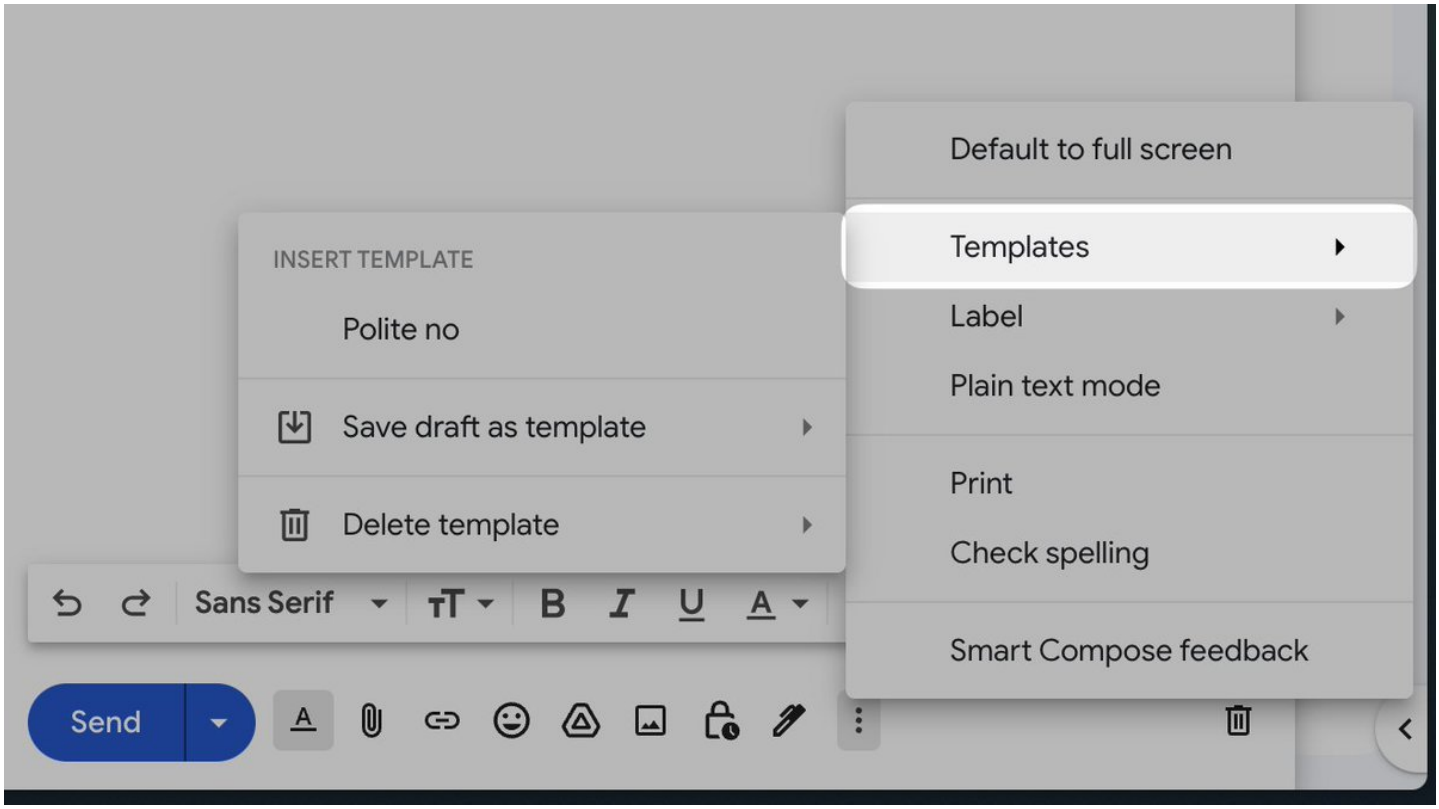
Set it up by searching for "unsubscribe" > click advanced search > create filter. Select skip the inbox and select a label.



3. Create templates for often sent email replies

How to set it up:
Click the gear icon > See all settings > Advanced > Enable Templates > Save

When composing a mail, click the three dots and select "Templates" to create or select the Templates you want to use.



4. Schedule send you mail

After you're done composing your email, click the arrow just beside "Send."

You can then select the time the mail should be sent.



5. Remove emails taking up lots of space

In the search bar, type "larger:5M".

This retrieves all messages bigger than 5 megabytes. Delete the ones you don't need.

