

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)

Do you want to get an e-mail everytime I publish something new?

[marius.hauken+newsletter@gmail.com](#)

Subscribe

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.

Q unsubscribe X

From _____

To _____

Subject _____

Includes the words unsubscribe

Doesn't have _____

Size greater than MB

Date within 1 day

Search All Mail

Has attachment Don't include chats

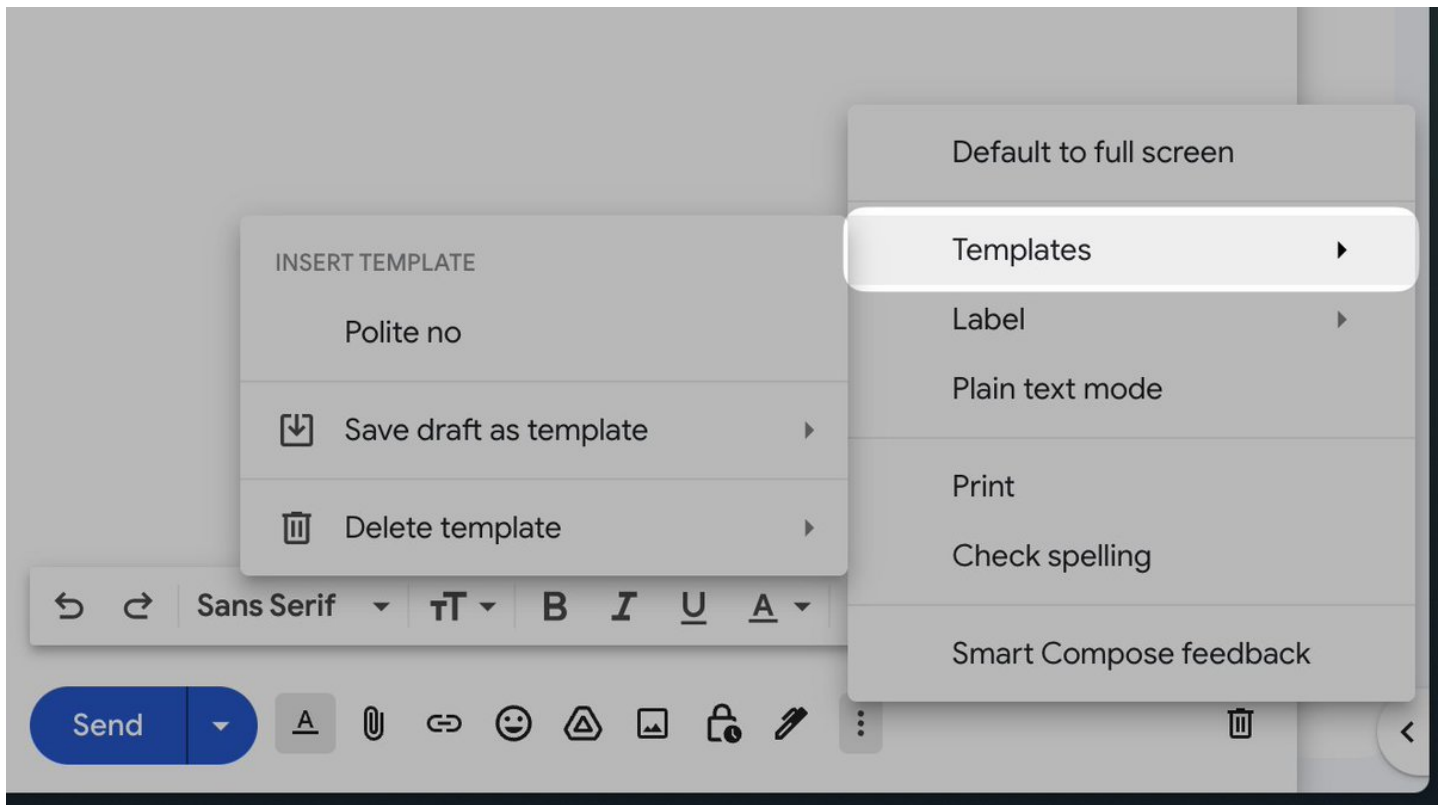
Create filter Search

3. Create templates for often sent email replies

How to set it up:

Click the gear icon > See all settings > Advanced > Enable Templates > Save

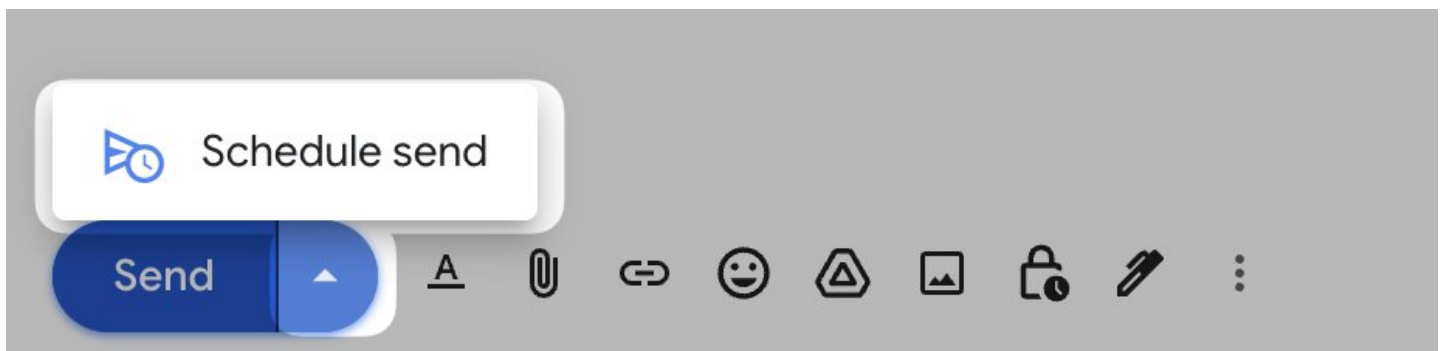
When composing a mail, click the three dots and select "Templates" to create or select the Templates you want to use.



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.

