

## Twitter Thread by Marius Hauken



**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](mailto: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

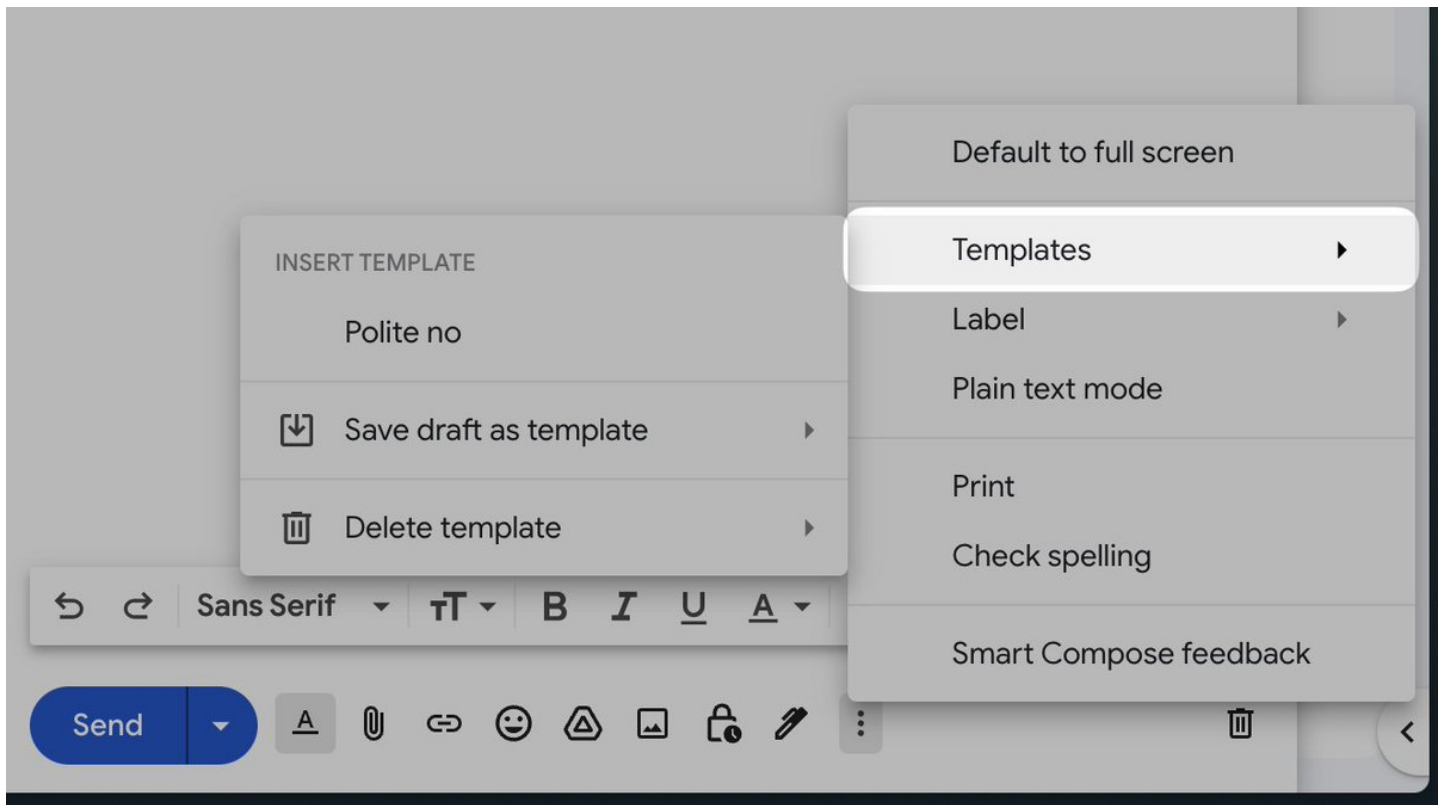
Create filter Search

### 3. Create templates for often sent email replies

How to set it up:

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

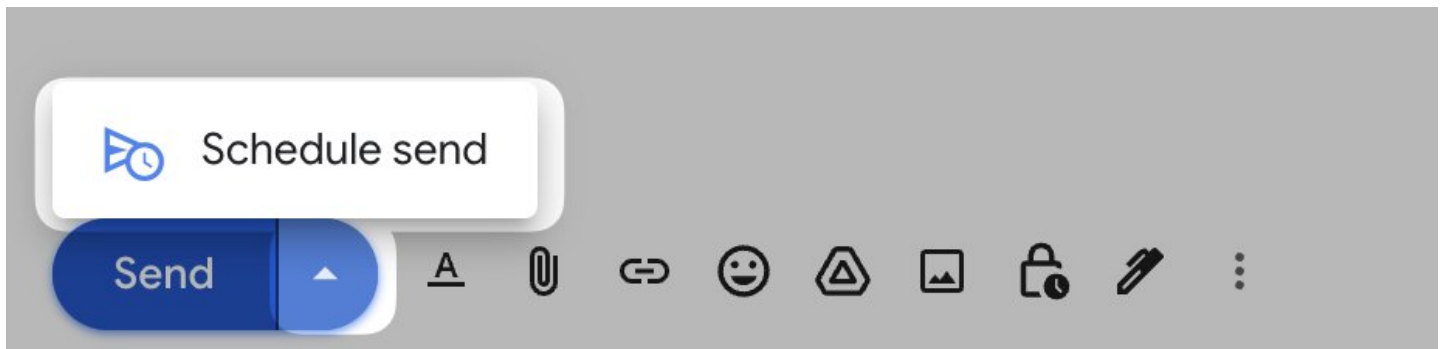
When composing a mail, click the three dots and select "Templates" to create or select the Templates you want to use.



#### 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.

