BUZZ CHRONICLES > ALL Saved by @rg1981 See On Twitter

## Twitter Thread by Marius Hauken





## 9 must-have Gmail skills everyone should know:

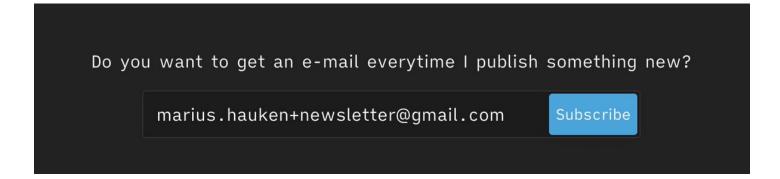
1. Use unique emails for subscriptions

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.

| Q unsubscrib      | be                         |          |               | ×      |
|-------------------|----------------------------|----------|---------------|--------|
| From              |                            |          |               |        |
| То                |                            |          |               |        |
| Subject           |                            |          |               |        |
| Includes the word | ds unsubscribe             |          |               |        |
| Doesn't have      |                            |          |               |        |
| Size              | greater than               | <b>•</b> | MB            | •      |
| Date within       | 1 day                      | <b>•</b> |               | Ē      |
| Search            | All Mail                   |          |               | *      |
| Has attachn       | nent 🔲 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.

|                                                            | Default to full screen  |  |  |  |
|------------------------------------------------------------|-------------------------|--|--|--|
| INSERT TEMPLATE                                            | Templates >             |  |  |  |
| Polite no                                                  | Label                   |  |  |  |
| Save draft as template                                     | Plain text mode         |  |  |  |
| Delete template                                            | Print<br>Check spelling |  |  |  |
| 5 ♂ Sans Serif ▼ <b>T</b> ▼ <b>B I</b> <u>U</u> <u>A</u> ▼ | Smart Compose feedback  |  |  |  |
| Send 🔻 🛆 🗇 😳 🙆 🖬 🔓 🎢                                       | :                       |  |  |  |

## 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.

| bo Sch | edule | send |   |   |   |  |   |   |   |
|--------|-------|------|---|---|---|--|---|---|---|
| Send   | -     | A    | 0 | ⇔ | ٢ |  | G | I | : |

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.

