



**Gmail has 1.8 billion active
users globally.**

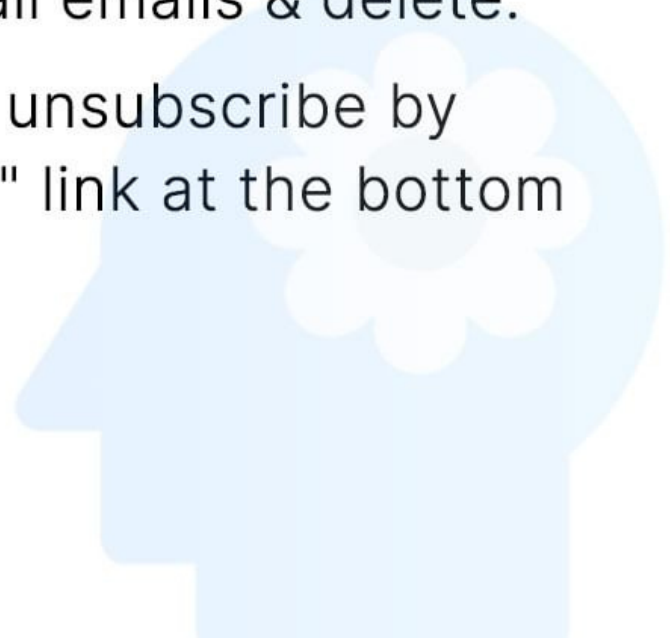
**But only a few know how to
use the platform effectively.**

**Here are 8 Gmail hacks
that you shouldn't miss:**



1. Get rid of promotional emails

- Open Gmail.
- Open the promotional email that you want to remove.
- Click on the 3 vertical dots in the top-right corner of the email.
- Select "Block [sender's name]" from the drop-down menu.
- Click on "Block" in the pop-up window.
- To delete all promotional emails, go to the "Promotions" tab, select all emails & delete.
- To prevent future emails, unsubscribe by clicking the "unsubscribe" link at the bottom of the email.



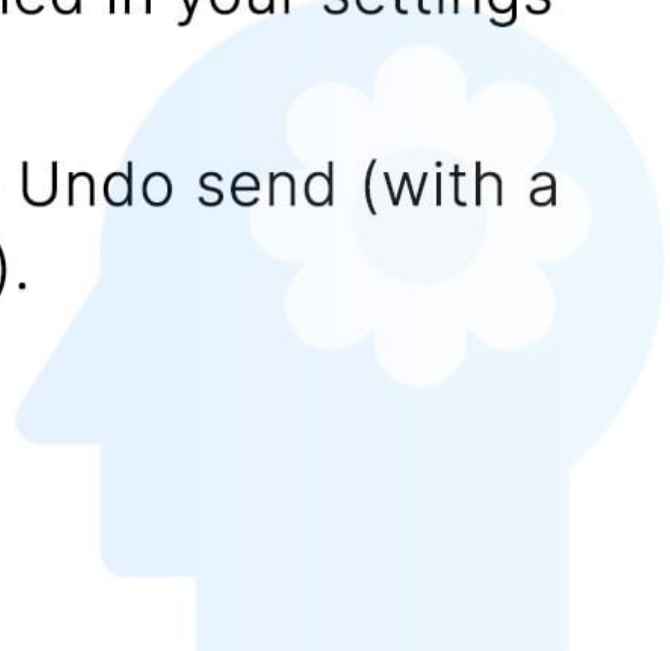
2. Undo the email you just sent

- Open the "Sent" folder.
- Find the email that you want to recall and open it.
- Click on the 3 vertical dots in the top-right corner of the email.
- Select "Undo" from the drop-down menu.

Edit your email in draft folder before sending it again.

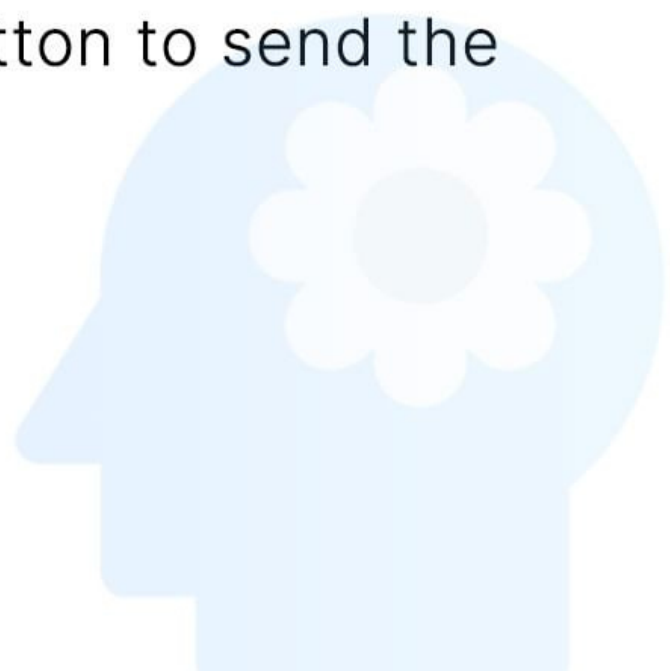
Ensure "undo send" is enabled in your settings before using this feature:

Setting > General > Enable Undo send (with a delay of 10/20/30 seconds).



3. Send a confidential email

- Open Gmail
- Click "Compose"
- Enter recipient, subject, and content.
- Next to the "Send" button, click on the lock icon.
- Set an expiration date and passcode for the recipient to open it.
- Click on the "Send" button to send the email.



4. Use Keyboard Shortcuts

Compose & chat

| Action | Shortcut |
|--|---------------------------|
| Previous message in an open conversation | p |
| Next message in an open conversation | n |
| Focus main window | Shift + Esc |
| Focus latest chat or compose | Esc |
| Advance to the next chat or compose | Ctrl + . |
| Advance to previous chat or compose | Ctrl + , |
| Send | ⌘/Ctrl + Enter |
| Add cc recipients | ⌘/Ctrl + Shift + c |
| Add bcc recipients | ⌘/Ctrl + Shift + b |
| Access custom from | ⌘/Ctrl + Shift + f |
| Insert a link | ⌘/Ctrl + k |
| Go to next misspelled word (Mac only) | ⌘ + ; |
| Open spelling suggestions | ⌘/Ctrl + m |

5. Send your email later

Want to make it look like you're at your desk at 0800?

Now you can do exactly that:

- Click the down arrow next to 'Send'
- Choose 'Schedule Send'
- Pick the date + time you want

Sit back + relax.



6. Prep your replies

Sick of typing out the same replies again + again?

You don't have to.

- Enable first in Settings > Advanced > Enable templates
- Draft your email
- Click the 3 dots
- Save as template

Next time, use that template to save yourself time.



7. Snooze an email

Have an email that you don't need to deal with now?

Set a reminder for later:

- Click on the clock icon on the right
- Choose how long you want to snooze the email

It'll appear back in your inbox on that date.



8. Ignore those annoying conversations

In an email thread where everyone keeps using 'reply all'?

Mute it to stop it distracting you:

- Open the email
- Click the 3 dots at the top
- Click mute

Future replies will be archived (but you can still find them if needed).

