

Miss Jones

THE CORPORATE INSIDER

GMAIL HACKS



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1. USE TEMPLATES

Go to Settings > Advanced > Templates > Enable. Then click Save Changes. Start composing your template in a new email. When you've finished click More Options, Templates, and then New Tempalte.

2. USE SMART COMPOSE

Gmail's predictive text feature can sense what you're typing and complete the phrase or word for you.

As you're typing you'll see the predictive text in grey, all you have to do is hit the Tab button to complete.

3. ENABLE KEYBOARD SHORTCUTS

Go to Settings > Advanced > Custom keyboard shortcuts > Enable. Then open up the Keyboard Shortcuts tab in Settings after you've enabled them to configure your own keyboard shortcuts.

4. USE LABELS IN FULL COLOUR

Create Labels for your Gmail messages and then set a different color for each label. Once you've done this, it'll be much easier to scan your inbox visually.

5. USE TASKS

Open up an email that you need to get to later and click on the More button > Add to Tasks. Your Task window will pop open on the side of your screen and you can then check them off once they're complete.

6. UNDO A SENT EMAIL

To turn on 'Undo Send', go to Settings > Undo Send > Enable Undo Send. In the "Send Cancellation Period" section, set the amount of time you want to be able to unsend an email.

7. CHECK YOUR GMAIL OFFLINE

The Chrome extension Gmail Offline allows users to use emails without an internet connection. Go to settings to turn it on. The extension will need to sync and download your emails before you venture offline.

8. SCHEDULE EMAILS IN ADVANCE

With the Chrome extension Boomerang, you can schedule emails to be sent in the future and set up reminders to send an email.