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time we spend watching, responding to and worrying about these emails. Nearly 80% of Americans are reading email on their smartphone. MIT Technology Review found, while the average American spends nearly 24 hours online each week. This is almost a whole day of your life every week you're looking at your screens and a lot of it is likely to be spent in your Gmail inbox. Fortunately, there are ways to master your inbox before it dominates you. Here are 10 gmail tips and tricks to help you get control of your email. Let Smart Compose help you respond faster to Gmail's Smart Compose feature ends your sentences. When you start writing an email, Gmail's artificial intelligence algorithm will guess what you're trying to say. Pressing the Tab key, the suggestion will automatically fill in the email. It's like we're ending each other: To turn on Smart Compose, go to → → General settings, then turn on the Smart Compose button. If you turn on Personalization simultaneously, Google AI will tailor your composing suggestions to your preferences and habits. You can even provide feedback for Smart Compose so that this feature can learn your preferences and style. To do this, go to the More Options button at the bottom of the email toolbar next to the Trash icon and select Smart Compose Feedback. Schedule an email to send later in charge of sending rejection emails at 8.m p.m., but do you need to get home in time to see the end of The Bachelorette? Announce a major development next week, but heading on holiday with no Wi-Fi? With Gmail's scheduling feature, you can decide when, exactly, an email is sent. By clicking the small up arrow next to Send, and selecting an hour and a date, you can stay on top of the deadlines while lives his life. When you're done with your email, click the down arrow at the bottom left of your new email next to the Send button. You will be prompted to Schedule Send. Click this option and choose a date and time to send the email. Once this is selected, click Schedule Send and the email will be sent by itself without having to put the glass of wine. Cut (trackpad) (trackpad) with Gmail keyboard shortcuts it's chock full of keyboard shortcuts that can make it much easier to handle your inbox. See that the email compose screen is suddenly displayed when you press the letter C on your keyboard or automatically visit your drafts by clicking B+D. Gmail has dozens of customizable shortcuts that can make your life easier. Go to advanced → →, and enable Keyboard Shortcuts. Now there should be a tab for keyboard shortcuts in the settings window where you can view and customize your options. You'll need to make sure keyboard shortcuts are also turned on in → settings → keyboard shortcuts. To see a complete list of more Gmail options and shortcuts (including plenty of options grouped by feature), hold down SHIFT+/. A panel with a shortcut directory will appear. A few personal favorite Gmail keyboard shortcuts: Change + ! : Report as spam (emails you don't like "poof" from inbox) Shift+ # : Delete (read above) R: Reply (reply quickly, also prevents you from embarrassing replying to all) U: Mark as unread (to return later, unless, of course, you have the hack snooze enabled) C: Compose new email A: Reply them all (again, don't confuse this with r) E: File a message by pressing G+ (I, D, S, or T) takes you to a variety of different inboxes, stary emails, or drafts, depending on which letter you press. Forward an email The momentary momentary momentary panic that sets in when you type Dear Kylie instead of Dear Kendall in this work email is now and forever officially handled. Gmail now has the option to remember a message sent for up to 30 seconds after you've sent it. To set this up, go to the Settings icon in the top right corner of the Gmail homepage, choose General → Settings, and then turn on Undo Send. You can decide how long you have before the option to call your email back from the dark internet abyss disappears. Nervous Nellies can opt for the 30-second option, while Masochistic Margins can select five seconds. This email will be self-destructed in 3, 2, 1... Sending embarrassing photos of your dog in tutu or confidential business information is always a bit risky, so give Gmail's self-destruct feature a try. Like the Snapchat of emails, these messages only stay in the recipient's inbox for as long as you want. The email cannot be forwarded, copied, pasted, downloaded, or printed, and you can even revoke access from your account before it is invaded Time. After you have composed the email, click the small clock with a lock icon on the bottom toolbar and select the recipient and time period. That's not safe enough, you say? This new feature also gives you the option to protect your message password, so the recipient must also enter a computer-generated password they receive by text message before they can open it. Just click the that says SMS passcode under Require Passcode and Gmail will send the recipient the password needed to access the email. (Note: Some corporate Gmail accounts don't have this feature turned on. And if you want something that's even safer, try a security-minded messaging service like Signal.) You can this With Replies in Gmail 2nd, you can configure and quickly import prewritten replies into your emails. This feature is mainly for you business people out there who send the same email over and over again to different people. It's the newest copy/paste and lazier, but without the anxiety of accidentally pasting the wrong name into your greeting. It even imports the subject lines and attachments you saved with the template email. By tagging these responses in 2nd, you'll be able to find what you need quickly and effectively. To turn on 2-point responses, go to the Settings → Settings → General → enable 2-hour responses (templates). After typing your initial email, click the More Options icon next to the Trash icon on the Gmail toolbar and select Replies in Cans. From there, select Show draft as a template, and then select Select draft as a new template. From here, I will ask you to name your template – let's say I'm calling my networking template, and now I can send you this email whenever I need it. Just open a new email, select More Options → 2, and your template will appear. When you click on it, the new email will be populated with the created template. Voila! Less typing, more answers in 2nd. Put your Gmail on snooze Get a stressful email after hours of work can really put a damper on your happy hour or family time. Turn on Gmail's snooze feature when you need an inbox break and emails reappear at the chosen time. To snooze an email, hover over the message on the main Gmail screen and click the clock icon on the far right. You can snooze the email for a day, a week, a month, heck, you can snooze for a year. Your email will reappear in your inbox when it's ready to reply. There is also a designated label for these snoozed emails on the left side of your inbox just in case you need to find them before. If it's not enough to remember to reply to Grandma Jane's email, try clicking and dragging the email from your Gmail inbox directly to the tasks tab in the right pane of the screen. The reminder of will appear there, with a link just below it that takes you directly to the message in question. Integrating these emails into your to-do list can be an effective way to remind you to reply. The personal assistant you didn't know you need instead of fighting through your Gmail inbox to find the door you're flying from or where you're meeting your mom for brunch, use the paid and subscription feature to and manage your flights, dinner reservations, subscriptions and more. It's like suddenly getting a personal assistant that you don't have to pay. This Gmail feature searches your inbox for any flight, hotel, concert, event, or restaurant bookings you've made and compiles them carefully in one place. It even tracks past bookings and subscriptions that have already expired. Go to the circle in the top right corner of your Gmail screen with your home or personal photo. Click Google Accounts to → and subscriptions. Select which option to see, whether it's subscriptions, bookings, or purchases you've made, so you can see and track them. Putting it on the Gmail Tab Update tab is like a free personal organizer, dividing your inbox between several different tabs, including social emails (like Facebook, Twitter and Instagram), Updates (Newsletters, etc.), Finance and Promotions. The beauty of this feature is that your brain doesn't have to constantly change news tasks to work on new Facebook photos tagged of mom and get back to work again. Instead, choose the inbox label that you want to deal with and go ahead and conquer these unread messages. The main inbox will still contain all the most important messages to reply to, while the other inboxes have more back seat. Go to the Inbox → icon and select the tabs you want to filter messages that come into your Gmail inbox. You can choose up to five different filters. Never break the string If you want to copy a colleague in an email string to Gmail, simply type [your name] into the body of the email itself, and select your email address. Now this email will automatically walk them into the conversation. Yes, you can also type your email into the address field, but this way just feels fresher. For your safety, we sent a confirmation email to the address you entered. Click on the link to confirm your subscription and start receiving our newsletters. If you do not enter confirmation within 10 minutes, please check the Junk E-mail folder. Contact us at letters@time.com. letters@time.com.

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