Cool Tools: Gmail Snooze

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Getting Gmail Snooze

- Open the Chrome browser.
- Open Gmail and go to the Google Apps menu.
- Select More, and then select “even more from Google.”
- From the “web” category, select the site for Google Chrome.
- From the Google Chrome site, go to the “Set Up” menu at the top of the screen, select “Apps,” and go to the Chrome Web store.
- Limit the search to Apps and search for “Gmail Snooze.”
- Click “Add to Chrome.”
- After installing, follow the “visit website” link to set permissions.

Setting Up Gmail Snooze

- Give Gmail Snooze permission to access email.
- Configure the settings:

  ![Gmail Snooze Settings](image)

  - I used the “Snoozed Messages” and “Un-snoozed Messages” labels to make them easier to find in my label list.
  - I had Gmail Snooze mark them unread so they didn’t get lost amid the messages I’d read.
Using Gmail Snooze

- This app works best if there are no unread messages in your inbox.
- To snooze a message, move it to the folder corresponding to the day you want it back in your inbox.

- After the specified number of days, the message will reappear in your inbox with the “un-snooze” label.