

# Cool Tools: Gmail Snooze

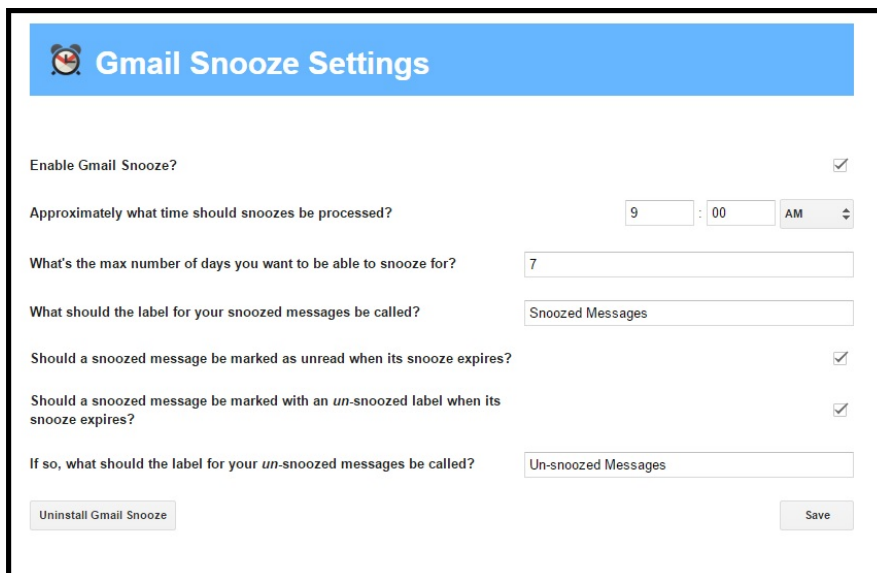
*SaraJean Petite, CWRU Law Library*

## 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:



The screenshot shows the Gmail Snooze Settings interface. At the top, there is a blue header with the Gmail Snooze icon and the text "Gmail Snooze Settings". Below the header, there are several settings options:

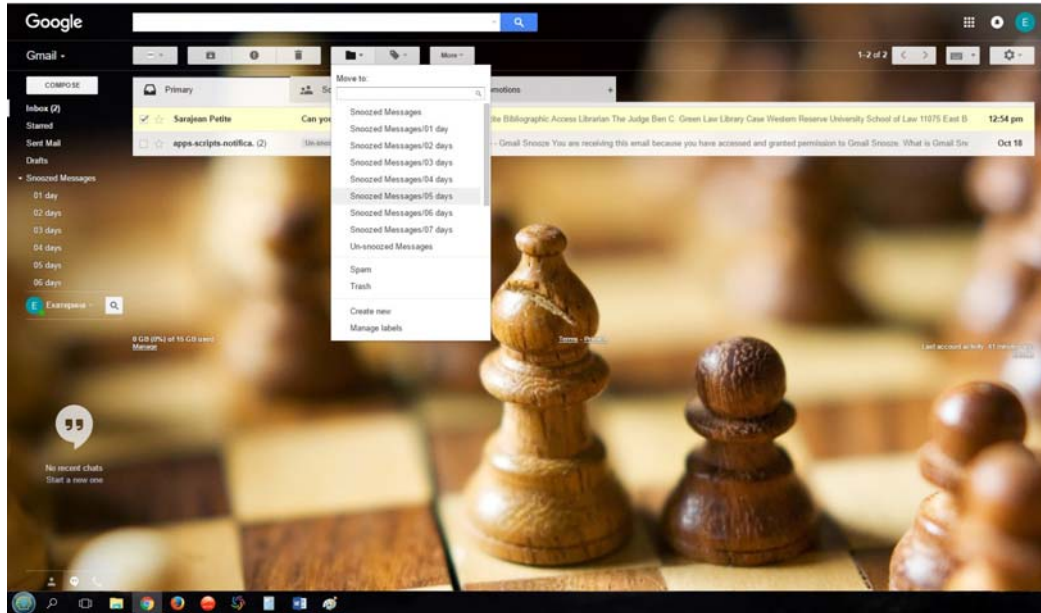
- Enable Gmail Snooze?** with a checked checkbox.
- Approximately what time should snoozes be processed?** with a time picker set to 9:00 AM.
- What's the max number of days you want to be able to snooze for?** with a text input field containing the number 7.
- What should the label for your snoozed messages be called?** with a text input field containing "Snoozed Messages".
- Should a snoozed message be marked as unread when its snooze expires?** with a checked checkbox.
- Should a snoozed message be marked with an *un*-snoozed label when its snooze expires?** with a checked checkbox.
- If so, what should the label for your *un*-snoozed messages be called?** with a text input field containing "Un-snoozed Messages".

At the bottom of the settings area, there are two buttons: "Uninstall Gmail Snooze" on the left and "Save" on the right.

- 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.

