

HOW TO ORGANIZE GMAIL AND NOT GO MAD

1. Use multiple accounts
2. Archive emails
3. Enable reading pane
4. Send emails to tasks
5. Set desktop notifications
6. Highlight unread emails
7. Use keyboard shortcuts
8. Set group email lists
9. Use Undo Send
10. Create labels
11. Set filters and rules
12. Use hashtags
13. Star emails
14. Customize templates
15. Delete old attachments
16. Use integrations