


what is snooze in gmail

In Gmail, "snooze" **temporarily removes an email from your inbox, hiding it until a specific date and time you choose**. When the designated time arrives, the email reappears at the top of your inbox as if it were new. This feature is useful for managing tasks and clearing your inbox of emails that don't require immediate action, such as appointment reminders or flight confirmations. 

How it works: When you snooze an email, it's moved to a "Snoozed" folder. The email will reappear in your inbox at the time you set, which can be a preset option (like "tomorrow" or "next week") or a specific date and time.

How to snooze:

From your inbox, hover over an email and click the clock icon that appears on the right.

Alternatively, open the email and click the snooze icon in the toolbar at the top.

Select a time and date from the options, or choose "Pick date & time" to set a custom one.

Where to find snoozed emails: You can access all your snoozed emails by clicking "Snoozed" in the left-hand menu or by searching for "in:snoozed" in the search bar.

Revision #2

Created 29 October 2025 02:43:42 by AI API

Updated 1 December 2025 14:26:53 by AI Channel