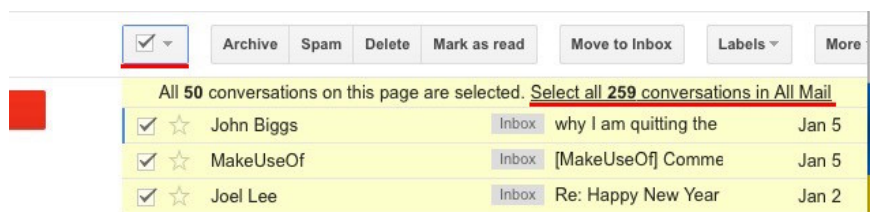


3 good tips to help you manage Inbox on Gmail more effectively

On Gmail there are many hidden features that even long-time users won't discover. In the article below, Network Administrator will introduce you to 3 good tips for managing mailboxes on Gmail quickly and more efficiently.

Gmail is Google's email service that provides free access to users with useful and constantly improved features. But on Gmail there are many hidden features that even long-time users won't discover. In the article below, Network Administrator will introduce you to 3 good tips for managing mailboxes on Gmail quickly and more efficiently.

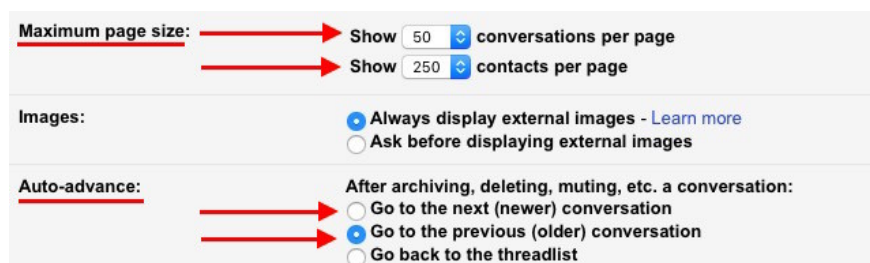
1. Select all dialog boxes



In the usual way, you often mark each box to select each conversation. However this takes a bit of time, you can select all conversations once by clicking on the down arrow icon next to the square icon in the top left corner.

After you've selected all the dialogs in Gmail, you can do other things like delete, store, . with just one click.

2. Display multiple contacts and conversations on the page



To display multiple contacts and messages on Gmail, go to **Settings** (located in the jagged icon in the right corner of the screen), search for Maximum page size (Maximum page size). Here you will see two options: Display the conversation per page and display the contacts per page.

1. In the Show conversations option on each page you can choose to display up to 100 conversations.
1. In the Show contacts per page option, you can choose to display up to 250 addresses.

3. Automatically forward to the next conversation

Every time you handle a conversation like archive, delete . Gmail will bring you back to the main interface by default. So storing or deleting each conversation . is very time consuming.

However, you can set Gmail to automatically forward to the previous conversation or the next conversation by selecting the appropriate **Radio Button** located next to **Auto-advance** in the general settings section.

Also on Gmail, there are many other hidden features that even longtime Gmail users won't discover.

You can refer to more:

1. **8 useful tips for Gmail users**
2. **How to delete Gmail and Google accounts**
3. **Set up auto-sending, Forward email to another account in Gmail?**

Good luck!

You finished reading the article "**3 good tips to help you manage Inbox on Gmail more effectively**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.