

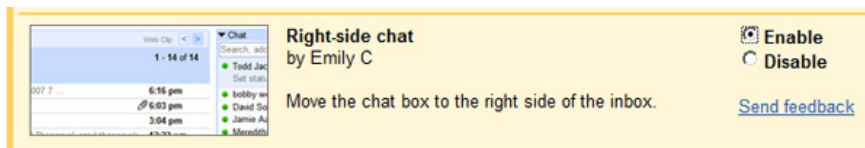
9 utilities of Gmail Labs should be used

Currently, Gmail is one of the most popular and popular web-based email services in the world. Here is a list of 9 Google Labs-based extensions.

Today, Gmail is one of the most popular and popular web-based email services in the world . Below is a list of 9 Google Labs-based extensions that are highly appreciated by the user community based on their convenience and their communication and business needs.

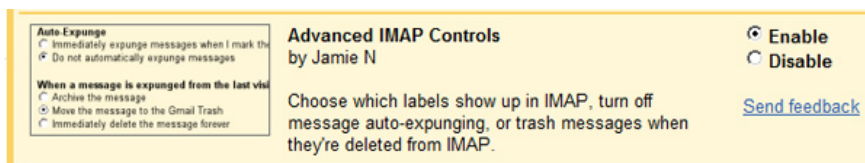
To activate and use these functions, log in to your Gmail account, under Settings, check the Enable box in the corresponding boxes and click the Save Changes button below.

1. Right Side Chat



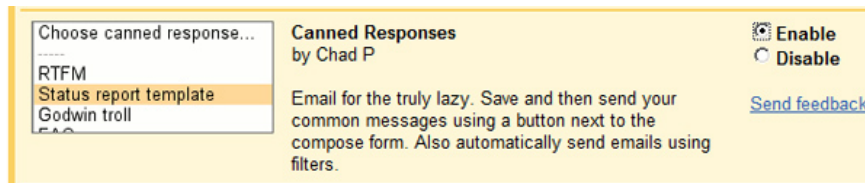
This utility will display Gmail's chat window to the right of the Inbox mailbox, which is convenient and simple. When you enable this feature, you will no longer see Gmail adverts on the right as usual.

2. Advanced IMAP Controls



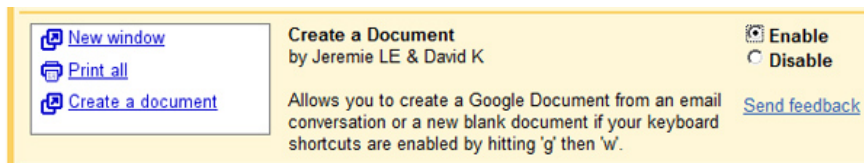
If you use the IMAP protocol to access your Gmail account, use this feature, allowing you to select the titles you want to preview via IMAP, prevent spam as soon as they are deleted from IMAP.

3. Canned Responses



If you want to reply to emails with only brief content within 1 line or less, use this utility. It's possible to save your own Canned Responses, which is useful when you start a new email or respond to someone else's message.

4. Create a document



[New window](#)
[Print all](#)
[Create a document](#)

Create a Document
by Jeremie LE & David K

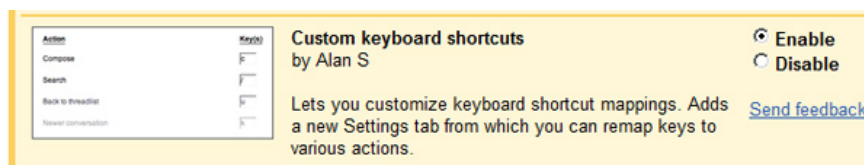
Allows you to create a Google Document from an email conversation or a new blank document if your keyboard shortcuts are enabled by hitting 'g' then 'w'.

Enable
 Disable

[Send feedback](#)

This feature allows users to create Google Docs documents directly inside emails, if you regularly work with documents and documents, this is an indispensable utility.

5. Custom Keyboard shortcuts



Action	Key(s)
Compose	F
Search	F
Back to thread	F
Never conversation	F

Custom keyboard shortcuts
by Alan S

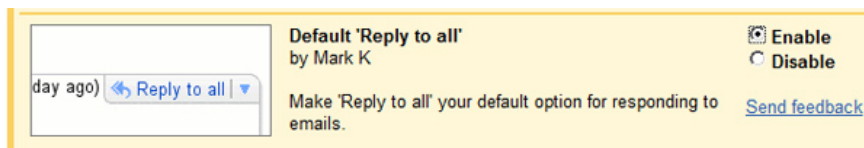
Lets you customize keyboard shortcut mappings. Adds a new Settings tab from which you can remap keys to various actions.

Enable
 Disable

[Send feedback](#)

Gmail has improved and supported many keyboard shortcuts for users. If you are not a Unix user or Emacs, want to use handy shortcuts, try

6. Default 'Reply to All'



day ago) [Reply to all](#)

Default 'Reply to all'
by Mark K

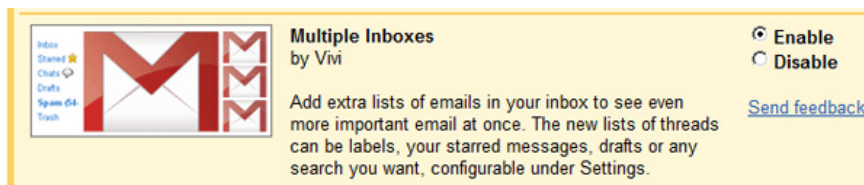
Make 'Reply to all' your default option for responding to emails.

Enable
 Disable

[Send feedback](#)

Select the default every time you reply to the email, depending on the use case and the nature of the work, consider carefully when applying this utility.

7. Multiple Inboxes



[Inbox](#)
[Starred](#)
[Clubs](#)
[Drafts](#)
[Spam](#)
[Trash](#)

Multiple Inboxes
by Vivi

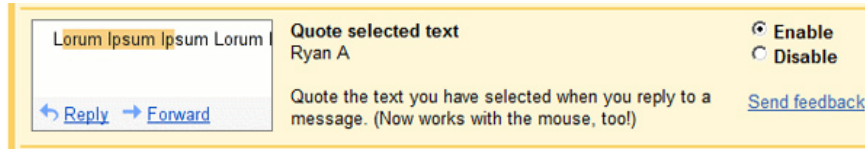
Add extra lists of emails in your inbox to see even more important email at once. The new lists of threads can be labels, your starred messages, drafts or any search you want, configurable under Settings.

Enable
 Disable

[Send feedback](#)

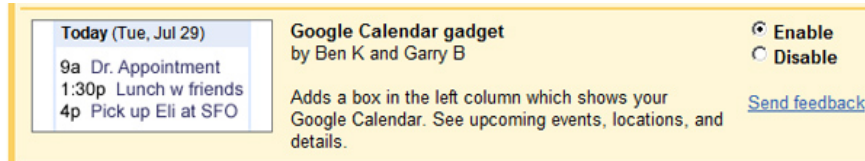
If you have to deal with hundreds of emails every day, this is the most powerful support tool that can access any email from different categories, the search function is simple and effective.

8. Quote selected text



Depending on the views of each user, this function is useful or not. If you have to respond to a large response in working time, just quote a part of that email, click Reply and the entire message has been fully displayed. This utility will help users save a lot of time when not having to see the entire content.

9. Google calendar gadget



A gadget that is almost indispensable when you are engrossed in work, Google Calendar will remind you whenever holidays, holidays . are approaching. When enabled, this utility will display on the left, next to the mail browsing categories.

You finished reading the article "**9 utilities of Gmail Labs should be used**" 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.