

# Customize the swipe to manage Gmail on Android easier

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There are 6 options for clawing in updates:

1. **Archive / Archive** - Archive email
2. **Delete / Delete** - Delete email
3. **Move to / Move to** - Move the email to another (or card) folder
4. **Mark as read / unread / Mark as read / unread** - Mark the email as read or unread
5. **Snooze / Stealth** - Hide emails
6. **None / No** - Do not take any action

Option number 6 - disable the swipe action suitable for users or accidentally delete or store important emails. The email cache option is a relatively new feature for Gmail users. With this feature you can postpone new email notifications and let Gmail know when to report again.

If you choose Snooze - Hiding it as one of your swipes, you'll see a pop-up window that lets you know when Gmail sends the message and sends the email to the inbox. (New email notification delay does not work with G Suite accounts. Although this option can be found in the menu, it will not work when you swipe the mail.)

Settings

General settings

it.messiah@gmail.com

nancy@madison.com

nancy.miller@gmail.com

Add account

## ← General settings



### Default notification action

Archive

### Manage notifications

### Conversation view

Group emails in the same conversation together for IMAP, POP3, and Exchange accounts



### Swipe actions

Configure swipe actions to quickly act on emails in the conversation list

### Sender image

Show beside name in conversation list



### Default reply action

Choose your default reply action

### Auto-fit messages

Shrink messages to fit the screen



### Open web links in Gmail

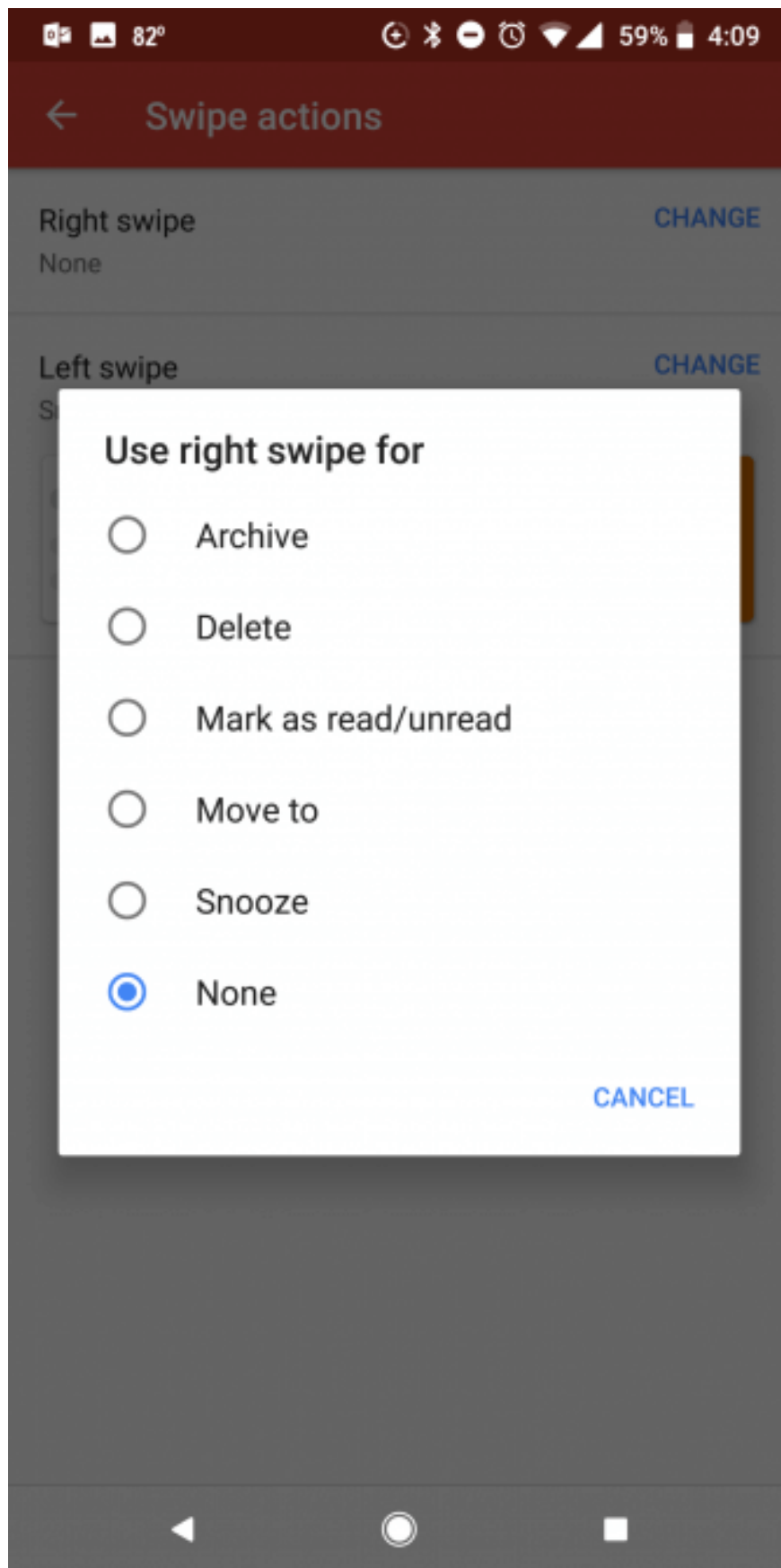
Turn on for faster browsing



### Auto-advance

Show conversation list after you archive or delete





How to install custom swipe tasks:

1. Open **Settings / Settings > General Settings / General Settings > Swipe actions / Swipe actions** .
2. Click the **Change** button above the option **Right Swipe / Swipe to the right** and **Left Swipe / Swipe left** .
3. From the options menu: **Archive, Delete, Move to, Mark as / unread, Hide, No.**

Customizing the swipe in the Gmail application on Android not only makes the application more user-friendly, but it also helps you manage your inbox more easily, quickly, making things neatly organized. neat, right idea.

See more:

1. Instructions to create Group, Email group in Gmail
2. How to change Gmail wallpaper as you like
3. Instructions for using secret mode when sending email on Gmail

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