

# How to create a job assignment table on Gmail?

Gmail is currently the most popular online mailing and receiving service. And we can fully utilize Gmail to turn it into a job assignment and management board.

Most people use Gmail with the main function of sending and receiving email. However, Gmail has many other uses that we don't know, such as the ability to create roster and manage jobs.

Talking about a note-taking tool on a computer is not without it. We can include names like Sticky Notes, Evernote, etc. But why don't you immediately use the note-taking feature, remind your work on Gmail so you don't need to install any other apps. Thanks to the installation utility Sortd Smart Skin for Gmail, your Gmail will be more useful than basic features that only send or receive mail.

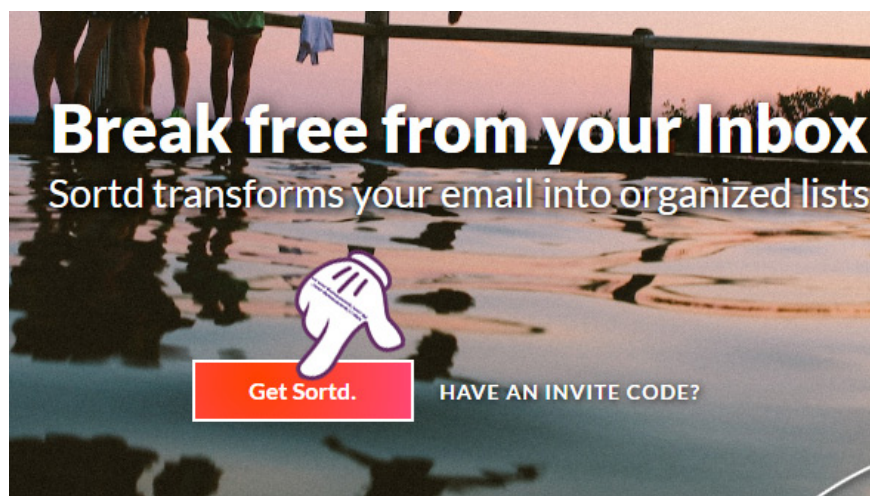
Sortd Smart Skin for Gmail works on both Google Chrome or Firefox browsers. After installing the utility, we can take notes and assign all tasks so that we can conveniently manage them. So how does the Sortd Smart Skin for Gmail work? Join the Network Administrator in the tutorial below.

## Step 1:

First of all, please visit the link below to proceed to install utility **Sortd Smart Skin for Gmail** . You can use Chrome or Firefox browsers

1. Download the utility Sortd Smart Skin for Gmail

At the main interface of the homepage, click on the button **Get Sortd** .



## Step 2:

Then, we proceed to **fill the user information** into the new interface and then click **Submit** below.

# Join the Private Beta

First Name:

Last Name:

Email Address:

Invite Code (if you have one):

Leave this blank if you don't have one

Submit



Next, click **Add Sortd to Gmail** to download the utility to the computer.

# Woohooo you're in!!! :)



Add Sortd to Gmail



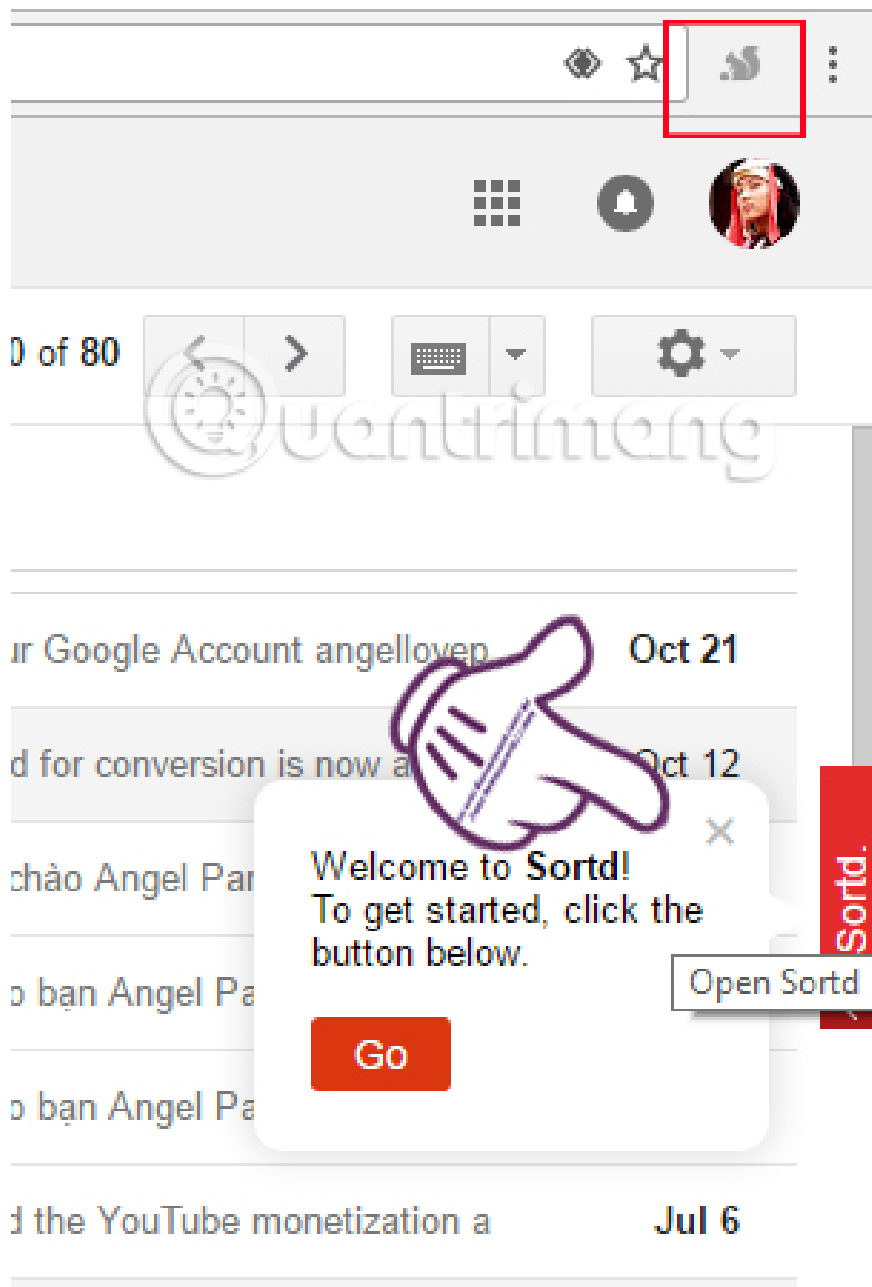
## Step 3:

When the installation window appears, users click to select **Add utility** to install on the browser



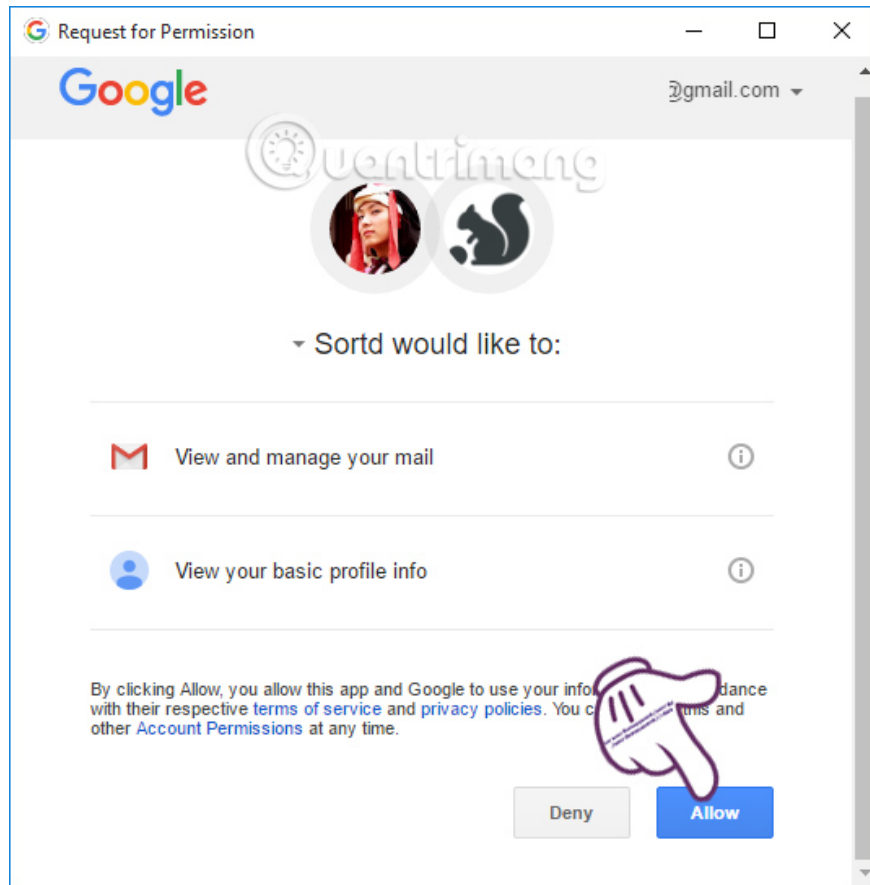
## Step 4:

Next step, we will move to the **Gmail account login** interface. At the end of the address bar, you will see **the Sortd Smart Skin for Gmail icon** appear. At the same time on the right interface of Gmail mailbox we also see **the list of utility Sortd** .



## Step 5:

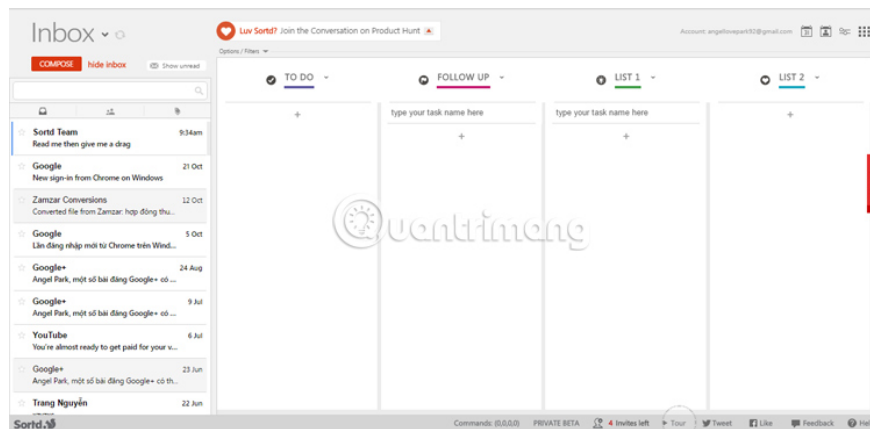
When we click on the **Sort** item to the right of the interface, a window will appear **asking for access to the Gmail account** with personal information. Click **Allow** to allow.



## Step 6:

At the Gmail interface, click the **Sortd** button **in red** and the task input interface appears as shown below. The interface of Sortd consists of 4 main columns as follows:

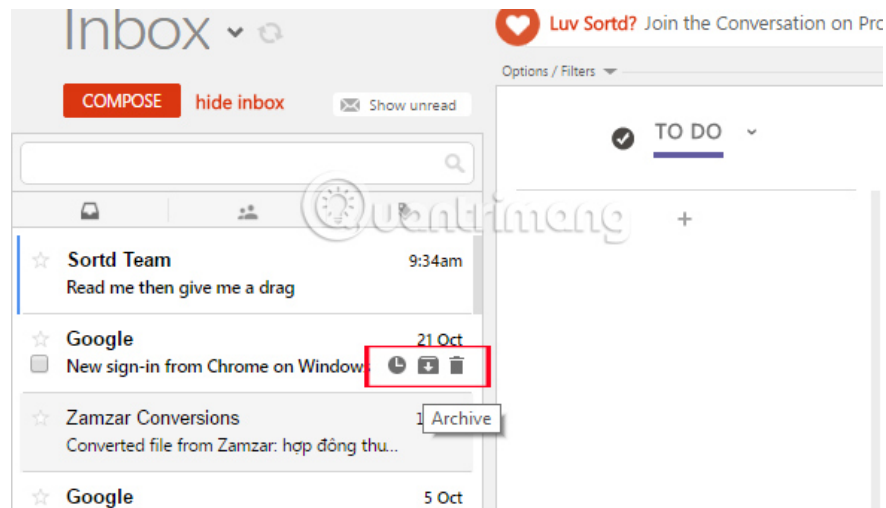
1. **To do column** : is what we need to do.
2. **Follow up column** : arrange for upcoming tasks to be done.
3. **Column List 1 and Column List 2** : list of jobs.



## Step 7:

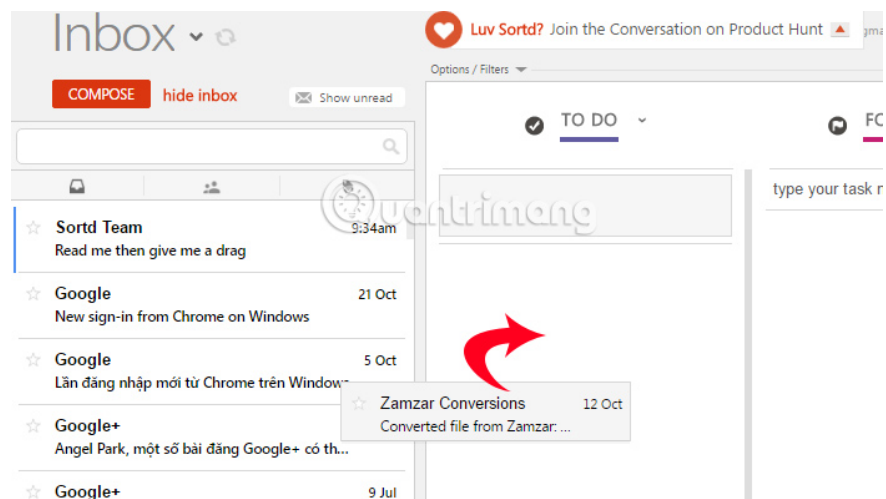
Next we click on any message, you will see 3 icons appear with 3 different features, in which:

1. **Snooze until** : clock icon used to prompt notifications after a certain time.
2. **Archive** : folder icon to Store email.
3. **Recycle** : Delete the selected email.



## Step 8:

To put email into the to-do items to manage, we **left-click on the email and then hold and drag them to the folder we want to use.**



Email has appeared in the To column as shown below, you can also move the work to other sections. At each column of work, we click on the drop-down arrow, there will be some options such as:

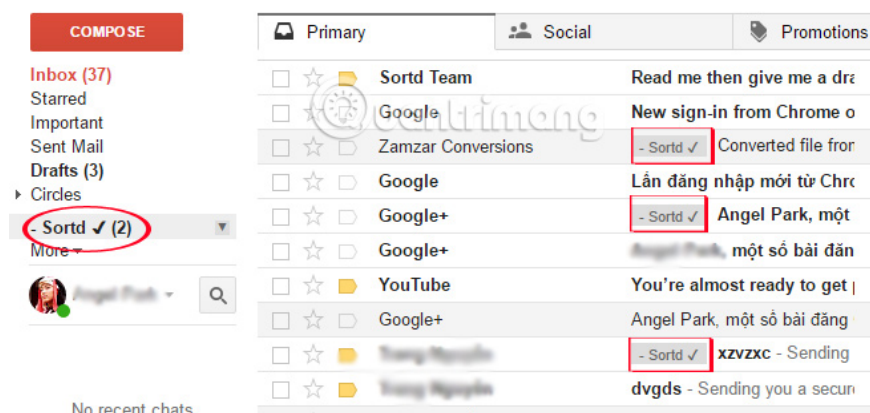
1. **Add task** : Add task task.

2. **Add a list** : Add a new list.
3. **Rename list** : Rename the title of the selected item.
4. **Delete this list** : Delete the entire selected item.



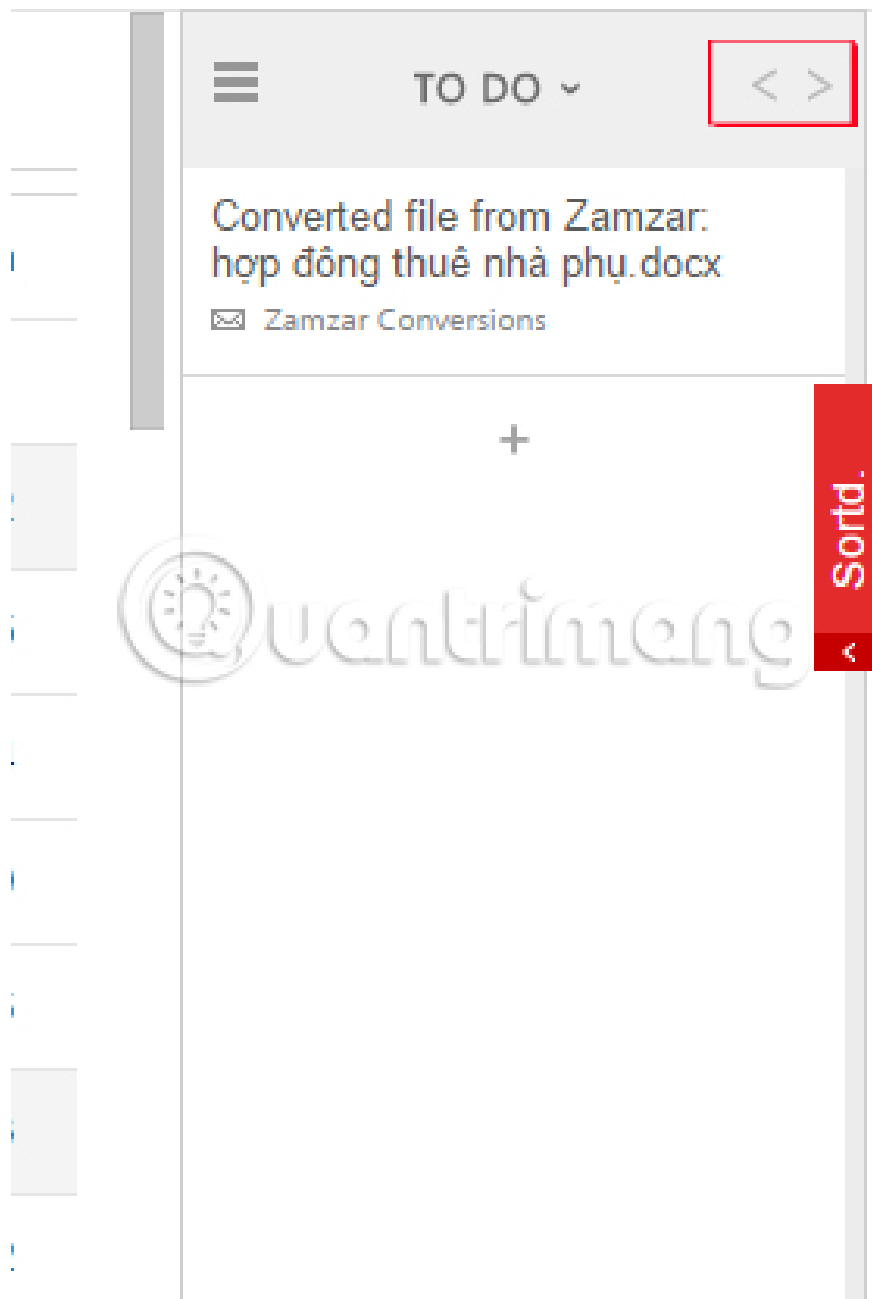
## Step 9:

Back in the Gmail interface, we will see which messages are included in the task list table that will have **Sortd** right next to it. The menu section on the left has also appeared in the **category Sortd**, with the number of emails in the assignment table.

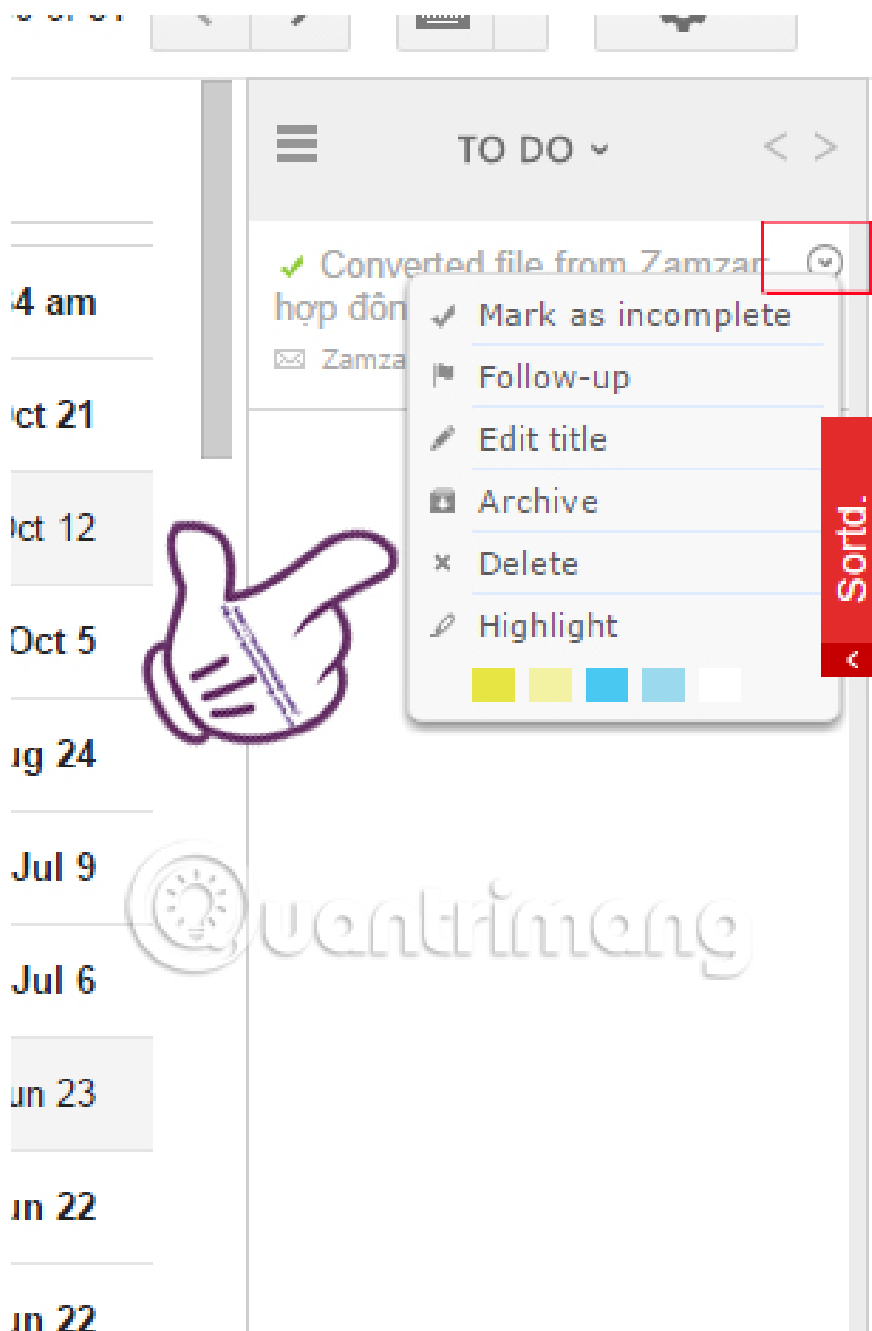


## Step 10:

Now, the Sortd interface will shrink to the right of the interface. Here, we can **quickly switch between columns** when clicking on **the two-dimensional arrow** as shown.



In addition, Sortd's toolbar can be minimized, enlarged or hidden easily. Or in the minimized window, we can customize the messages in the task list column when clicking the arrow icon.



So, the tasks you need to do on Gmail have been managed much more neatly and organized using the Sortd Smart Skin for Gmail utility. We just need to open the work columns and check everything. Try to install the utility Sortd Smart Skin for Gmail to make things more convenient and efficient.

### Refer to the following articles:

1. Instructions to create Group, Email group in Gmail
1. Instructions for permanently deleting Google history
1. Tips to help you master Gmail on Android

**I wish you all success!**

You finished reading the article "**How to create a job assignment table on Gmail?**" 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.

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