

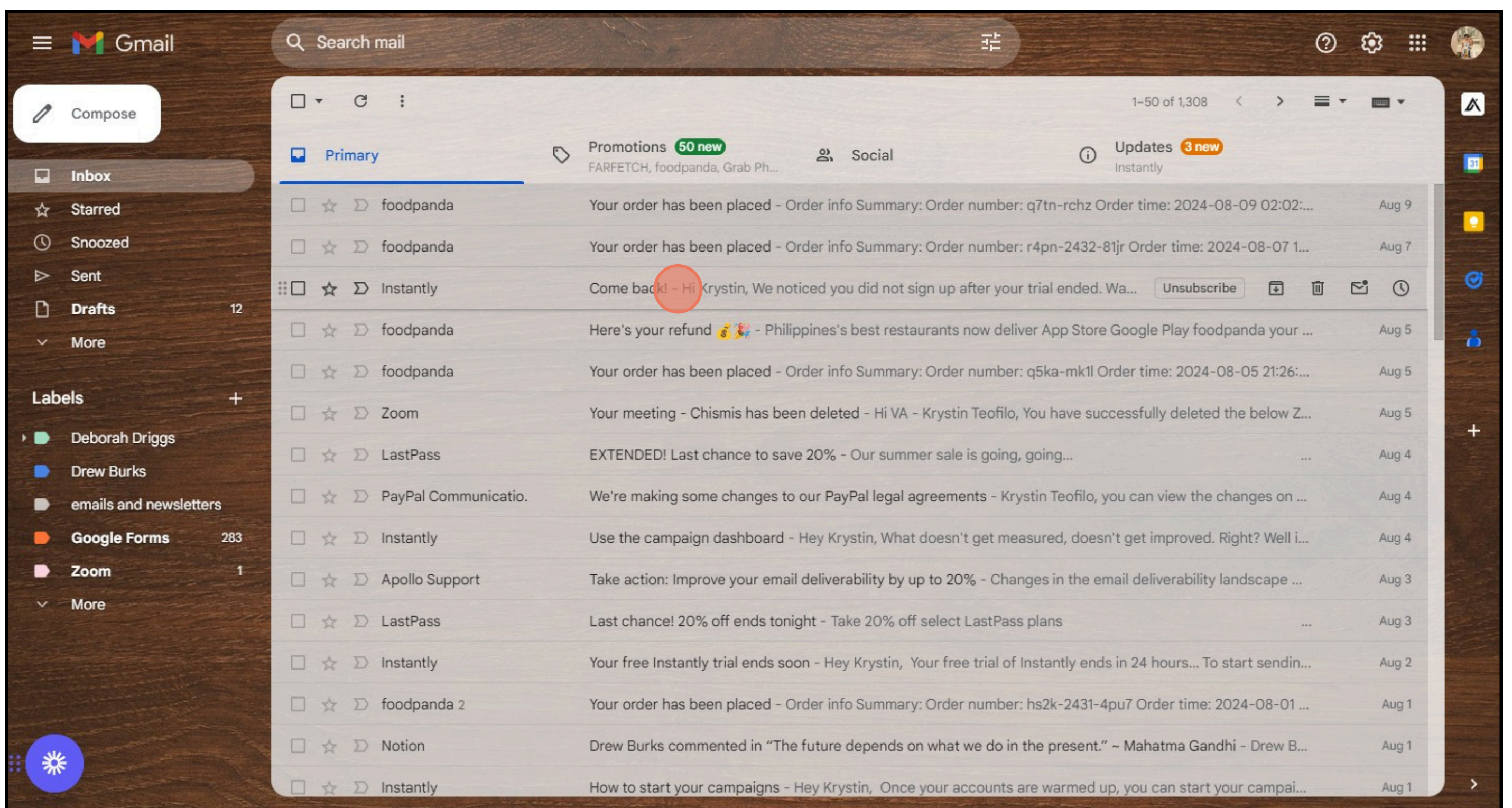
# How to Snooze Emails in Gmail





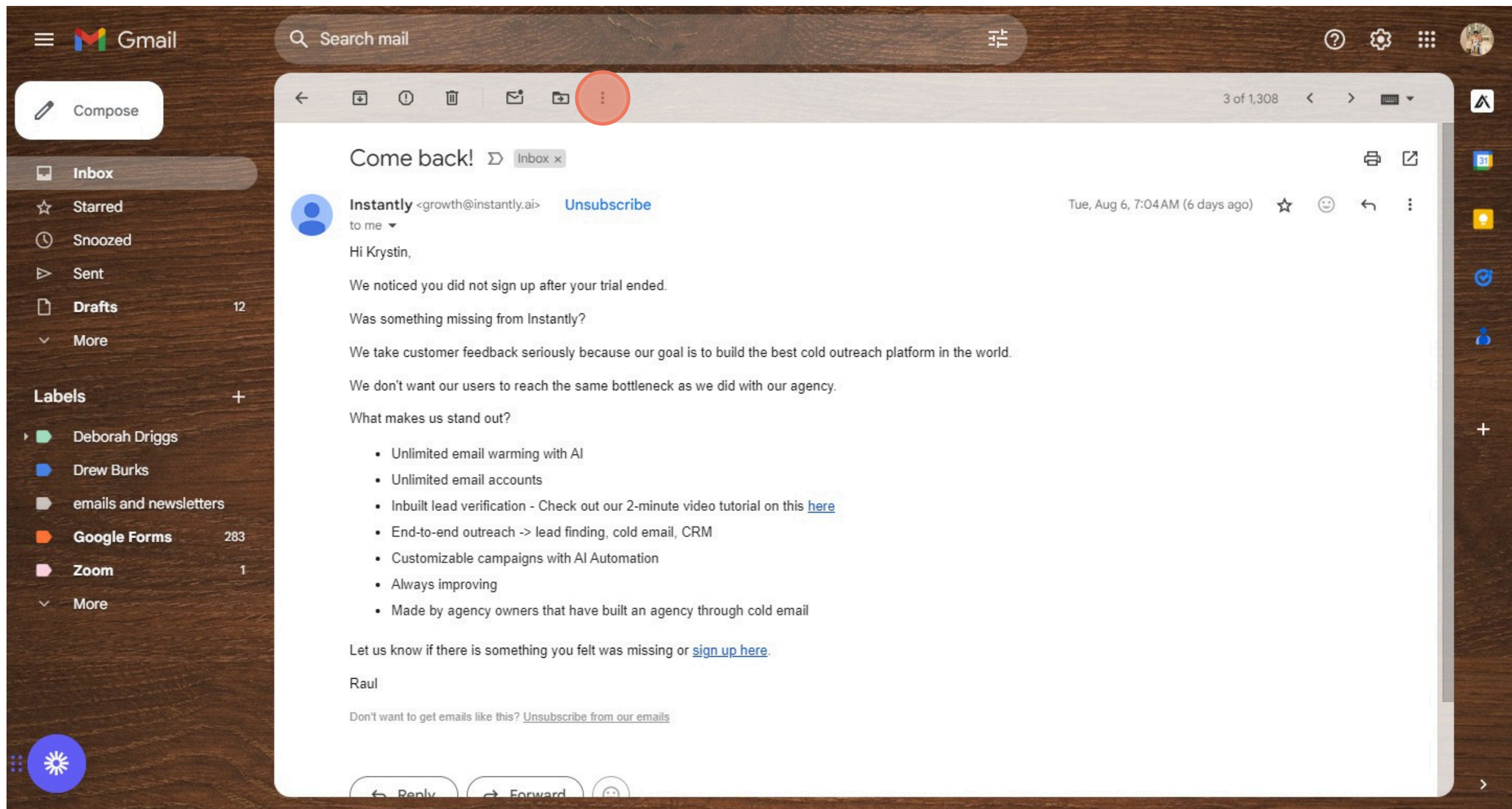
1 Navigate to <https://mail.google.com/mail/u/0/?tab=rm&ogbl#inbox/FMfcgzQVxtrHnHZDHMRvXgwLVCFpLzsv>

2 Click on the email you want to snooze.

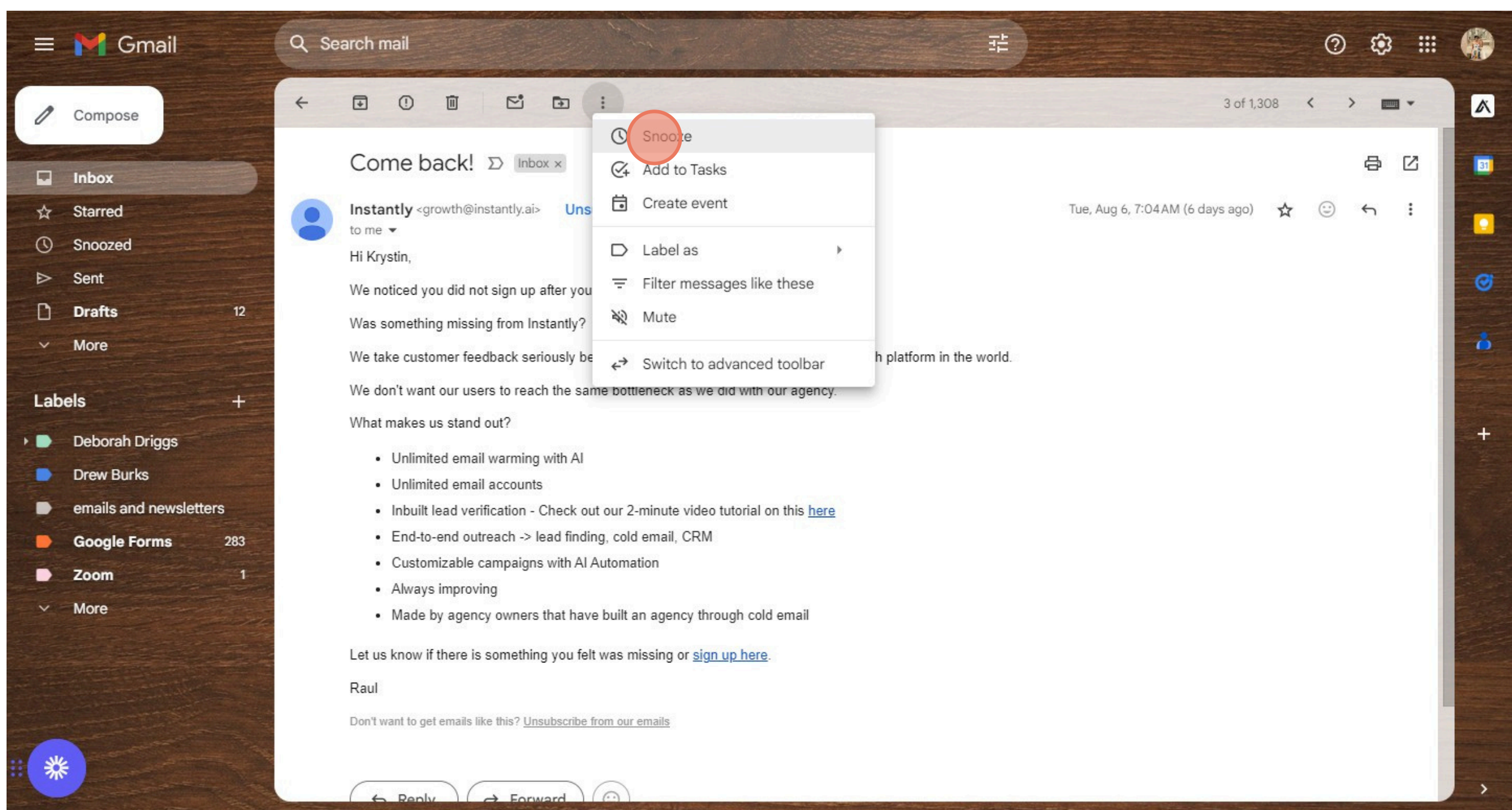




3 Click here.

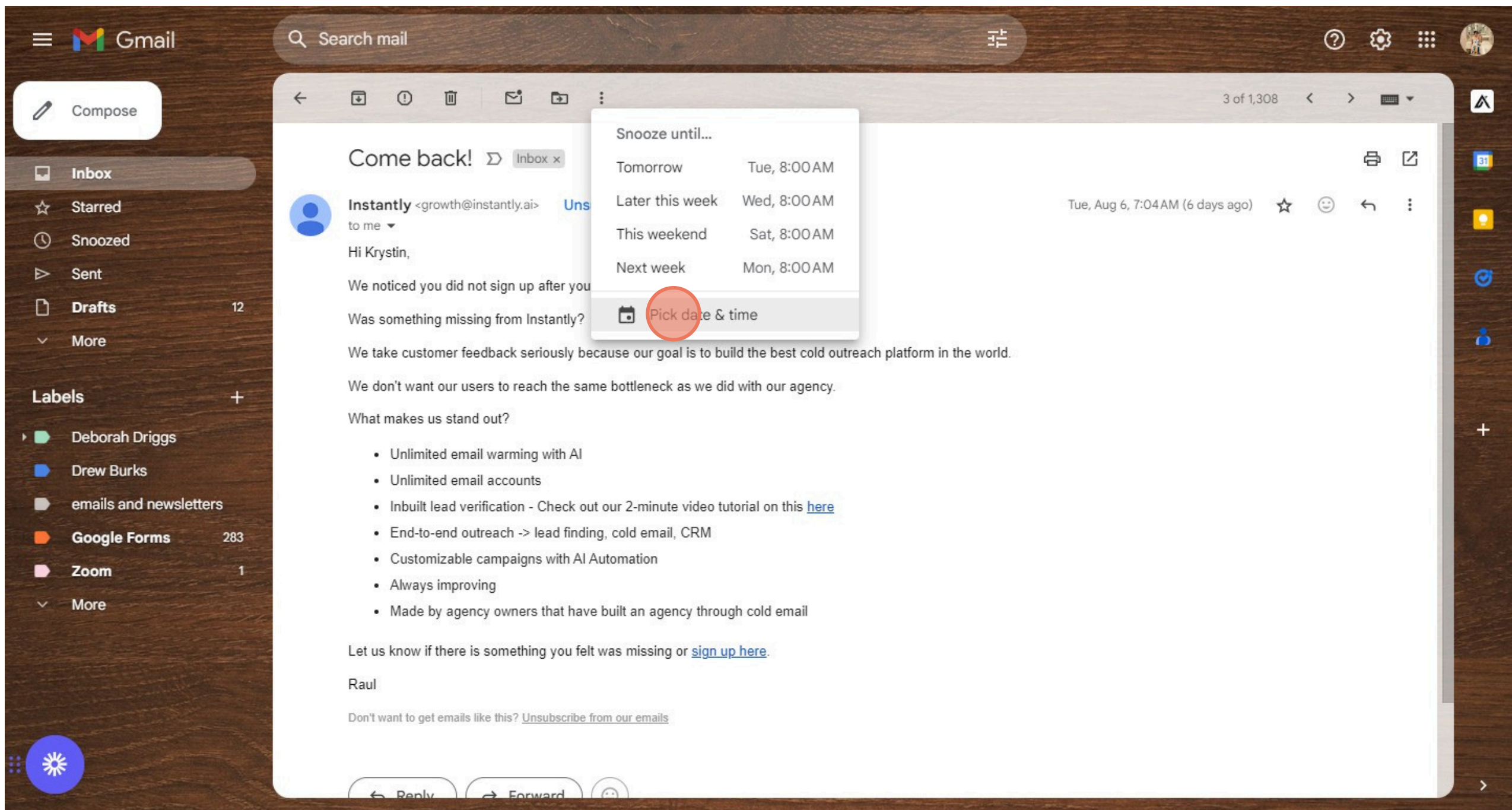


4 Click here.

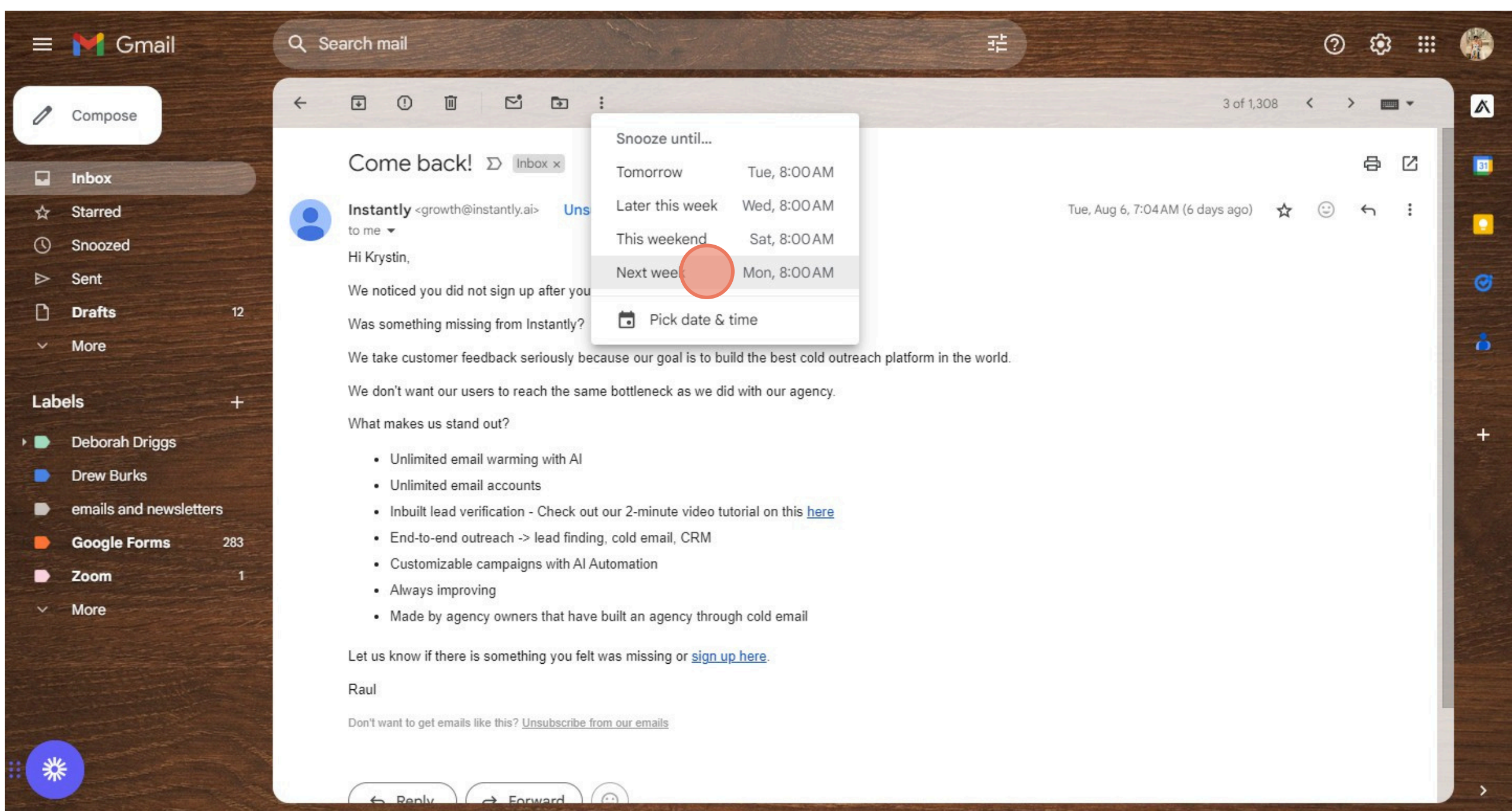




5 Click "Pick date & time" if you want to snooze it up to a specific date.



6 Click here if you want to snooze it just until next week.





# How to Snooze Emails in Gmail

**SCAN CALENDAR**



**BOOK A STRATEGY CALL**

**Jeff J Hunter**

*Founder VA Staffer  
Pre-Trained, Pre-Vetted Executive  
Assistants*

