How do I snooze an email and what are the settings in Gmail?

Tell Me

When you snooze an email, it will be temporarily removed from your inbox until you need it. The snoozed email will come back to the top of your inbox when you want it to whether that's tonight, tomorrow, or next week.

The snooze functionality is only available when using Conversation View in Gmail - see this FAQ

In addition to using Conversation View, the Hover actions must be enabled in Gmail:

1. Login to your University Gmail account
2. Click the gear icon in the top right and select Settings
3. Under the General tab, find the Hover actions: section
4. Check Enable hover action
5. When finished, click Save Changes at the very bottom

To snooze an email:

1. While in your inbox, hover your cursor over an email
2. On the right, click the snooze icon
3. Select the time you want to be reminded about the email

To view snoozed email:
1. While in your inbox, click the **Menu** then select **Snoozed**

**Related FAQs**

- How does a supervisor request temporary access to an employee’s Gmail account?
- How do I set up “Send mail as” permissions for an account I am a delegate for?
- How can I get removed from the ResearchStudyAnnouncement(2)-group emails?
- What is a filter and how do I create one in Gmail?
- How do I make sure mass email messages from 3rd party vendors will not be blocked or flagged as SPAM?