



## Gmail Tip #2: Check Your Messages

To leverage Gmail's excellent Label and Search functions, I imported close to 1000 archived emails into my Gmail account. (To see how I did it, click [here](#).) After working this large number of messages for a few days, I have found that managing them, while typically easy and intuitive, it can sometimes be a bit cumbersome. Here is a tip to help you better manage your messages...

One neat feature of Gmail that may not be obvious at first is that Gmail "remembers" what emails you have "checked". This means, for example, that if you use Gmail's Search function to search for a message, if you "check" the message in the Search results view, when you then select a Label view or any other view that includes that email in its listing, the message will be "pre-checked" for you! This makes tasks like removing Labels, trashing, etc. very easy. Not only is it "checked" but it is also highlighted in a different color making spotting it in a long list very easy.

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