

★ Swipe Gestures in Gmail on Android

Swipe gestures are Gmail's way of letting you triage your inbox **with your thumb**, without opening menus or tapping tiny icons.

They're fast, muscle-memory friendly, and perfect for people who want to keep their inbox under control on the move.



★ What swiping actually does

You get **two gestures**:

- **Swipe right** → [your chosen action]
- **Swipe left** → [your chosen action]

And you can assign each swipe to one of these actions:

- **Archive**
- **Delete**
- **Mark as read/unread**
- **Move to** (choose a label)
- **Snooze**
- **None** (disable the gesture)

Most people use:

- **Swipe right** → **Archive**
- **Swipe left** → **Delete** or **Snooze**

This matches what your slide shows:

“Swipe right → archive”

★ Why swipe gestures matter

Because they turn Gmail into a **one-handed triage machine**.

Your members can:

- Clear newsletters
- Snooze things they'll deal with later
- Archive messages they've read
- Delete junk
- Mark things unread to revisit
- Move things into labels

...all without opening the message.

This is why Gmail on Android is so popular — it's built for thumbs.

★ How to customise swipe gestures

This is the bit your members will want to know.

1. Open **Gmail**
2. Tap the **hamburger menu** (top left)
3. Scroll down → **Settings**
4. Tap **General settings**
5. Tap **Swipe actions**
6. Choose the action for **Left swipe** and **Right swipe**

Done.

★ The “Archive vs Delete” confusion

This is worth explaining in your talk:

- **Archive** removes the message from the inbox
- But it stays in **All Mail**
- It is *not* deleted
- It is *not* moved to a folder
- It simply loses the “Inbox” label

This is why Gmail feels different from Outlook or Apple Mail.

For most people, **Archive is the safest swipe**.

★ Club-friendly explanation

Swipe gestures let you clear your inbox with your thumb. You choose what each swipe does — archive, delete, snooze, or mark unread.