

# ***Save Time with Effective Email Management***

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Are you buried in email messages? Now that email has become one of the most common ways to communicate – both at work and at home – many people feel overwhelmed by the amount of information they must manage. Microsoft Outlook can help you manage your email and add more time to your day with easy to use management features.

## **Let Rules Run Your Inbox**

Use the Rules Wizard to establish rules that automatically file, delete, highlight, forward, or prioritize incoming and outgoing messages. You can arrange for undesirable email to be sent automatically to a “junk” folder or to be alerted with a sound when you receive an urgent email. Once you set the rules the way you want them, you can apply those rules to instantly clean up information that already exists.

To access the Rules Wizard, open Microsoft Outlook, click on **Tools** on the menu bar, and select **Rules**.

## **Look at Email Your Way**

Outlook offers several options for viewing your email, so you can prioritize the most important messages. Organize your Inbox by who sent a message, the subject of the message, or when it arrived. Or choose from a variety of other views that highlight unread messages or those you have received within the last seven days.

You can find all of these options, open Microsoft Outlook, click on **View** on the menu bar, select **Current View** (or **Arrange By** then select **Current View**), and select the views you want.

## **Scan Your Email Messages**

You can use the timesaving Preview Pane or AutoPreview options in Outlook to preview a portion of each email message and determine if you need to read it in its entirety.

*For PC Users only* - With AutoPreview, you can view the first three lines of each message in the main Outlook window before opening the message. To activate AutoPreview, open Microsoft Outlook, click on **View** on the menu bar, and select **AutoPreview**.

In the Preview Pane, you can read the content of a message, open attachments, follow a hyperlink, and respond to meeting requests in a separate window at the bottom of the screen – all without opening the specific message. To activate Preview Pane, open Microsoft Outlook, click on **View** on the menu bar, and select **Preview Pane** (or select **Reading Pane**, and select the view you want).

### **Find and Organize Email**

The Find and Organize tools help you conduct fast, easy searches for email messages, appointments, and tasks, and they walk you through the steps required to organize your Inbox efficiently. You can create folders, rules, formatting, views that do everything from identifying junk email to apply a specified color to email messages sent by a particular person.

You can locate this feature by opening Microsoft Outlook, click on **Tools** on the menu bar, and select **Organize**.

### **Create Your Own Storage System**

Just like using a traditional file cabinet, you can create custom folders and store your email as you read it. This makes it easier to locate particular email messages and save them for future reference.

To see these folders, make sure the Folder List is visible. If it is not, open Microsoft Office, click **View** on the menu bar and select **Folder List** (or **Navigation Pane**).

To create a new folder and subfolder, open Microsoft Office, click on **File** on the menu bar, select **New** or **Folder**, and select **Folder** or **New Folder**.

### **Convert a Message into an Appointment**

You have a lengthy email message from a colleague and realize that a face-to-face meeting is necessary. Rather than creating a new meeting request and then copying and pasting text from the email message, use the AutoCreate feature to create a meeting request from information in the email thread.

Click and drag the message onto your **Calendar** folder. Complete the appointment entry and click **Send**.

### **Best Practices for Managing Email**

As the volume of your email continues to increase, you may also want to consider using these strategies for managing your ever-expanding Inbox.

- Schedule uninterrupted time to process email.
- Once you open a piece of email, never close it without immediately taking some kind of action.
- Try to spend no more than two minutes processing an email message. For example, forward it onto others to handle, delete it, or schedule a meeting to resolve the issue raised in the mail. You will be amazed how much email you can handle in less than two minutes.
- If you know it will take longer than two minutes to process a particular email message and you cannot delegate it or take some other appropriate action, defer it to your Task list. To do so, click and drag the message onto your **Tasks** folder. Then identify the next action in the Subject line, assign a due date, file it in an appropriate category, and click **Save and Close**.