

4 Steps to Conquer Your Email

***Knock *Knock “Housekeeping”**

When you have a lot of emails, try using Clean Up. This helps keep the number of duplicates or string emails down. It keeps just the most recent email in a string, emails with unique elements, and a single copy of duplicates. Find this tool on the Home tab in the Delete section. Select either a single Conversation, a single Folder, or a Folder and all its Subfolders.

Once and Done

Assign Policy is a quick way to ensure that your emails are following the Retention Schedule. Apply Assign Policy to an individual email or to a folder/subfolder. Let Outlook worry about cleaning up your “inactive” emails. Find this tool on the Home tab in the Tags section. Select the appropriate timeframe and sit back.

You Make the Rules

Make rules to automate some of the more mundane tasks in Outlook and keep your Inbox clean and organized. Find this tool on the Home tab in the Move section. Follow the step by step guide to create Rules that do some of the work for you!

Slow-Quick-Quick...Quick Steps

Have things that you do often in Outlook that take several steps? Need to create a group that you email often? Use Quick Steps! Create a one click button to accomplish these multiple step tasks. Find this tool on the Home tab in the Quick Step section. Click on More and start creating this handy shortcut button.