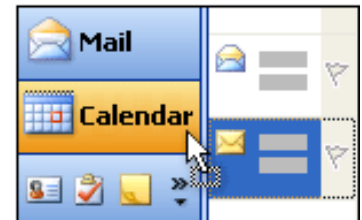



Tips & Tricks for Email Management

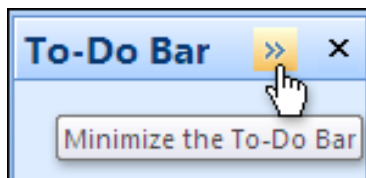
March 2009

- Use specific language to summarize – not describe - your email in the **Subject** line.
- Use separate messages rather than the BCC (blind carbon copy) option. This will ensure that all recipients receive the information needed and reduce email overload.
- Delete items from your **Sent** and **Deleted** folders to keep your file size down.
- Only use the **Reply All** option when responding to emails when completely necessary.
- Determine if your email announcement can be made via another medium (i.e. campus news, department web site, departmental meeting, etc.)

- Use an email message as the starting point for creating a meeting, task or contact.
 - Left click and hold on the message
 - Drag to the appropriate button in the Navigation pane



- Extract attachments from messages and save to your departmental (J :) or personal storage (H :) drive. Then delete the corresponding message (if possible.)
- Prioritize messages for follow-up using **flags**.
 - Right click in the **Flag Status** column  next to the desired message
 - Select a flag type for date follow up
- All flagged messages appear on the **To-Do Bar**. Other things to remember about the To-Do Bar include:
 - You can change the subject of the flagged message without affecting the subject that appears in the Inbox
 - To do this, click to select the text of the item in the To-Do Bar and type the new subject
 - When you've completed an item, use the **Mark Complete** command
 - Flagged messages show up in the To-Do Bar, on your calendar, and in Tasks
 - Deleting a flagged message will delete it from your Inbox, from the To-Do Bar, and from the Calendar
 - You can drag items to the Date Navigator in the To-Do Bar to quickly set up an appointment for the day that you drag to
 - Press ALT + F2 to minimize, show or hide the To-Do Bar
 - Use the **Minimize the To-Do Bar** button to keep it visible, but smaller



Take the "[Managing your Inbox](#)" online tutorial through Microsoft's website today for more information.