

## Managing Your Email

I have heard from a number of you that you would like more information on dealing with and controlling email. Here are some tips and keep your suggestions coming, they are extremely helpful.

Most of us have an underutilized tool sitting in front of us every day. The majority of my clients have Microsoft Office® on their computer and I am continually amazed how it goes untouched. This is not a lesson in the use of that product or a commercial, but I would like to highlight some of the basic features that will help you get control of your email. If you use different organizational software, the systems may be different but with a minimal investment of time, you can get great results.

To get started from your "Inbox", click on the "Organize" icon. The box that appears contains four ways to organize your email, "Using Folders", "Using Colors", "Using Views" and "Junk E-Mail". Let us deal with each of these options.

"Using Folders", gives you the opportunity to move emails into a folder and out of your inbox. I use this feature for groups, committee work, newsletter I subscribe to and any other correspondence that is useful, but not critical to my daily work. The contents reside in folders that are stored in "Outlook Today" but are out of sight until needed. For me, this helps me feel in control and not overwhelmed by the contents of my "Inbox".

"Using Colors", allows you to apply a color (red) to all emails from your boss, grey to all emails from your professional organization and on and on. This feature will also apply your color of choice to emails that are only sent to you. Set up your own hierarchy of color to prioritize all your incoming email and see how much more you get accomplished.

"Using Views", puts you in control of how you see your messages. The options include Message, Message with AutoPreview, By Follow-up Flag, Last Seven Days, Flagged For Next Seven Days, By Conversation Topic, By Sender, Unread Messages, Sent To, and Message Timeline. Evaluate the demands of your job and organize your view accordingly.

"Junk Mail", allow you to color incoming junk mail and deal with it quickly. It also provides a system for dealing with "Adult Content"

Explore these options, increase your productivity, and reduce your frustration.