

Tips for Effectively Managing Email

1) Organize: Create Subfolders by Class or by Task

Example 1: By Class

Inbox

UNIV 110

PSY 101

MATH 130I

ENGL 101

Work

Example 2: By Task

- **Reply:** Emails that need to be responded to promptly (e.g. responding to a professor about an assignment or meeting time).
- **To-Do:** Emails with tasks to complete soon (e.g. register for classes next week).
- **Follow-Up:** Emails with tasks to complete or to respond to at a later date (e.g. course evaluation due in 3 weeks)
- **Review:** Review at a later time; not time-sensitive (e.g. article to read, list of campus events).

2) Manage Subfolders

- **Manually:** Click on Email and drag over to subfolder.
- **Automatically:** Create Rules in Outlook.

3) Mark Emails as Read/Unread

- Only mark an email as read if you have responded, moved to the correct subfolder, or taken action.
- Caution! Outlook marks emails as read when you click on them.
- To mark an email as unread: Click the left hand side of the email (a bar appears) OR right-click on the email and mark as "unread."

4) Use the Flag Tool

- Mark an email as a "to-do" item:
 - 1) Hover your cursor over the right, top corner of the email
 - 2) Right-click on the Flag symbol
 - 3) Choose the applicable "to-do" timeframe (e.g. today, tomorrow, this week).
You can also mark an item as complete or add reminders.

5) Set Aside Time for Email

- Identify 2-3 small chunks of time (15-30 minutes) per day to check & respond to emails, and add these times to your planner, calendar, or reminders.