Managing Your Inbox

The best ways to keep mail from accumulating in your inbox is open individual emails only once and take one of the following actions:

# Delete

Many of the emails we receive require no further action once they are read. Unless you have a compelling reason to retain the email, delete it now to prevent it from adding to your clutter.

*TIP* –If you’re receiving regular emails from a vendor, or publication you are no longer interested in check if there is an option to unsubscribe from future mailings.

# Respond

If an email can be resolved with a simple action or quick reply, do so. Then either delete the email, if no further action is required, or move it to a folder.

*TIP* – Before you reply to an email check your settings. Don’t include attachments unless they are necessary. Don’t “Reply all” unless every one of the recipients needs to see your response.

# Postpone

If an email involves further research or can’t be responded to right away, flag the email for future action, copy the email into a To Do task, or move it into a “to do” folder, where you can return to it when you are ready to take action.

*TIP* – Create a “to read” folder to place newsletters, email forums, and similar publications. You can then return to this folder to read items at your convenience. If you get regular informational emails from certain groups consider creating a “rule” to send these emails directly to your “to read” folder and avoid your inbox entirely.

# Retain

If you know you need to retain an email for future reference or as a business record, tag it, or move it to a folder that you’ve already assigned retention to. You can create folders to better organize your mail for quicker retrieval or future disposition.

*TIP* – If you are keeping an email because of an attachment, consider removing the attached document and saving it outside the mail system in a SharePoint site, Share Drive, or other repository where it will be backed up and also be available to others who may need to view it.