EMPTYING THE INBOX

HELPFUL TIPS FOR MANAGING YOUR CMU OUTLOOK EMAIL

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TIP #1: CHECK YOUR CMU EMAIL DAILY!

• This will help you:
  • Stay on top of your emails.
  • Access important updates in a timely manner.
  • Make sure you are responding in a timely manner.
TIP #2: CREATE SUBFOLDERS!

(HERE'S A REALLY HELPFUL VIDEO: Creating Folders)

• Create a Classes folder that holds subfolders for each semester and class.
• Create a folder for important information sent from CMU.
• Create a folder for each program or activity in which you participate.
• Keep a general Archived folder for other emails.
TIP #3: ONLY DRAG COMPLETED ITEMS FROM THE INBOX TO A SUBFOLDER

• Completed emails are **emails that you have read and, if needed, responded to or completed the requested action.**

• This allows you to quickly see what emails you still need to read, tasks you need to complete, or emails that need responses.

• You can clear out all the noise and see just the items you need to address!
TIP #4: USE THE FLAG FEATURE TO MARK IMPORTANT ITEMS

- Click on the flag to mark an email as needing to be addressed.

- Once you have completed the item, click on the flag again to mark it as completed and move it to the appropriate inbox. It feels good to mark it as completed!
ONCE ALL OF YOUR EMAILS ARE COMPLETED, ENJOY YOUR EMPTY INBOX!