Indiana Archives and Records Administration

EMAIL TIPS

Outlook Tools for Records

DECLUTTER

Use Sweep Rules to automatically clean up reoccurring messages:
Set up rules to automatically delete older daily reports, mailing list, and other non-records, keeping only the most recent ones. This helps prevent your inbox from being cluttered with outdated information.

Delete or Archive Emails Immediately:
Once you've dealt with an email, either delete it if it's no longer needed or archive it for future reference. This helps keep your inbox uncluttered and manageable.

Use Conversation Clean Up to delete redundant messages:
Select the most recent email in a conversation and use Clean Up to remove redundant messages from your inbox.

ORGANIZE

Label and Categorize Emails:
Use labels or categories to organize emails by topic or sender to map them to a record series. This makes it easier to find and manage related emails.

Don't Over-Organize into Folders:
Avoid creating too many folders, which can make it harder to find emails. Instead, rely on search functions and labels to quickly locate emails.

Set up Rules for your inbox:
Automatically organize emails using rules based on specific criteria set by you. Create rules to sort emails from senders or keywords to organize, move, or delete emails.

MAINTAIN

Schedule Time for Email:
Allocate specific times during the day to check and respond to emails. This helps you stay focused on other tasks without constant interruptions from incoming emails.

Turn Emails into Tasks:
Convert important emails into tasks using your email client's task management features or flag them so they appear in your To-Do list. This ensures you don't forget to follow up on critical emails.

Pin or Snooze Important Messages:
Pin important emails to keep them at the top of your inbox for quick access or snooze emails to temporarily remove them and have them reappear at a more convenient time.