



How to get a slim mail box in 5 steps

Sometimes, you do not always have the time to attend a course. That is why we offer 1 hour thematic information sessions. One of our greatest challenges is dealing with a full mailbox. The flood of information has increased to a great extent. And it is getting worse. There are studies that say that the volume of information doubles every 5 years. Over the past 30 years, the amount of new information created is equal to the same quantity as was created over the last 5000 years. Mailboxes are bursting at the seams and employees struggle with mailbox size limits. It is important that we learn how to deal with these data quantities and limits. With Outlook, you have a powerful tool on hand, which helps to keep the information under control. In this demo, get ideas and learn techniques on how to organize your mailbox and keep it slim.

Course objective: You get an overview of techniques how you can get on top of the information flood

Prerequisites: Basic Outlook knowledge

Length: 1 hour

Topics:

1. To get on top of the data flood
 - Delete mails
 - Use the cleanup function
 - Calendar: how to find appointments with large attachments
2. Best practice on how to organize your folders
3. Searching for Information
 - Using the search function
 - Creating search folders
4. How to get an empty inbox
 - Transform a mail into a task or an appointment
 - Get rid of mails with rules
 - Move mails to your reference system with quick steps
5. How to reduce the amount of received mails
 - EMail-Knigge