

Taming Your Personal Email Monster

Tips for Congressional Staff to Manage Their Outlook Inbox

Interruptions

Tip: Turn OFF your new message pop-up window to avoid unnecessary interruptions.

Instructions: [Turn On or Off New Message Alert Pop-Up Window](#)

Tip: Turn ON a New Item Alert Window for messages from key stakeholders (like your boss).

Instructions: [Display Mail in New Item Alert Window](#)

Tip: Create Custom Rules for regular content flowing into your inbox so that it's automatically filed.

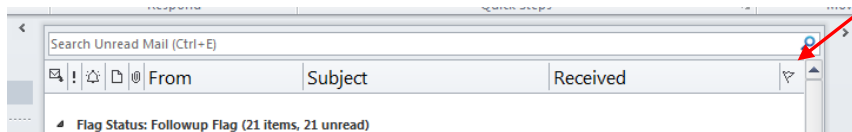
Instructions: [Create Custom Rules](#)

Separating Internal and External Stakeholders

Tip: Separate internal and external stakeholder in the email world (just like you do in the real world).

Step 1: Flag internal stakeholders with flags. [Instructions here.](#)

Step 2: Sort Inbox by flag:



More information - Video: Flags and categories [\(5 minute YouTube\)](#)

Turning Your Inbox Into Your To-Do List

Tip: View only Unread Mail – it becomes of list of email to read, and removes distracting data from your view.

Step 1: Add or restore Unread Mail folder to Favorites. [Instructions here.](#)

If you've deleted your Unread Mail folder, or it doesn't appear, you can restore it.

[Video instructions here \(1:33\).](#)

Step 2: Click on Unread Mail folder.

Step 3: Sort by Flag

Getting People to Fulfill Their Commitments

Tip: Create custom flags and set reminders to ensure people fulfil commitments (like setting up appointments).

Instructions: [Create Custom Flags](#)

Delay the Delivery of an Email Message

Tip: Customize the delivery time for outgoing messages.

Instructions for Outlook: [Delay Delivery](#)

Instructions for Gmail: [Delay Delivery with Boomerang](#)