

Keeping a Clean and Lean Email Account

Entourage 2008

1. Keep your emails organized.
 - a. Create folders within your account in which you can store emails to which you need to refer later:
 - In the left sidebar, select the name of your email account
 - New
 - Folder
 - Title your new folder with an easily recognizable name
 - b. Subfolders can be created as well. In the left sidebar, first select the folder within which you would like to create a subfolder. Then create the new folder with the directions above.
 - c. As you finish reading an email, decide to place it in a folder or delete it.
 - d. Use the Arrange By feature to organize your emails in the way that best suits you.
 - At the top of your list of emails, click on the Arrange By bar to sort your emails in various ways.
2. Delete unnecessary emails.
 - a. With an email selected, click on Delete to place that email in Deleted Items. Read on to actually delete the email from your account.
 - b. To delete the emails you have placed in Deleted Items:
 - right-click (on a Mac, control-click) on the Deleted Items icon (trashcan with an x).
 - In the popup menu, choose Empty Deleted Items
 - c. Whenever you send an email, a copy is placed in your Sent Items folder. These must also be deleted if you do not want them on your account.
 - d. Go through your folders occasionally and delete emails no longer necessary to keep.
3. Use your Address Book instead of Email Folders to maintain contact information.
4. Make it your standard practice to delete emails and clean out your inbox at the end of each day or week.