

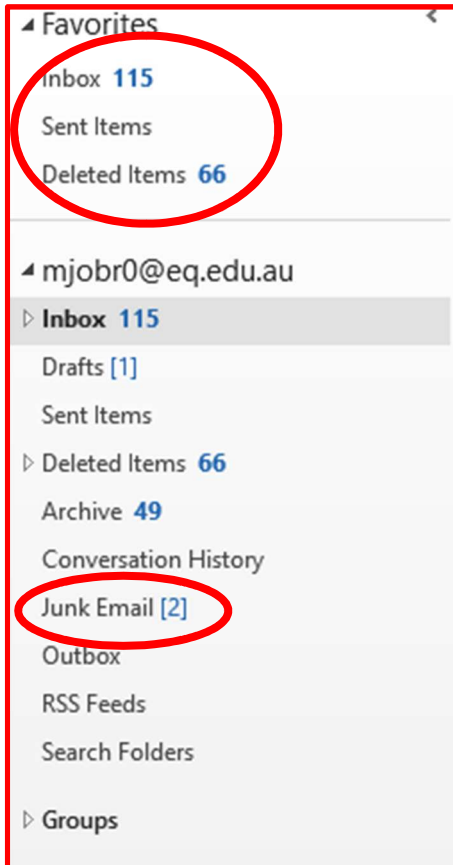
HOW TO MAINTAIN YOUR INBOX

Over the coming months you will be receiving many regular emails from your teachers and peers, this may be more than you regularly get in a standard school week.

This means it is important to keep your emails organised by keeping and sorting important emails and not just deleting everything.

1. **READ YOUR EMAILS.** Don't Skim them. Don't assume you don't need to read it. Read it, from start to finish.
2. **What did it say?** Was your teacher asking you to do something? Do you need to reply? Was there an instruction? Classwork to do? Something else they were asking?
3. **Do it straight away** where possible and ensure you reply, even if it is a short, polite reply saying thank you. Your teachers want to know you are getting your emails and replying!
4. **Save any attachments.** If there is an important attachment, right click on it and select **SAVE AS** and store it on your computer in the right folder. You should have a folder set up for each subject you have on your computer (Usually in My Documents)
5. **Move the email.** You should have folders set up in your INBOX for your different subjects and teachers, that way you can click and drag your emails to the right folder. Emails from your English teacher can be moved to your ENGLISH folder etc.

Let's look at how to organise your INBOX



The following are some of the folders that you will see to the left of your inbox when you open Outlook on your computer.

Most of these folders are self-explanatory.

Your **inbox** will contain all your emails.

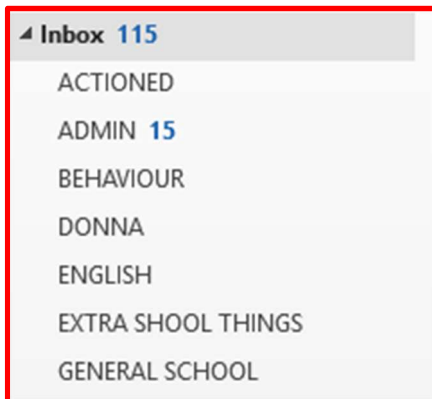
Sent items will list all the emails you have sent out.

Deleted items will list the emails you have deleted.

JUNK EMAIL – This is important, this is where emails that are SPAM may go to. But sometimes the computer will get it wrong and important work can end up there. Be there you check your junk email regularly in case something has ended up there accidentally.

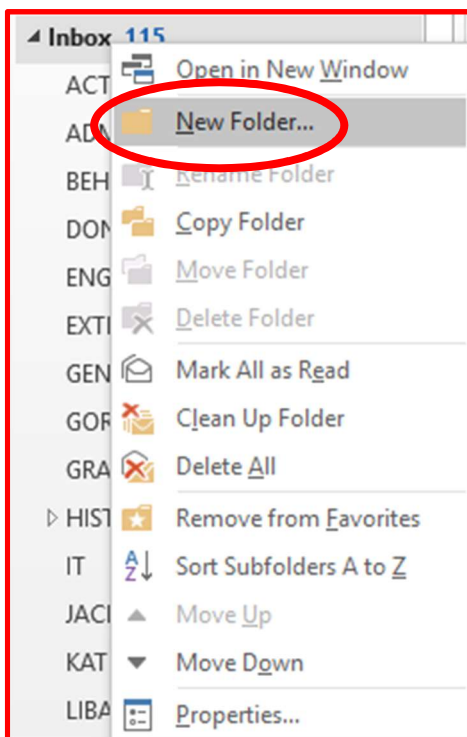
Outbox – If you have tried to send an email and there was an error sending it or the person says they did not receive it, it may be still in your outbox waiting to try and send.

The most important area to focus on managing is your **INBOX**



Just to the left of your inbox symbol is a little arrow. If you click this it will expand your Inbox to reveal any “SUB FOLDERS” in your inbox. If you have not created any yet you may not see this arrow and will simply only have an inbox.

Our goal is to create a list of Subfolders like you see to the left here. You can create as few or as many as you like. Ideally you would want a folder for each subject you have any maybe one for Administration emails, like Mrs Brose or Mrs Harder in the office.



To get started simply RIGHT CLICK on INBOX. A drop down menu will appear.

Click NEW FOLDER.

Create a name for the Folder, start with ENGLISH

This folder will now exist underneath your INBOX.

Repeat this process for your other subjects or other staff in the school.

Now go to your Inbox and start by clicking and dragging emails into the correct folders. Find an email from your English teacher and drag it into your English folder. You should be doing this with ALL your emails from your subject teachers, instead of deleting them so you can always find important information that was sent to you.

Is there any easier way to do this? YES, there is!

Let's set up **RULES** for your Inbox!

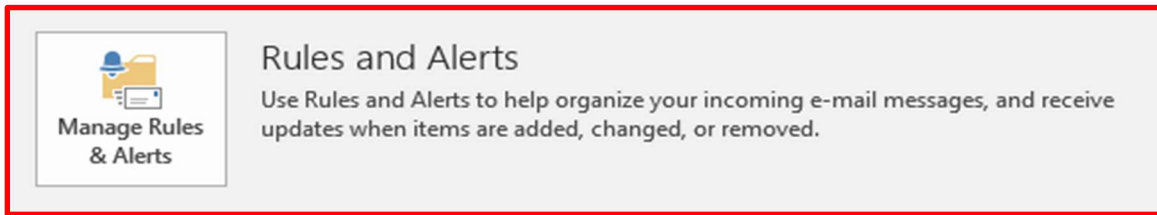
SETTING UP RULES FOR YOUR INBOX

What are “rules” for your inbox?

Rules are a set of instructions that reprogram where mail arriving in your inbox will go, it basically does all the hard work for you. For example it can make sure that every time an email from your English teacher arrives it goes straight to your English folder so you don't lose it!

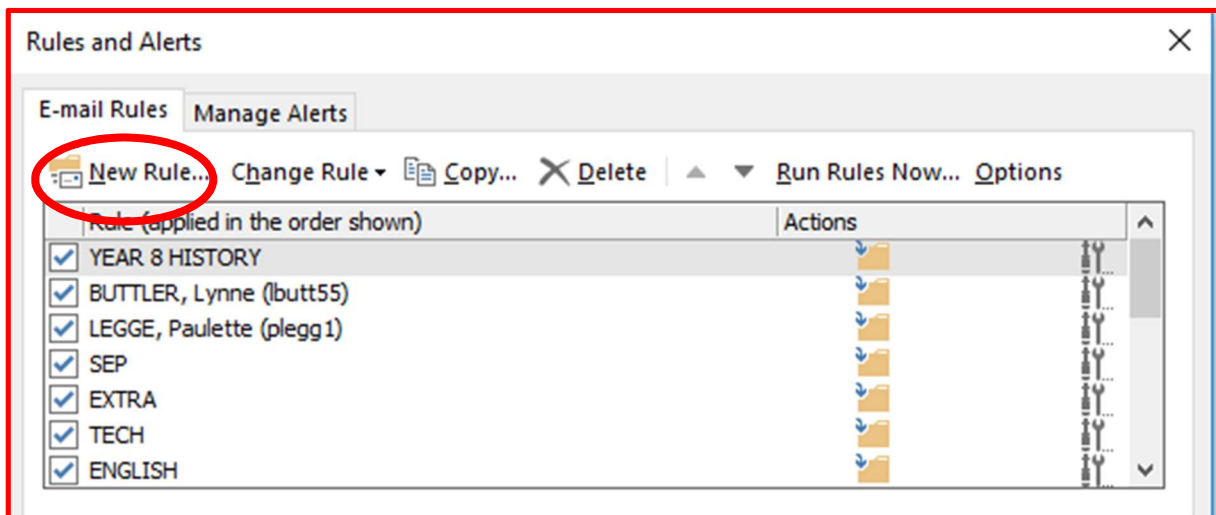
In order to create rules and alerts in your inbox follow the instructions below.

When opening Outlook on your computer chose FILE on the top left of your screen, several options will appear on your right hand side, click the icon below “Rules & Alerts”



This will bring you to the following screen where you can create and adjust the rules for your inbox. You can chose from any number of unique rules, The most standard option is to MOVE MESSAGES FROM SOMEONE TO A FOLDER.

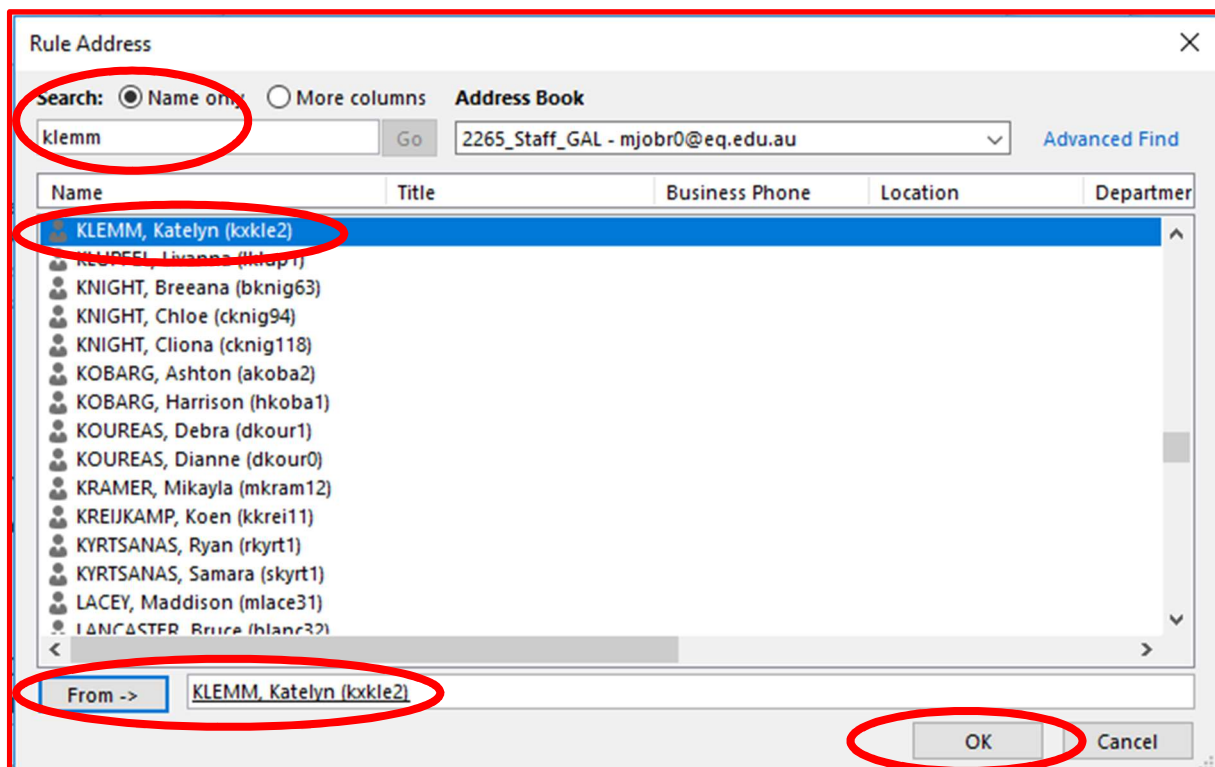
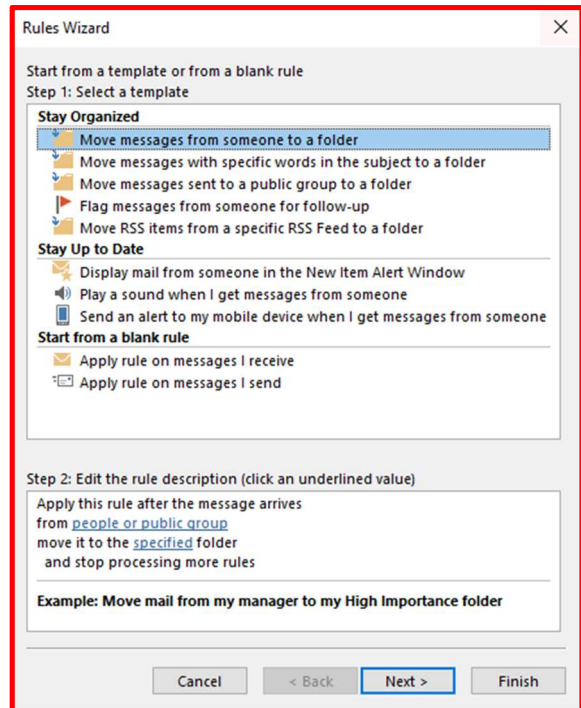
To begin click “New Rule”



Click so “Move Messages from someone to a folder” is highlighted.

Once this is highlighted look to the bottom of the section in STEP 2 and click on the writing in blue “PEOPLE OR PUBLIC GROUP” this will open a new window as seen below. (Do NOT click Next yet!)

In this window simply search the name of the teacher. If your English teacher is Miss Klemm, search by her last name. Once she appears in the search click her name til it is highlighted in Blue, then select FROM. Her name will now appear beside the FROM button. Click OK

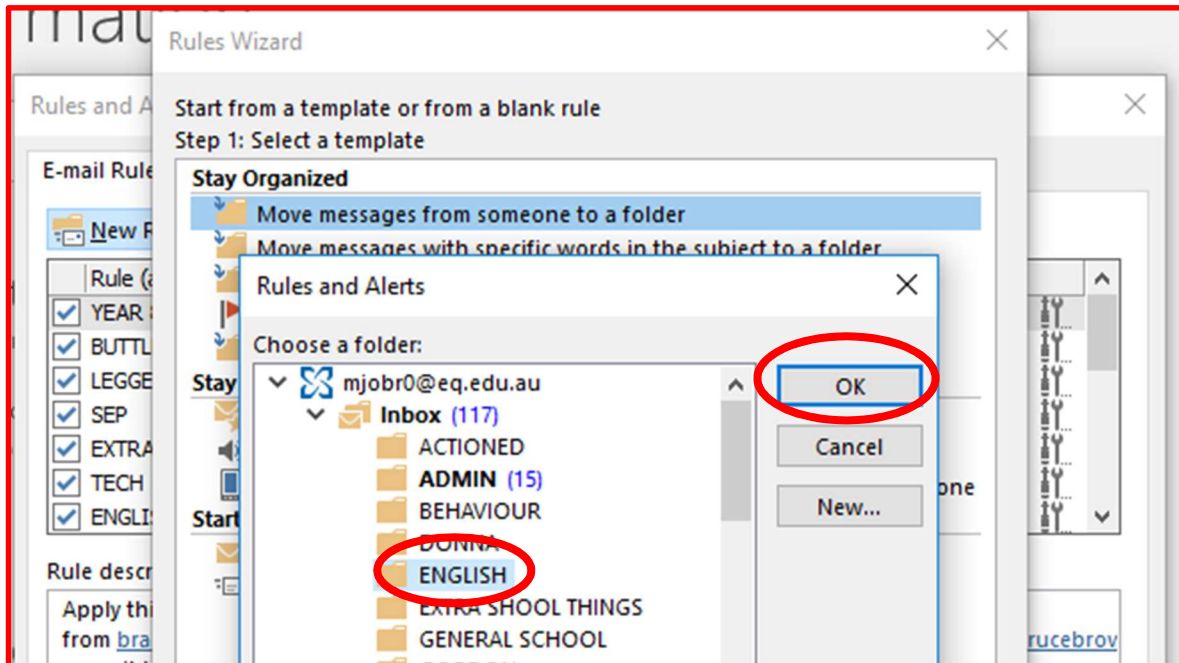


SELECTING YOUR FOLDER (WHERE WILL THE EMAILS GO?)

If you are happy with this you can now click on the blue “SPECIFIED” folder text.

Here you can select the folder you would like all emails from this sender to be sent to. Which means every time they are received they will go STRAIGHT to this folder, not your inbox.

In this case you would select your ENGLISH Folder that you set up earlier to make this happen.



Once you have selected the folder you wish to send these emails to click OK to proceed to the next stage and finish the process.

If you have not yet created the folder you wish to send the emails to simply click your INBOX folder in the list and click NEW, name the folder as required, click OK, select the Folder and Click OK to proceed to the next stage.

You will now see in the bottom of Step 2 the two blue text fields have been changed to the names of your recipient (Your teacher) and the folder. Now click NEXT, you will need to click NEXT at least 3 times until you reach the screen displayed to the right here.

You do not need to do anything to the other screens until you reach FINISH RULE SETUP Screen to the right.

Now you simply need to Create a name for your RULE under Step One, delete the email address/names in the text box (This will not affect the rule at all) and Type in a NAME for the RULE MS KLEMM.

Underneath this **TICK** the option beside **“RUN THIS RULE NOW ON MESSAGES ALREADY IN INBOX”** – This will move all previous messages received from the person to the folder selected.

Rules Wizard

Finish rule setup.

Step 1: Specify a name for this rule

Ms KLEMM

Step 2: Setup rule options

Run this rule now on messages already in "Inbox"

Turn on this rule

Create this rule on all accounts

Step 3: Review rule description (click an underlined value to edit)

Apply this rule after the message arrives from KLEMM, Katelyn (kxkle2) move it to the ENGLISH folder and stop processing more rules

Cancel < Back Next > Finish

Your final screen should look like the above screenshot, you can now click FINISH to set up your rule!

You can now go back and repeat these steps to create as many rules as you like to help better organise your inbox so you don't lose your teachers emails!