

Email Management Tips

1. Become familiar with the Drexel Records Management Policy's definition of a record.
2. Immediately print and file emails that qualify as official University records.
3. Delete email on a regular basis to keep your Inbox and other folders tidy, to enhance Outlook's search capability, and to ensure you comply with the Records Management Policy.
4. Select an email management strategy that works for you.
5. Choose a schedule for dealing with your email that fits your daily workflow.
6. Prioritize your email according to time needed to respond.
7. If you use folders, choose a naming system that supports your main job functions.
8. If you receive a lot of email that does not need a quick response, use automatic filters to sort email into manageable chunks.
9. Use email archiving only if you have a large number of emails of historical value or if you legitimately need to archive to support your job function. Outlook's archiving function is not a replacement for good email management and proper deletion.
10. Develop a solid understanding of how Microsoft Outlook can assist you with basic email management tasks.