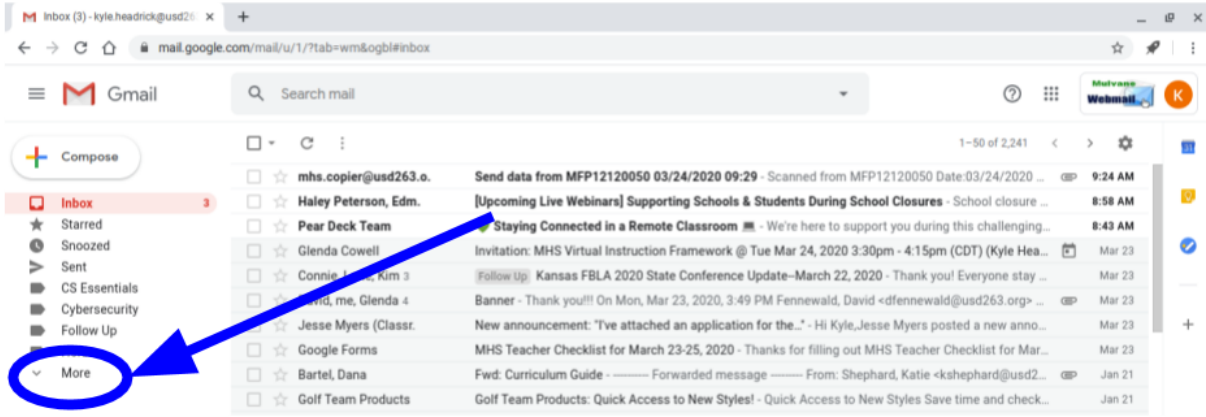


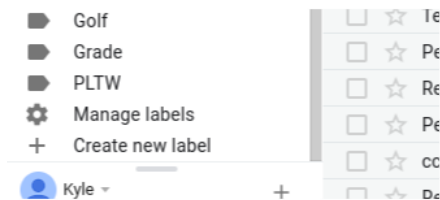
ORGANIZING YOUR EMAIL

1) Creating Labels

a) Click the (down arrow) by More

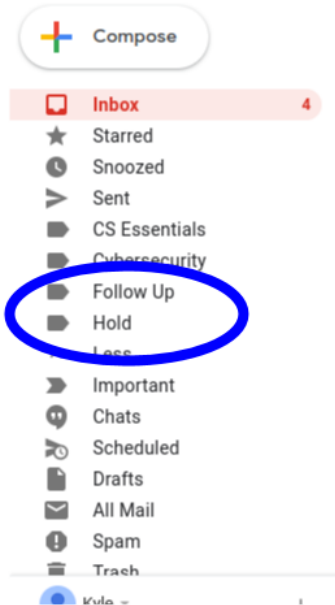


b) Click "+ Create new label"



c) Make a "Follow Up" label

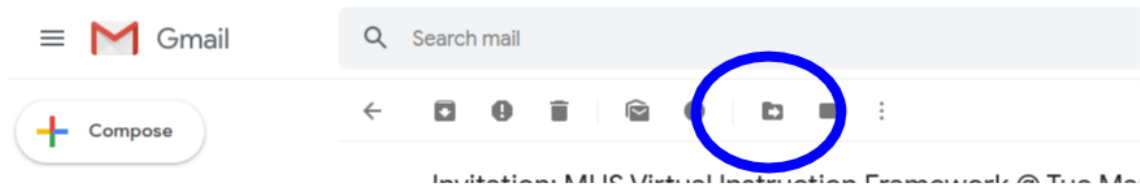
d) Make a "Hold" label



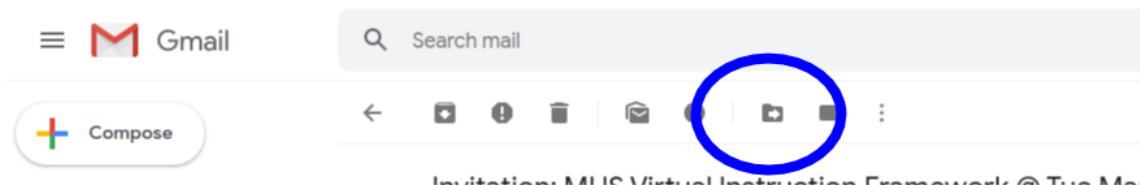
2) Moving inbox items to folders

a) Individual emails

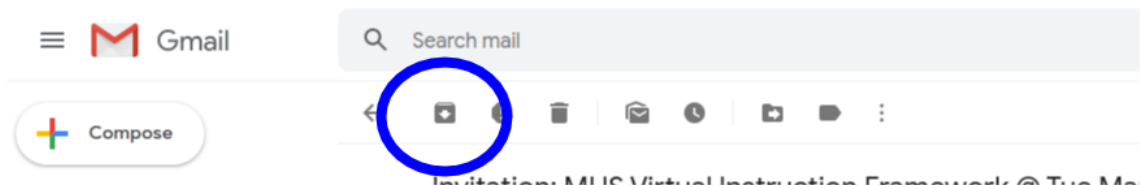
- i) Open an email
- ii) If you need to do some type of action for this email:
 - (1) Click the "Move to" icon



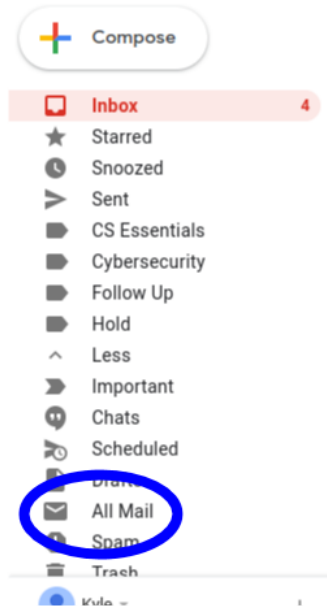
- (2) Select "Follow Up"
- iii) If you need to hold onto the email for something coming up:
 - (1) Click the Move to" icon



- (2) Select "Hold"
- iv) If you need to keep the email for reference
 - (1) Click on the "Archive" icon

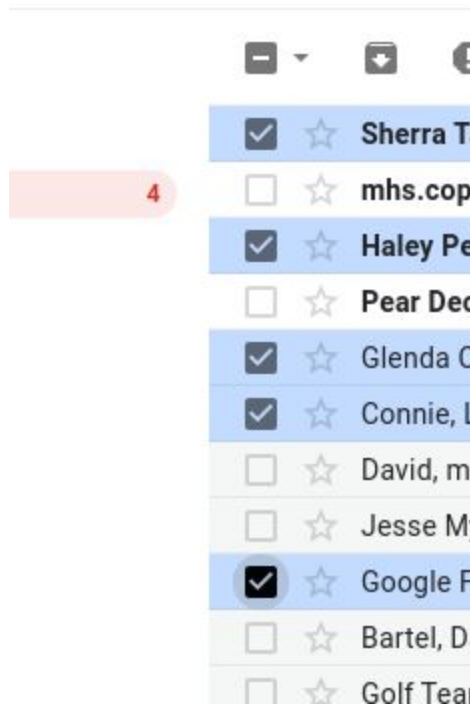


- (2) *note* the email will move out of your inbox, but still can be found by using the search mail bar, or by clicking on "More → All Mail" on the left menu bar



b) Multiple emails

- i) Click the Select square beside each email you want to select



- ii) Click the "Move to" icon
- iii) Select the folder you want to move the emails to
- iv) Or, select the "Archive" icon to save the email for reference

3) Go through your inbox and try to get your inbox to zero (or at the very least, only 1 page of emails)



4) Insert screenshots here:

- a) Screenshot of your inbox goes here:
 - i) _____
- b) Screenshot of your "Follow Up" folder goes here:
 - i) _____
- c) Screenshot of your "Hold" folder goes here:
 - i) _____
- d) Screenshot of your "All Mail" folder goes here:
 - i) _____

5) Reflection

- a) What main benefits do you see in keeping your email inbox organized?
Please respond in 3-5 sentences.
 - i) _____