


Tuesday TechTip:

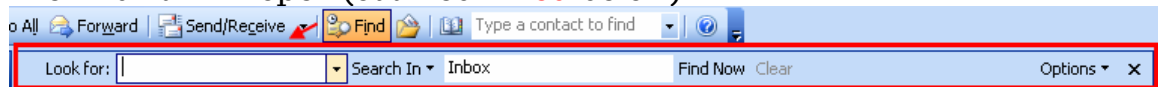
Email & Productivity

How many minutes, or hours, do you spend managing your email? According to a survey conducted by the American Management Institute and the ePolicy Institute, 10% of workers spend more than half the workday (4-plus hours) on email, vs 8% in 2003.

Search for email:

To quickly find an email message, use the Find function in Microsoft Outlook.

1. In your Microsoft Outlook client software, click the  button.
2. The *Find Bar* will open (outlined in red below).

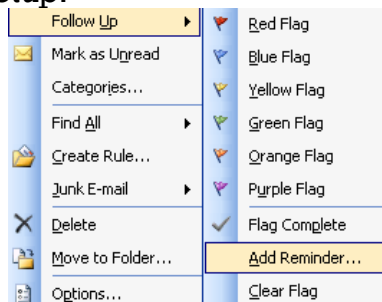


- a. Enter a search term in the *Look for* section.
- b. Select the *Search In* folder.
- c. Click *Find Now* to perform the search.
- d. The *Options* menu allows you to perform an Advanced search.

Flag for follow:

Flag email to follow-up at a later date/time if needed. This allows you to quickly jump to an email or have a reminder sent to follow-up on an email.

1. Right click on message
2. Click **Follow Up**
3. Click either a flag color or **Add Reminder** if you would like a flag as well as a reminder setup.



Tips for managing email:

- Set specific times of day for reading and responding to email.
- Read email once. Immediately, decide to file, flag, delete or reply.
- Organize. Keep emails organized in folders.

For additional tips, check out the Technology Solutions Center self-service portal at <http://help.ccis.edu>