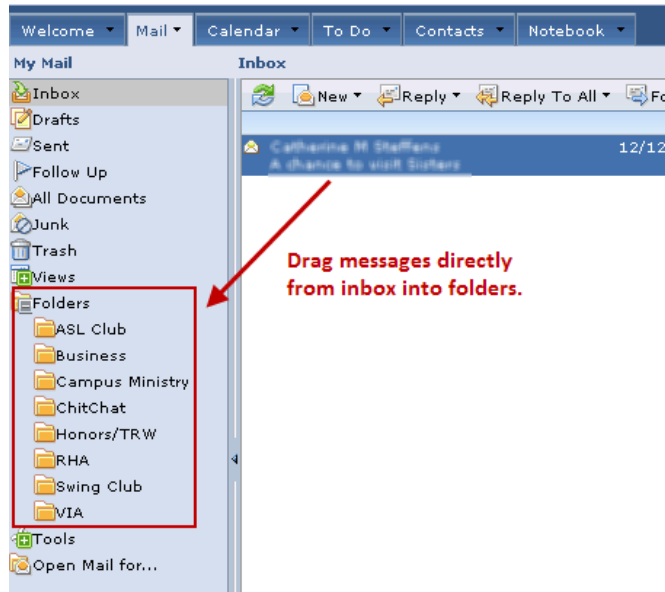




Tips to Increase Email Productivity

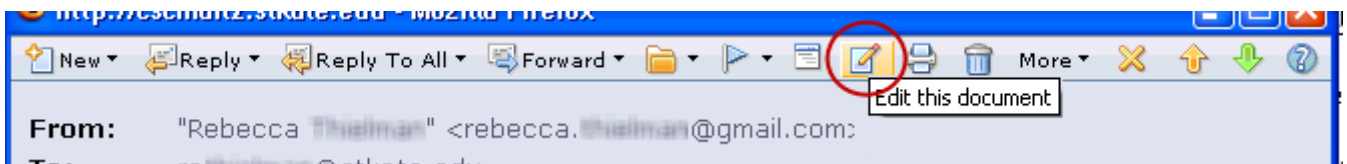
Many things can be done to make your email account a more organized, user-friendly domain.

- Don't store all of your e-mail messages in your inbox. Every time you get a new message, the mail server has to re-index your entire inbox, which makes your mail slower and the entire mail server slower for the whole campus.
- Instead, create folders in your mail and use them. You can even nest folders inside others. Then, you can click and drag messages to folders in one step for easy organizing.

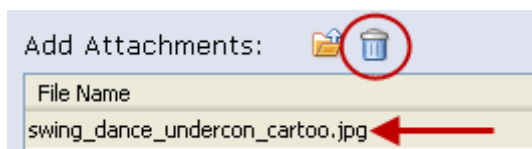


- Handle messages only once. Once you read a message, respond or forward accordingly, then either delete it or file it.
- Save attachments to your hard drive (make an 'Attachments' folder in your 'My Documents' on your computer so you have a place to save things), then delete the attachment from the message. You'll save space in your e-mail account. To delete attachments:

- ⇒ Open the email message.
- ⇒ Click the 'Edit this document' button.

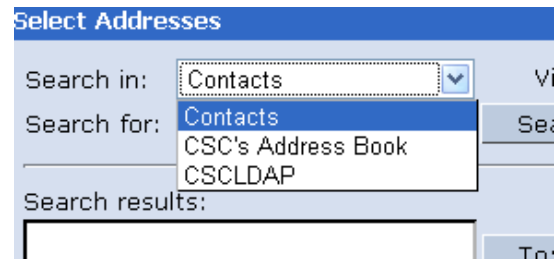
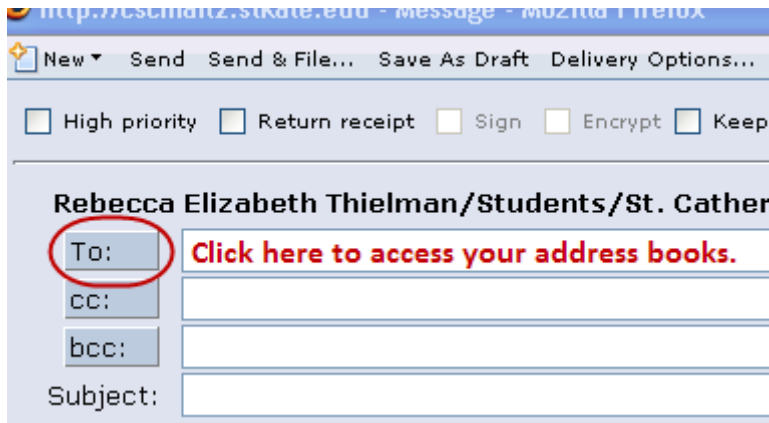


- ⇒ Select the attachment in the box on the bottom. Click the 'Delete' button.
- ⇒ Select 'Save and Close'.





- Avoid putting CSC addresses in your personal contacts folder. When addressing messages, you can choose to look for email addresses in either your 'Contacts' folder or CSC's Address Book. You should only add non-CSC people to your personal contacts folder. By adding CSC contacts to your personal contacts folder, you are being redundant, and possibly out of date. The CSC Address Folder is always updated with any changes, while your personal folder may not be.



- Set your Calendar & To Do preferences. Set your typical work hours, your default calendar entry type, and how your calendar displays.

