

EMAIL MANAGEMENT TIPS

While transitioning to online learning, students may find themselves visiting their inboxes frequently which may be flooded with emails. Here are some tips to stay organized and manage virtual communication.



1 SET TIMES TO CHECK EMAIL

Checking your email several times throughout the day will help combat being bombarded with lots of emails at the end of the day.



2 READ ONLY RELEVANT EMAILS

Not everything in your inbox is relevant or requires your immediate attention. Only prioritize emails from University officials and professors, leave other emails for the end of the day.

3 STRUCTURE INTO CATEGORIES

Luckily, you can create an unlimited amount of tabs and folders. Label and sort your messages in the way that makes the most sense for you.



4 ONE MINUTE REPLY RULE

Anything that can be replied to within one minute, reply to immediately. Anything else, flag for later or place in the appropriate folder. This will ensure the time spent in your inbox is productive.



5 UNSUBSCRIBE

You don't need promotional emails clogging up your inbox. Unsubscribe to emails you find yourself deleting anyway for a clutter-free solution to email management.

6 ARCHIVE

Archiving allows you to clear out your inbox while preserving important emails. It's also wise to archive automated emails from ECampus that can serve as your proof of submission for online assignments.



7 SET NOTIFICATIONS

Never miss an email with notifications that can alert you of a new message. Just make sure the volume on your phone or computer is turned up high.

8 DEEP CLEAN YOUR INBOX

If you have any down time, it may be the perfect opportunity to purge your inbox. Get rid of emails from previous semesters that aren't important or organize them into folders so you can access them when needed.

