Email Triage for Outlook
2013 & 2016
Professor Corinne Hoisington
Central Virginia Community College
• Immediately life threatening
• Urgent, but not immediately life threatening
• Less urgent

Just like an E.R.
Your Triage Approach is the Same

- **Immediate** - can be completed in a few minutes or less
- **Urgent** - needs done today, but requires more than a few minutes to complete
- **Less Urgent** - doesn't need addressed until tomorrow or later in the week
KEEP CALM AND TRIAGE
Clean Slate Process
Email on All Fronts
Goal = INBOX ZERO
Never Miss an Important Email

• Use Search Folders
• Start in the Folder tab in Outlook and choose the second option from the left: New Search Folder. You'll face a long list of choices, and I think "mail from and to specific people" is one of the most valuable options.
Ignore an Email Thread Conversation

• How do you gracefully ask to be removed from on a very active email thread that you're on accidentally?
Create a Distribution List

If you email the same set of people frequently, you can set up a custom distribution list.
Never Write the Same Email Twice

Create a Template

Here are the monthly statistics for Project Artie for the month of TK:

- Page views: TK
- Average time on site: TK
- Ad click-through rate: TK
- Most popular homepage click: TK

Jill Duffy
Email Rules

1. Open the Rules panel in your email client.
2. Select Create Rule...
3. Choose the conditions for the rule, such as "From Red Hat Network." Check the box to move the item to folders, select "Red Hat" folder, and click OK.
4. Click OK to save the rule.
5. Confirm the rule has been created.

Success: The rule "Red Hat Network" has been created.

Options:
- Run this rule now on messages already in the current folder
- OK
Meeting Invites

Apply this rule after the message arrives which is a meeting invitation or update move it to the Inbox - Invites folder and stop processing more rules
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Professor Corinne Hoisington
Central Virginia Community College
hoisingtonc@cvcc.vccs.edu