Checking your Mailbox

Start → Check the mail box

Is there mail?
- Yes → Sort Mail; get rid of junk mail.
- No → (to Close mail box path)

Is there any mail left?
- Yes → Keep personal and/or important mail.
- No → Close mail box

Do I need to scan it?
- Yes → Scan on computer.
- No → Store in filing folder.

Get rid of original?
- Yes → Place document in shreder
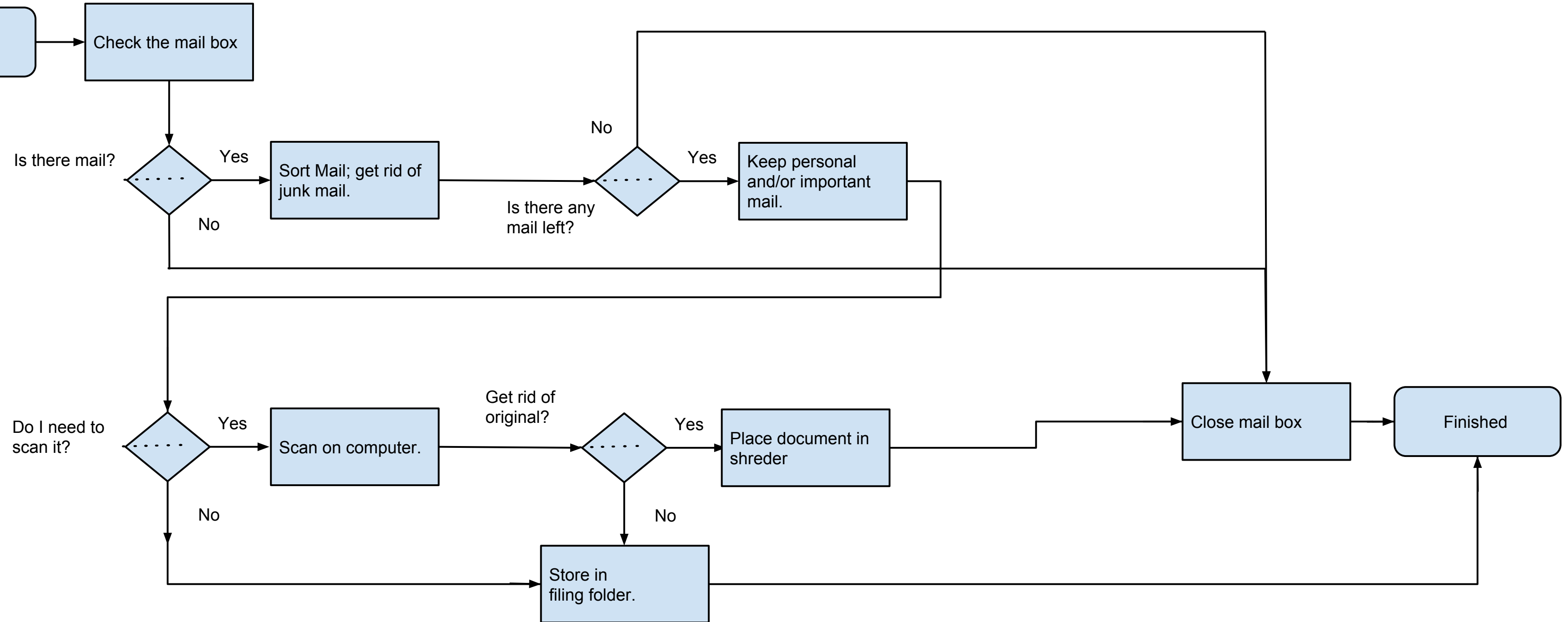- No → Store in filing folder.

Close mail box → Finished

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Scalable Data Infrastructures