THE 5 CHOICES®

to extraordinary productivity

TECHNICAL GUIDE

Microsoft® Outlook® 2019 for Windows Edition

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Microsoft® Outlook® 2019

Welcome to the Microsoft Outlook 2019 Technical Guide. This guide is designed to help you apply what you learned in the *5 Choices* to your Outlook program.

1. Core 4 Basics: These are the basics of setting up appointments, tasks, contacts, and notes. You will also find help on how to set up and use categories.
2. 3 Master Moves: These are the 3 Master Moves taught in the *5 Choices* Work Session: Win Without Fighting, Turn It Into What It Is, and Link to Locate.
3. Outlook Web App Tips: Instructions on how to use the Outlook Web App to access Outlook on the go.
4. Weekly Q2 Planning: Instructions on how to do your Weekly Q2 Planning.
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6. Q2 Extras: How to work with dual calendars and turn off email notifications.
7. Email Detox: This is a radical approach that can help you get on top of an out-of-control inbox.

In addition, look for the "Tip" boxes throughout the guide.

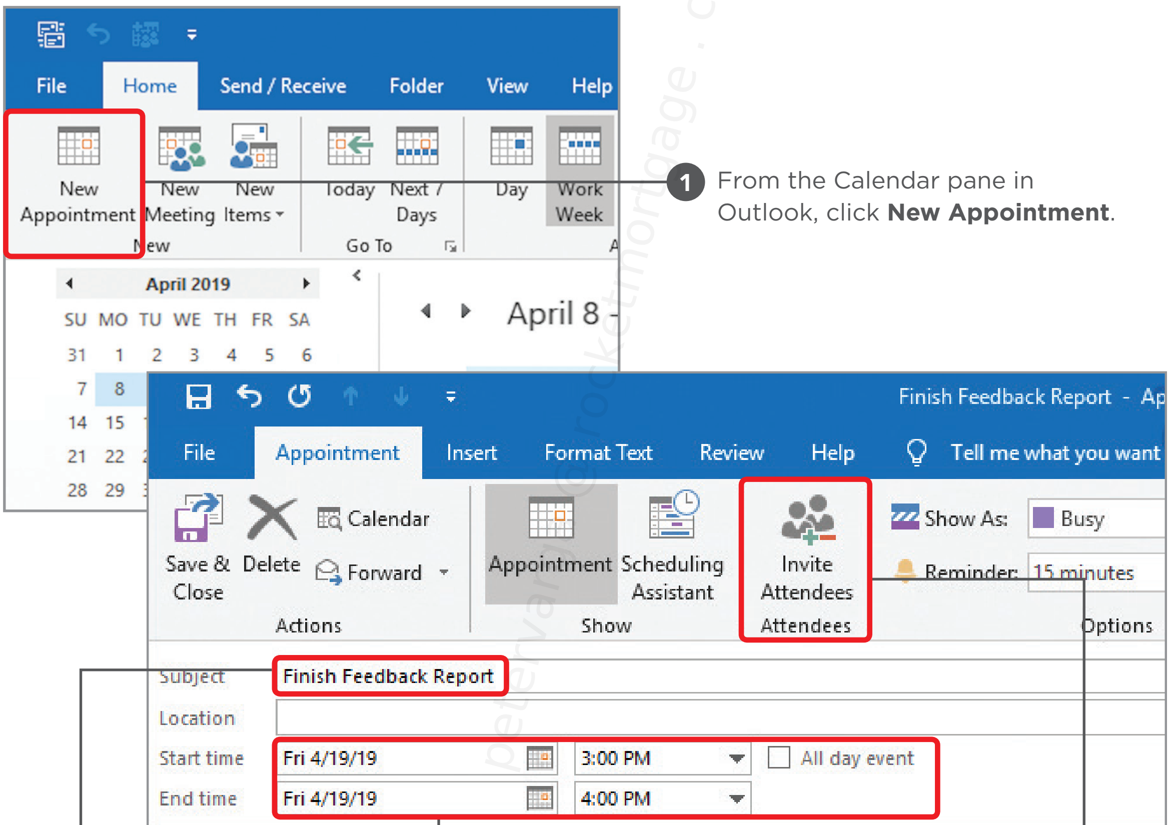
> **TIP** Here, you will find quick ideas on how to use Outlook more effectively.

Combine these Outlook capabilities with the principles you learned in the *5 Choices* Work Session, and you'll be on your way to extraordinary productivity.

Core 4 Basics

The Core 4 are the building blocks for managing your Inbox. Once you know how to create appointments, tasks, contacts, and notes, it will be easy for you to manage messages as they land in your Inbox.

Create an Appointment



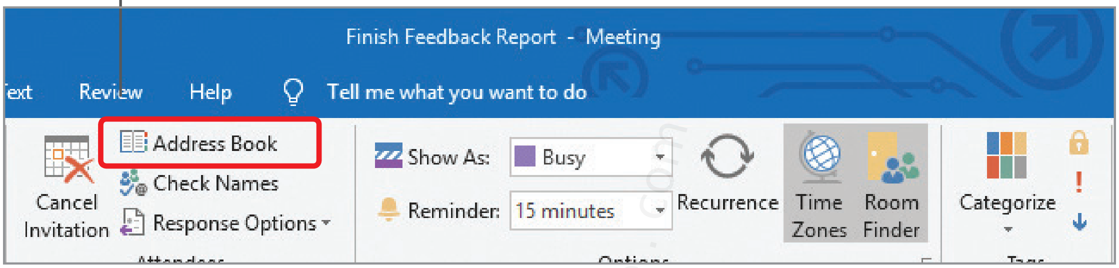
1 From the Calendar pane in Outlook, click **New Appointment**.

2 A new appointment opens. Click in the **Subject** text field to add a subject.

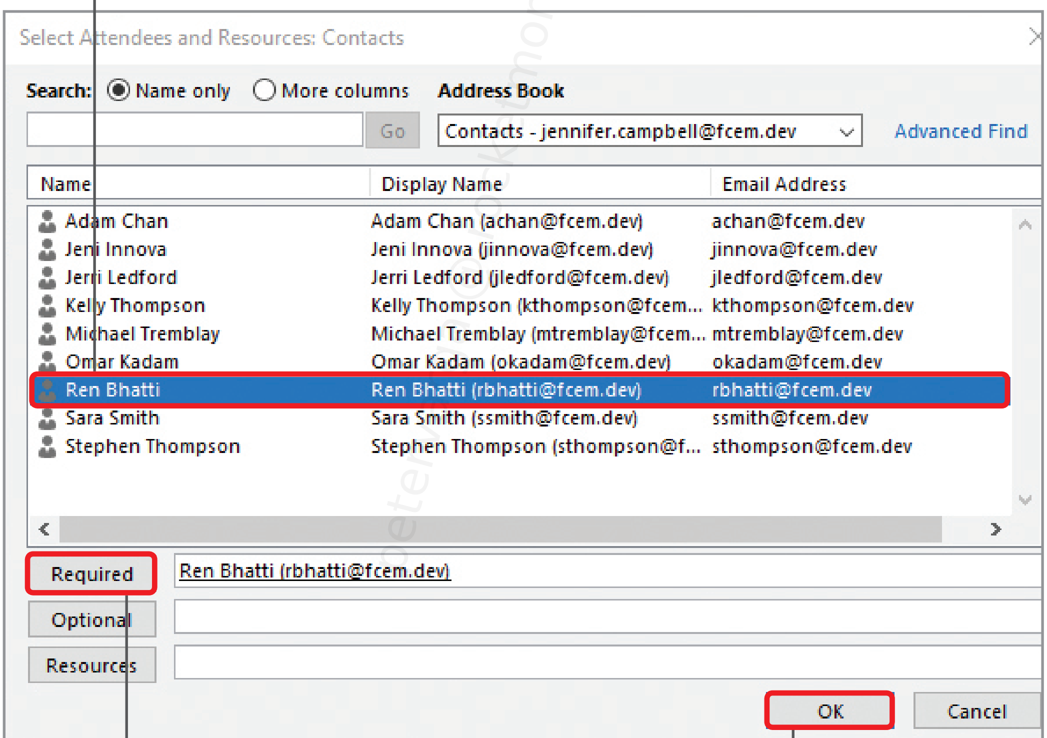
3 Use the down arrow next to the **Start time** and **End time** fields to adjust the date and time of the appointment.

4 Click **Invite Attendees**.

5 The form shifts to become a meeting invitation. Click the **Address Book** button to open the address book.



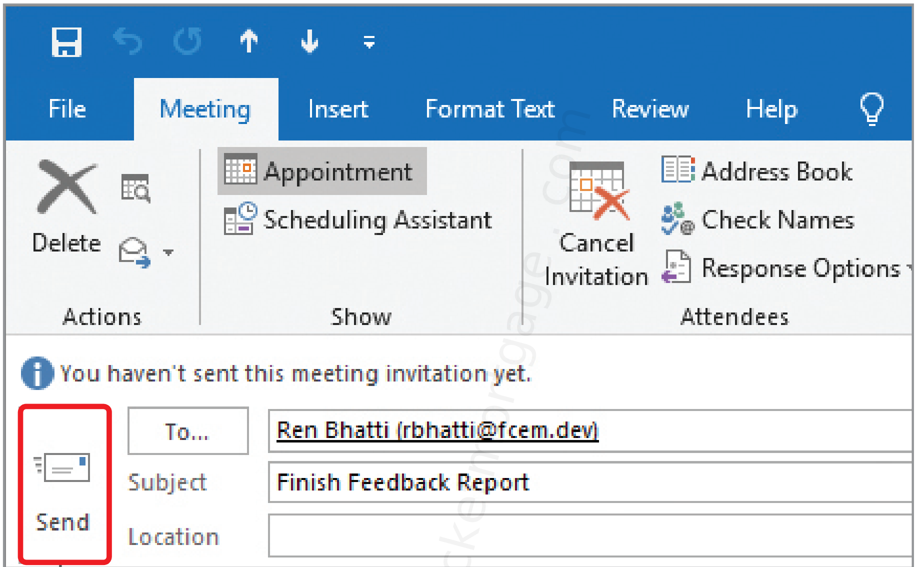
6 Select attendees from the list of contacts that appears.



7 Click **Required** for each attendee who's required to attend the meeting.

8 Click **OK** when you've finished selecting attendees.

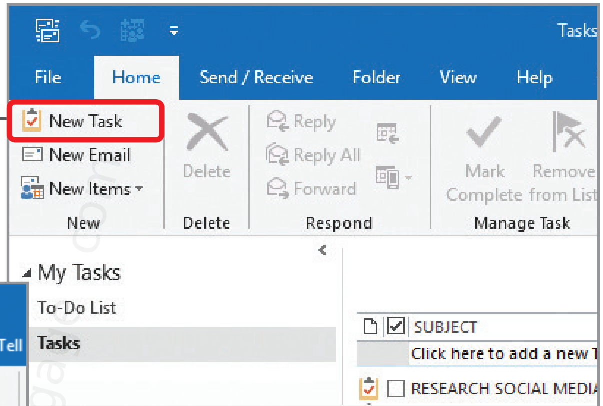
Create an Appointment (continued)



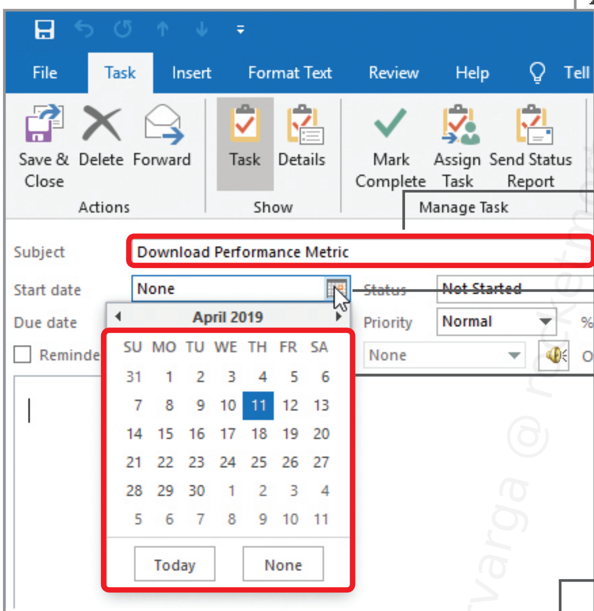
9 When you've finished editing the details of the appointment, click **Send** to send the meeting invitation and save the appointment to your calendar.

Create a Task

Tasks are a power tool in Outlook. Use them to centralize your tasks, prioritize easily, and build your reputation.



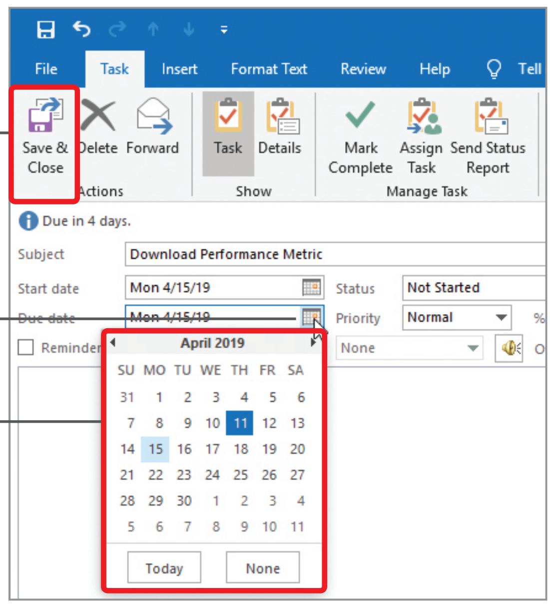
1 From the Tasks pane in Outlook, click **New Task**.



2 A new task opens. Click in the **Subject** field to add a subject to the task.

3 Click the calendar next to **Start date** to open the date picker.

4 Select the start date.



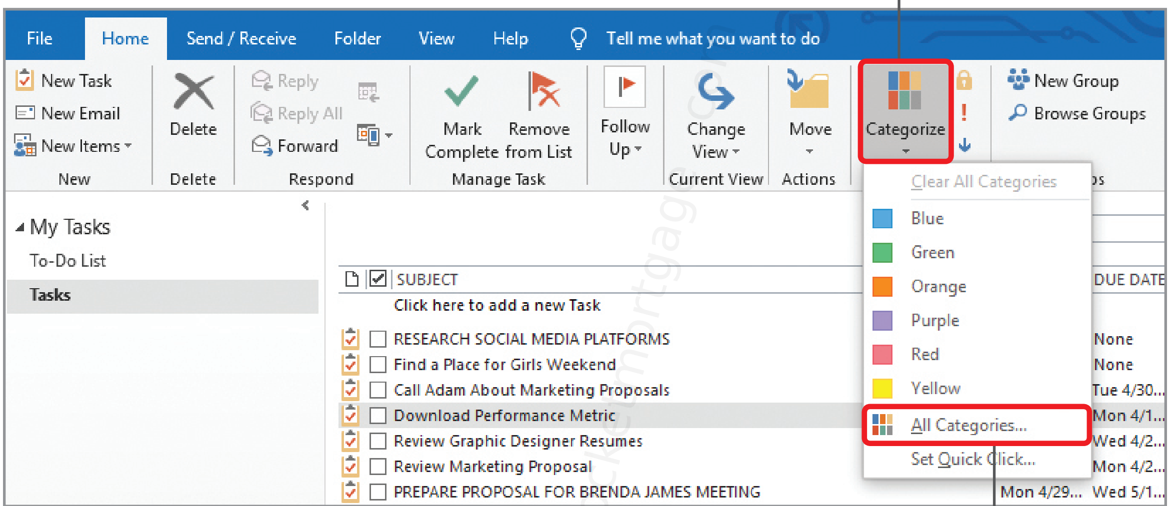
5 Click the calendar next to **Due date** to open the date picker.

6 Select the due date.

7 When you've finished editing the details of the task, click **Save & Close** to save the task and add it to your task list.

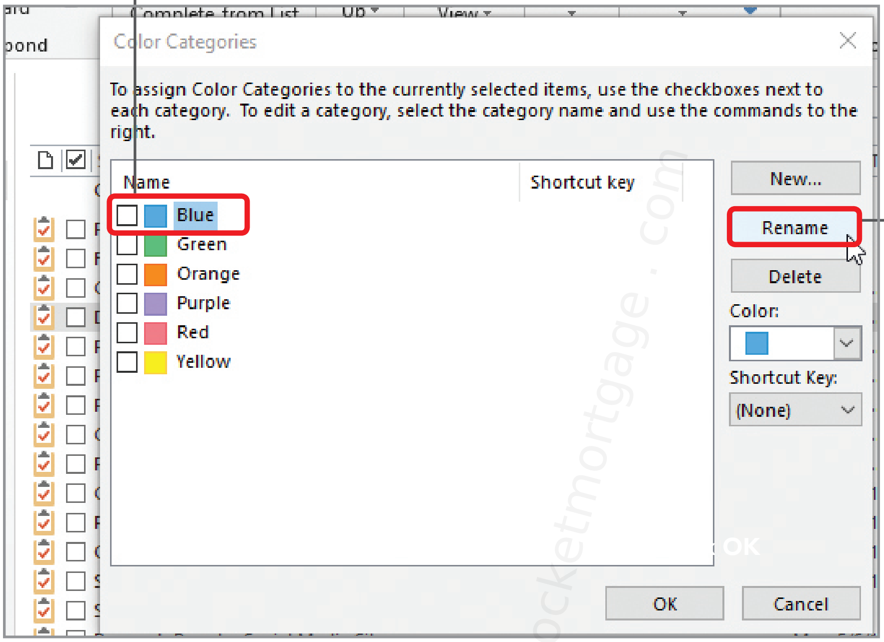
Create New Categories

From within your task list, click the **Categorize** button. 1

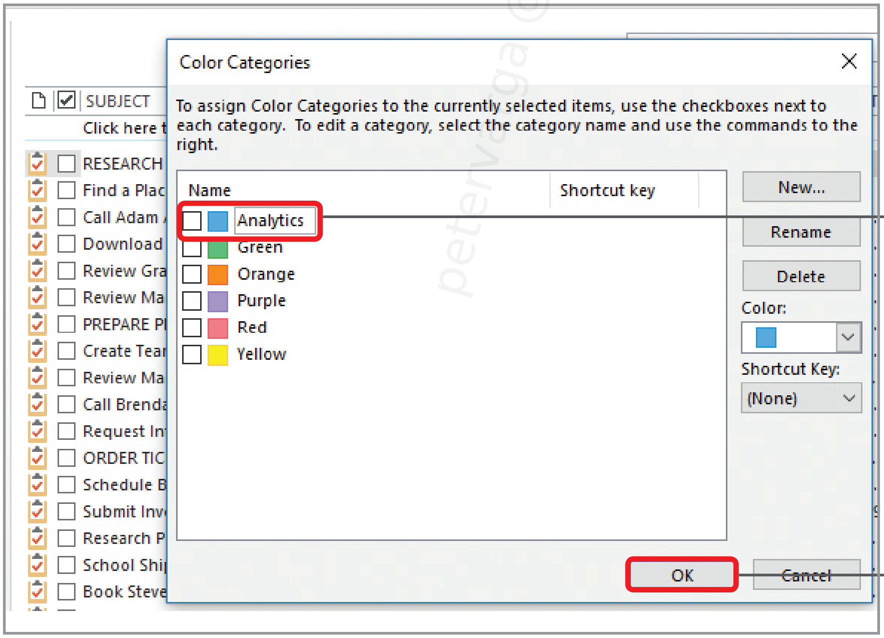


In the menu that appears, select **All Categories...** 2

3 In the Color Categories dialog box, select the name of a default category (e.g., Blue, Red, etc.)



4 Click **Rename**.

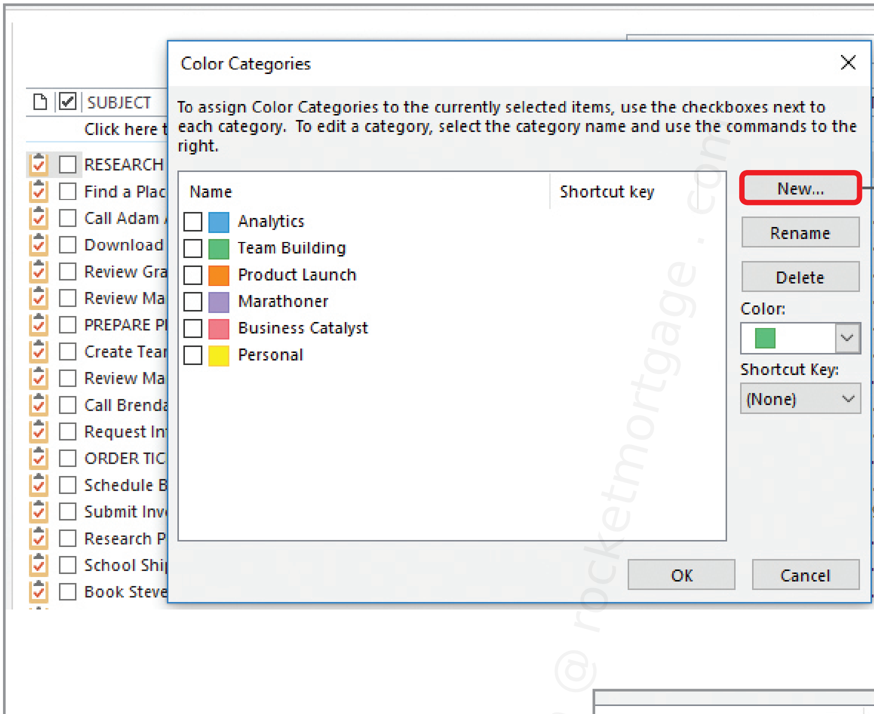


5 Type a name for the category in the text field.

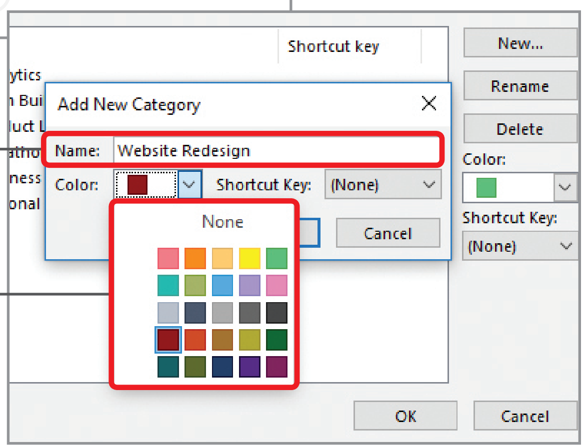
6 Click **OK**.

Create New Categories (continued)

After you have renamed all of the default categories, you can continue to add new categories as needed.

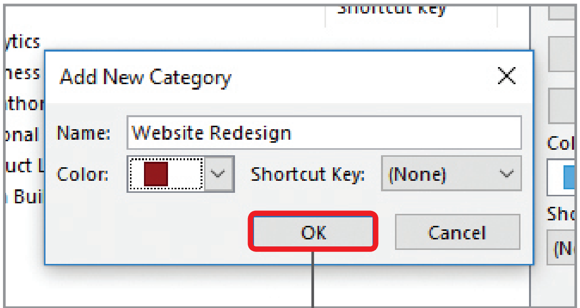


7 To create new categories, click **New...**

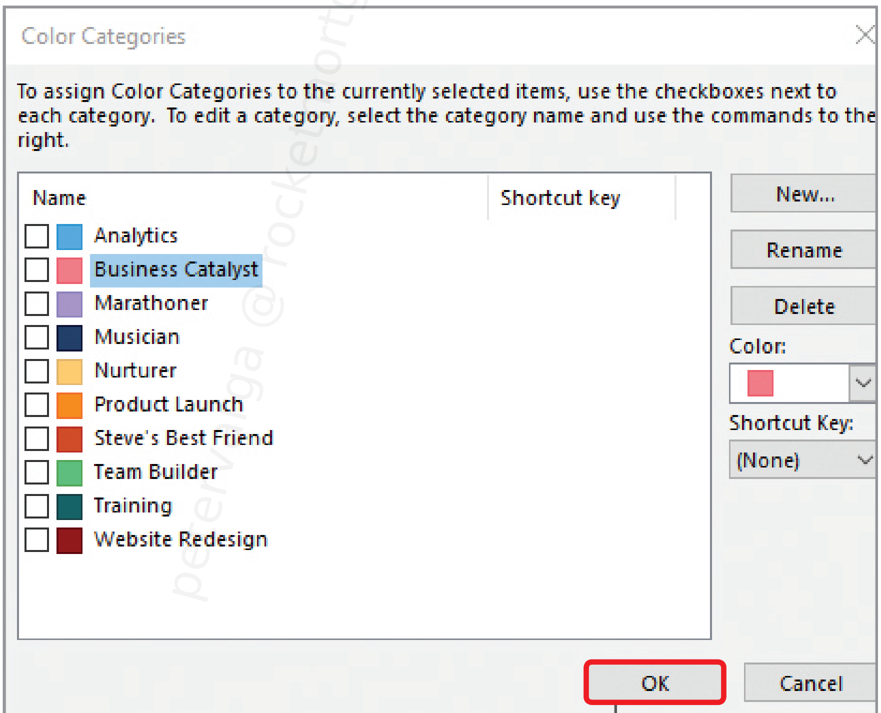


8 Type a name for the category in the text field provided.

9 Select a color for the category.



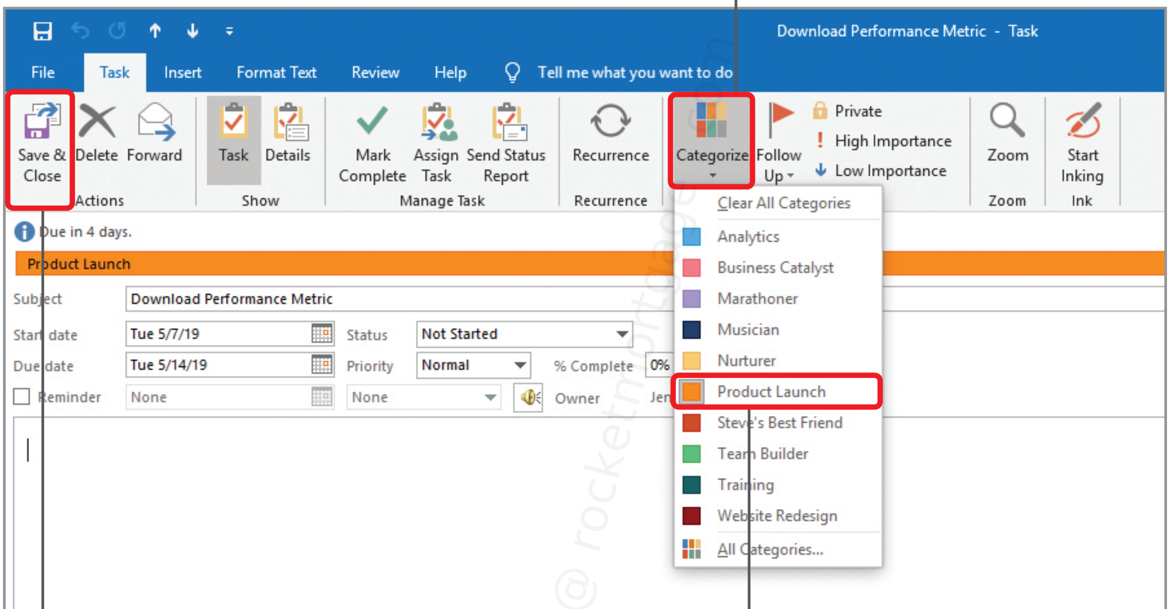
10 Click **OK**. Repeat the process until all desired categories have been added.



When you've finished adding categories, click **OK**. 11

Assign Categories to Tasks

From within an open task, click the **Categorize** button. 1

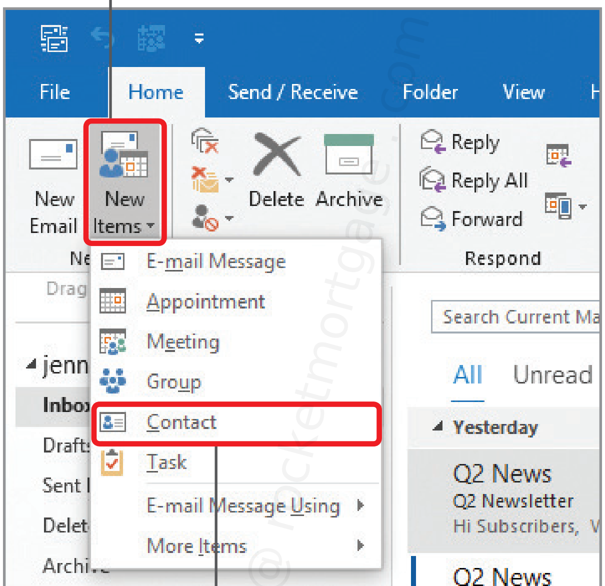


3 The desired category appears in the Categories field on the task form. Click **Save & Close** to save the changes.

2 In the menu that appears, select the category you want to apply to the task.

Create a Contact

1. From anywhere in Outlook, click the down arrow next to **New Items**.

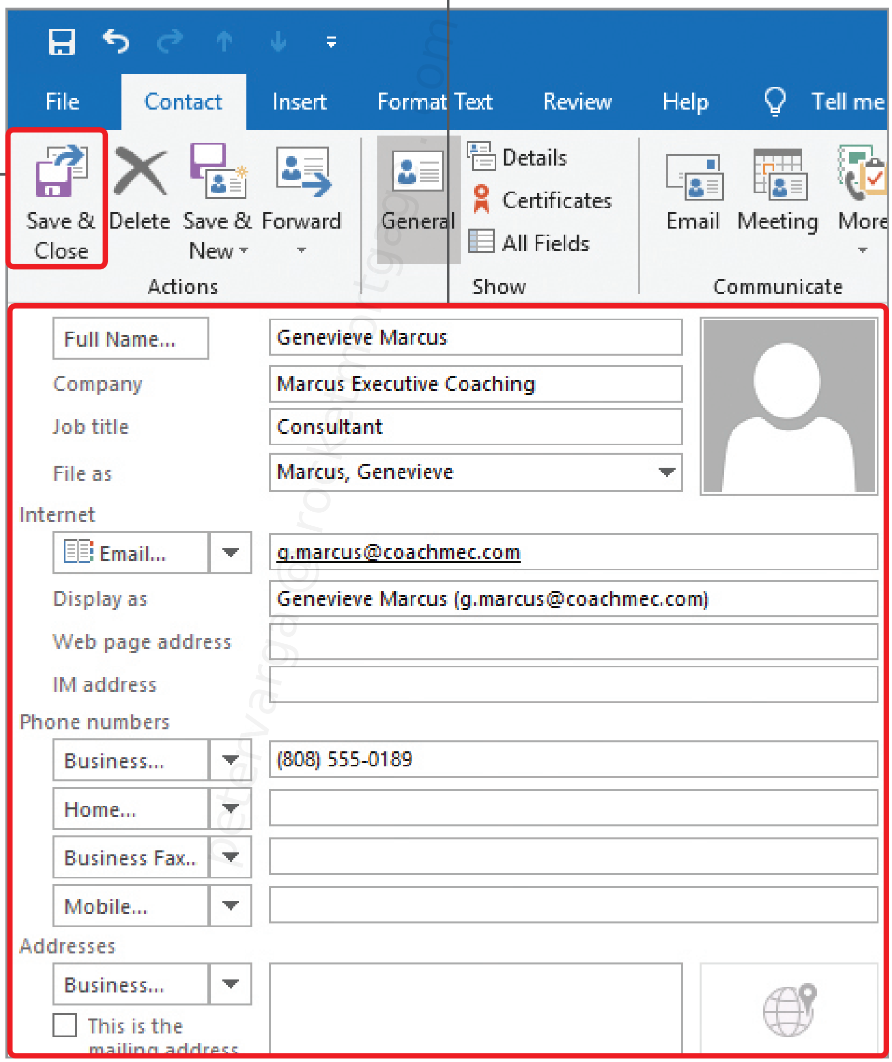


2. In the menu that appears, select **Contact**.

Create a Contact (continued)

3 A new Contact form appears. Add the contact information you have.

4 Click **Save & Close** to close the Contact form and save the new contact to your contacts list.



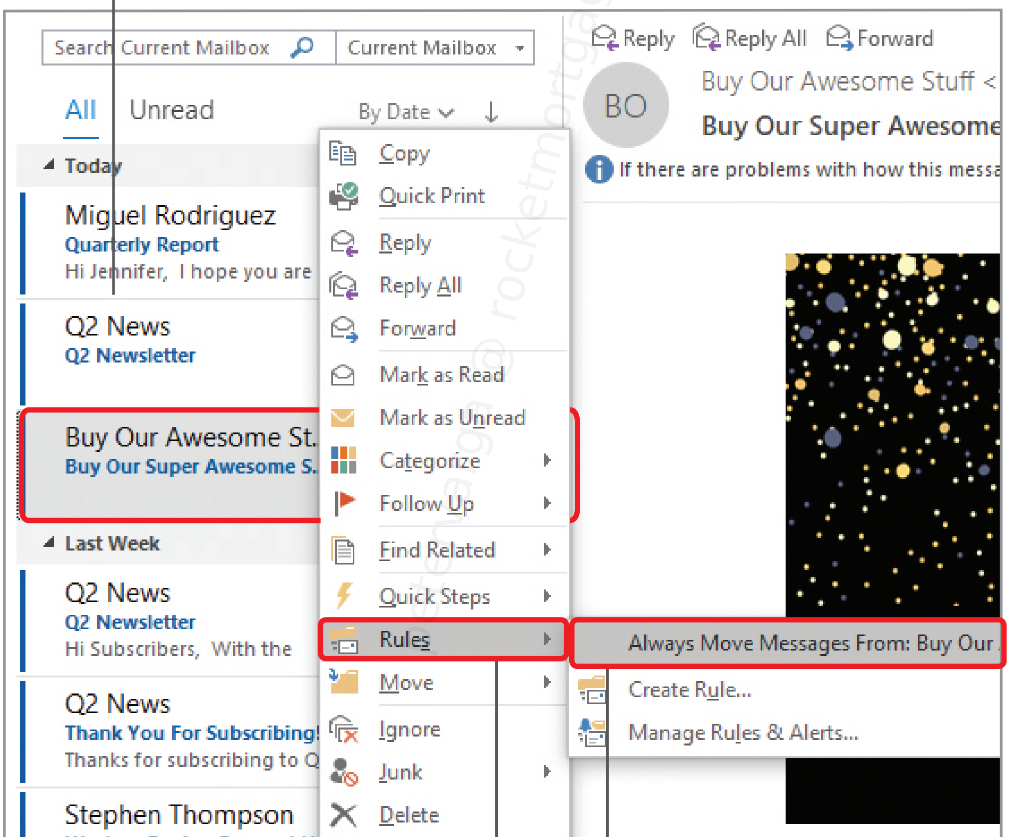
Notes

Win Without Fighting

The best way to deal with the gravel that threatens to fill up your Inbox is to create rules in Outlook to handle those messages for you. Outlook Rules can automatically delete, file, and highlight messages so that you can deal with them when you're ready, or so that you don't have to deal with them at all.

Rule to Delete

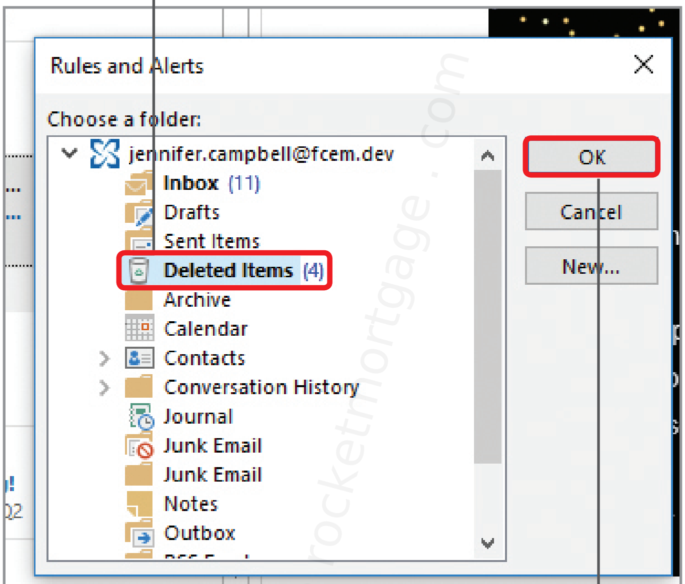
1 Right-click a message like the one you want to filter.



In the menu that appears, select **Rules**. 2

3 Select **Always Move Messages From: <sender>**.

4 In the Rules and Alerts dialog box that appears, navigate to and select the **Deleted Items** folder.



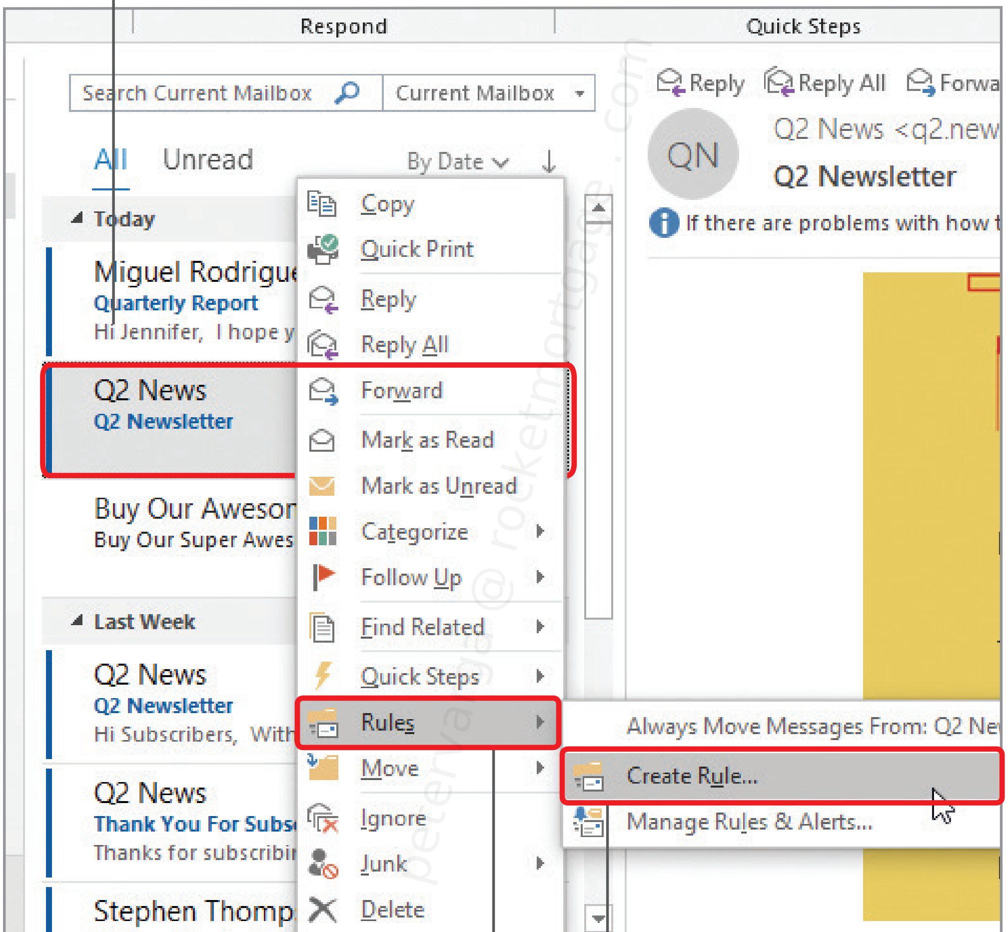
Click **OK**. The rule is created and runs on existing messages as well as those future incoming messages that meet your requirements. You are returned to your Inbox. **5**

TIP

Manage your rules by selecting **Manage Rules and Alerts** from the File menu under **Info**. In the dialog box that opens, you can create, change, delete, and run email rules.

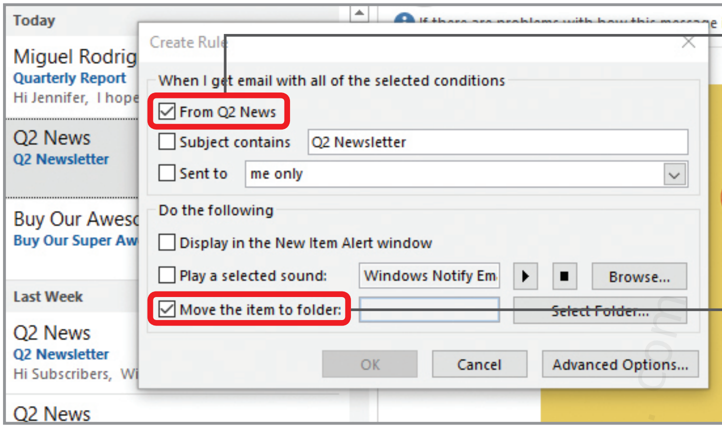
Rule to File

1 Right-click a message like the one you want to filter.



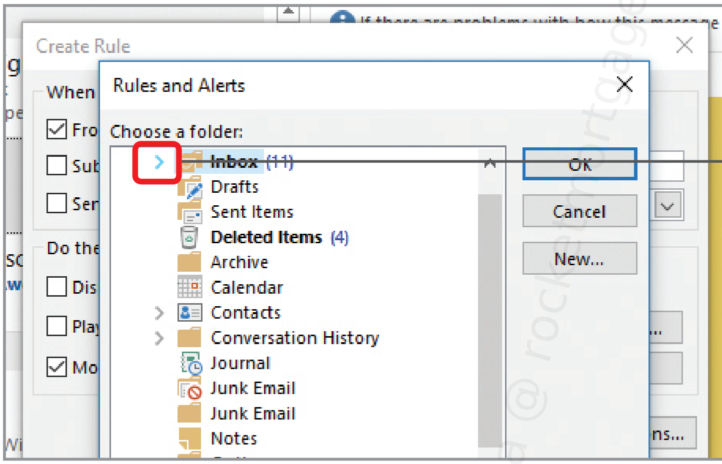
In the menu that appears, select **Rules**. 2

3 Select **Create Rule...**



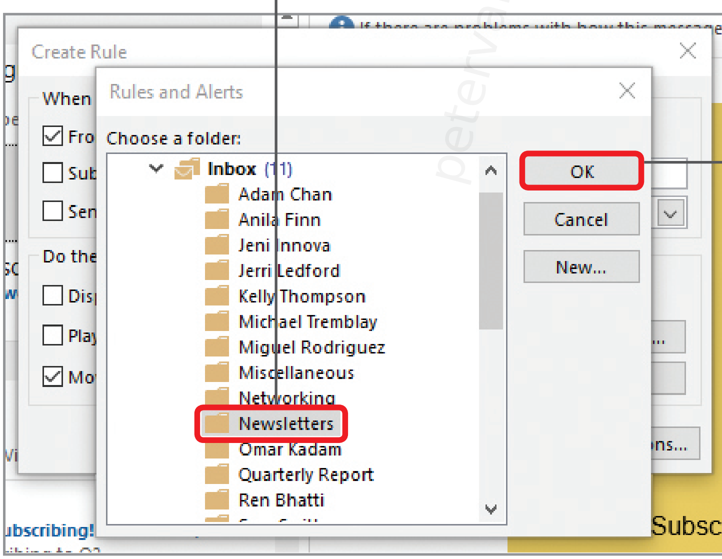
4 The Create Rule dialog box appears. In the first section (**When I get email with all of the selected conditions**), select the first option **From <sender>**.

5 In the second section (**Do the following**), select **Move the item to folder.**



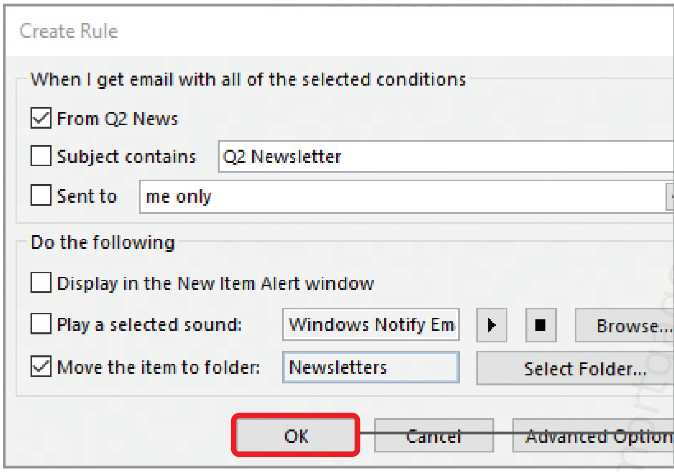
6 Click the arrow next to **Inbox** to view your folders.

7 Navigate to and select the folder you want to file messages to.



8 Click **OK** to return to the **Create Rule** dialog box.

Rule to File (continued)



9 Click **OK** to create the rule.

10 In the confirmation dialog box that appears, select **Run this rule now on messages already in the current folder**.

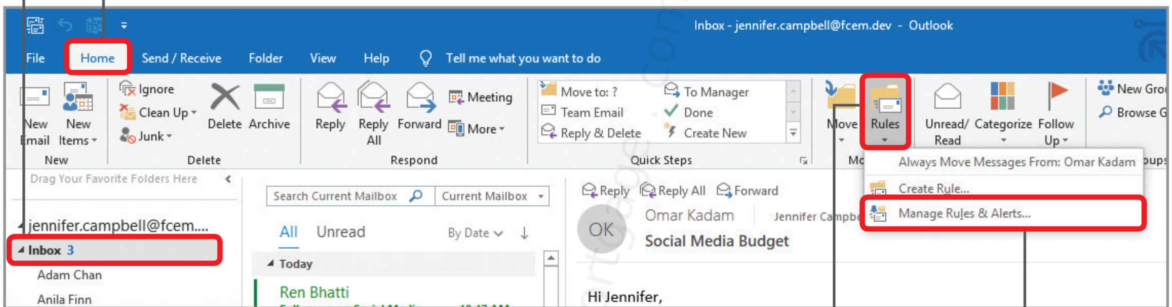
11 Click **OK**. The rule is created and you are returned to your Inbox.

How to Change a Rule

When certain circumstances change, you may want to edit a rule. For example, you might have a personnel change when a new manager replaces your old manager. If you want to update the former manager's information in a rule, you simply edit the rule with the new information.

1 Start in your Inbox.

2 Be sure you are in the Home view.



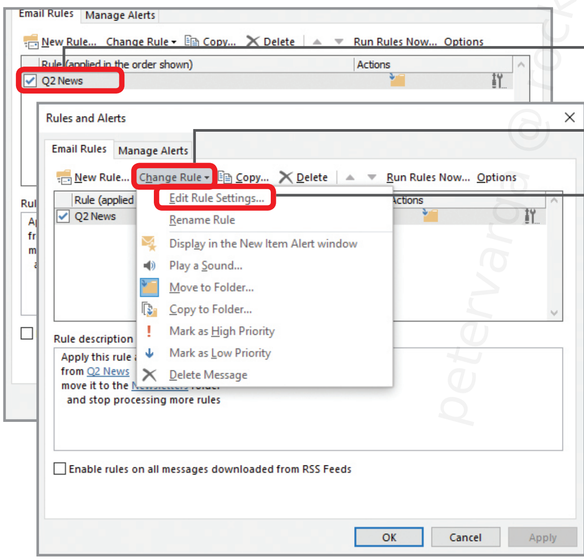
Click **Rules** in the Move section of the toolbar. 3

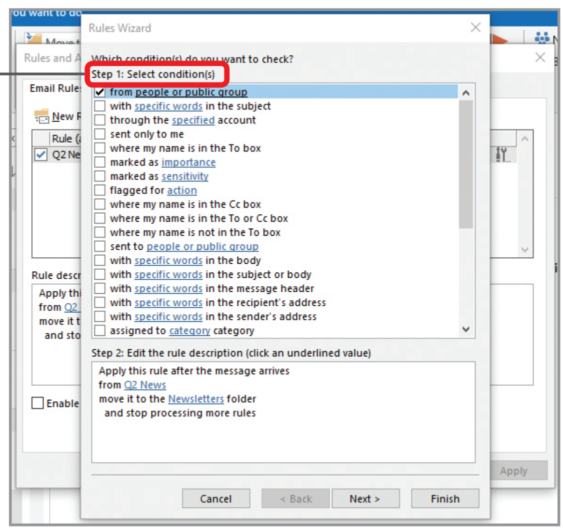
Select Manage Rules & Alerts... 4

5 Select the rule you want to change in the Manage Alerts dialog box.

6 Click the **Change Rule** drop-down arrow in the Rules and Alerts dialog box.

7 Select **Edit Rule Settings...**

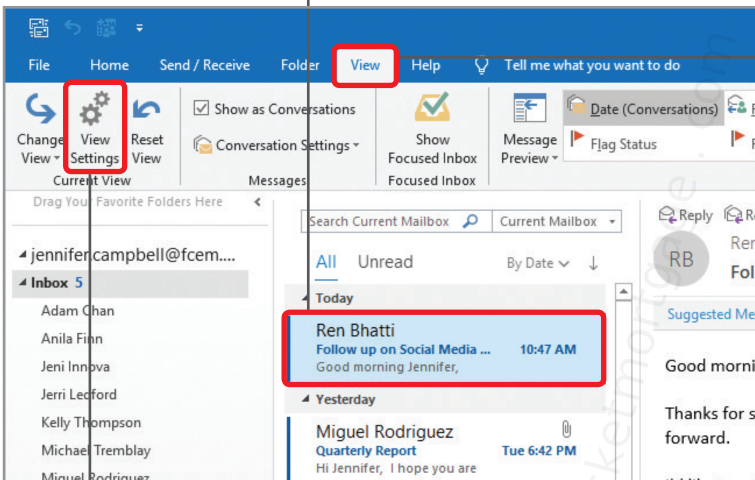




8 Follow the directions in the Rules Wizard dialog box to change the conditions for the rule, starting with **Step 1: Select conditions**.

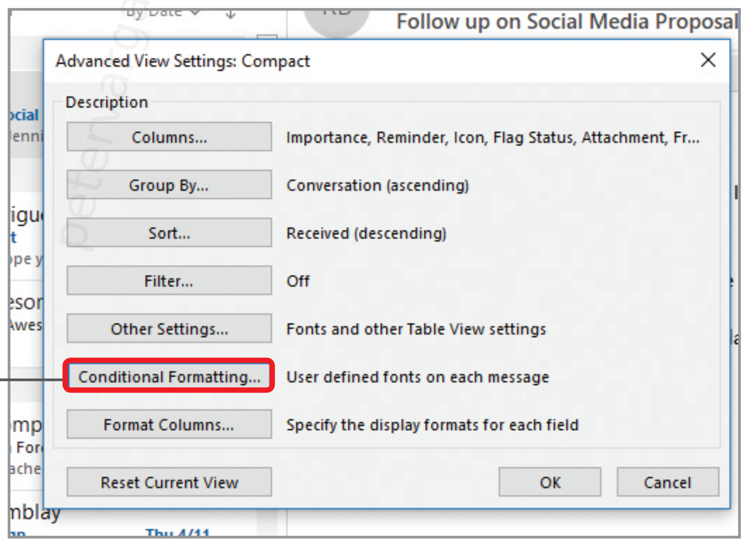
Rule to Highlight

1 Select a message like the ones you want to highlight.



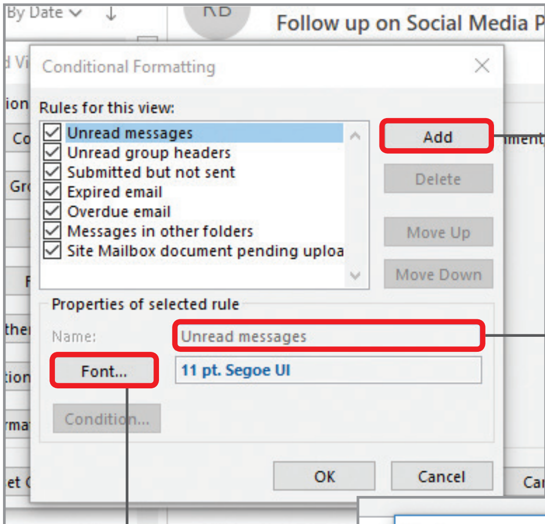
2 Click **View**.

3 On the View ribbon, click **View Settings**.



4 In the Advanced View Settings: Compact dialog box that appears, click **Conditional Formatting...**

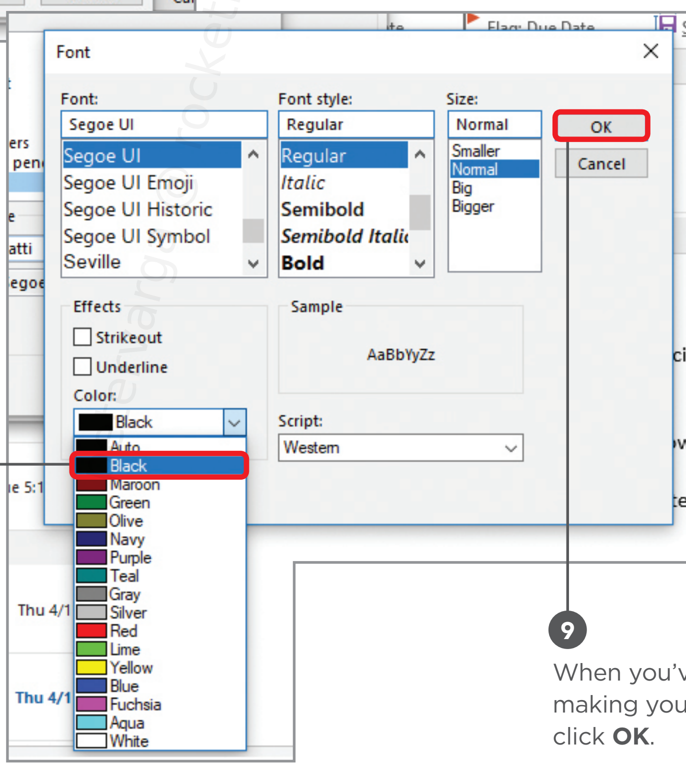
Rule to Highlight (continued)



5 In the Conditional Formatting dialog box that appears, click **Add**.

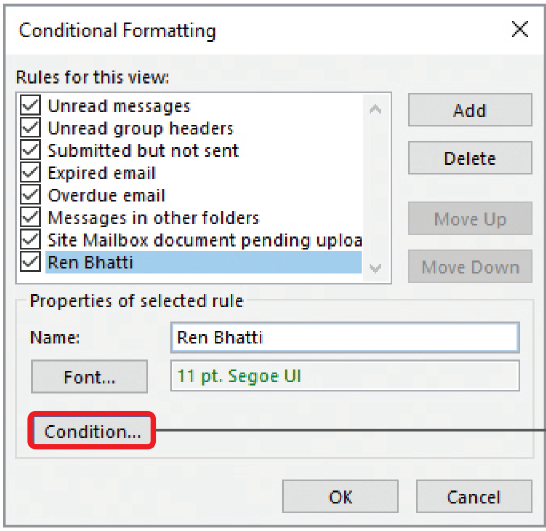
6 A form expands at the bottom of the Conditional Formatting dialog box. In the name field, enter a name for the rule.

7 Click **Font...**

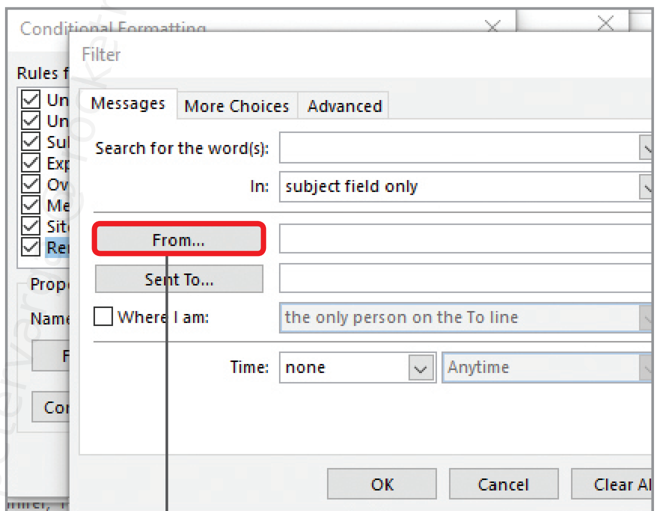


8 The Font dialog box opens. Use the Color drop-down menu to select the color to highlight the message.

9 When you've finished making your selection, click **OK**.



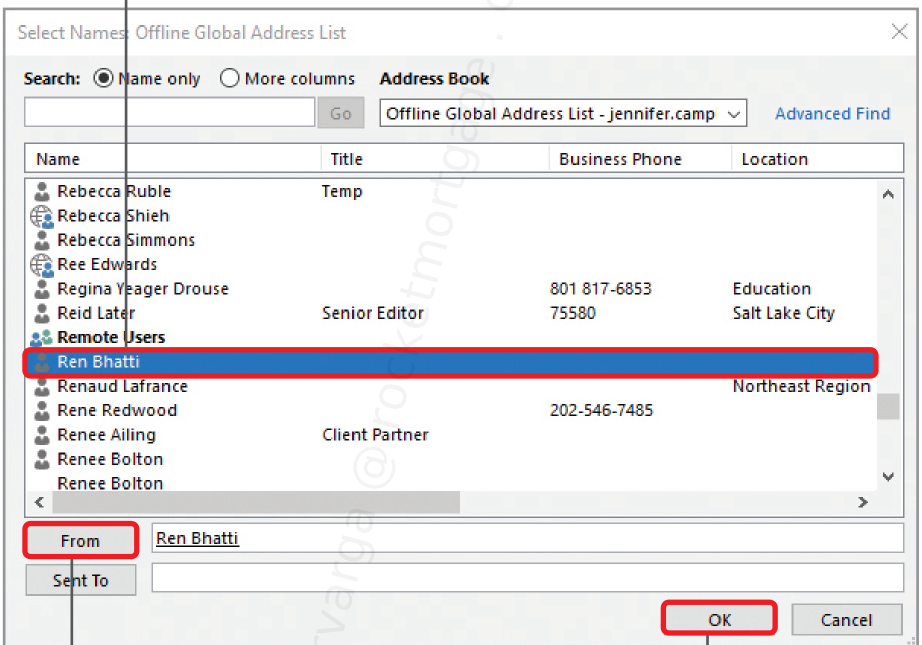
10 You're returned to the Conditional Formatting dialog box. Click the **Condition...** button.



11 Click the **From...** button.

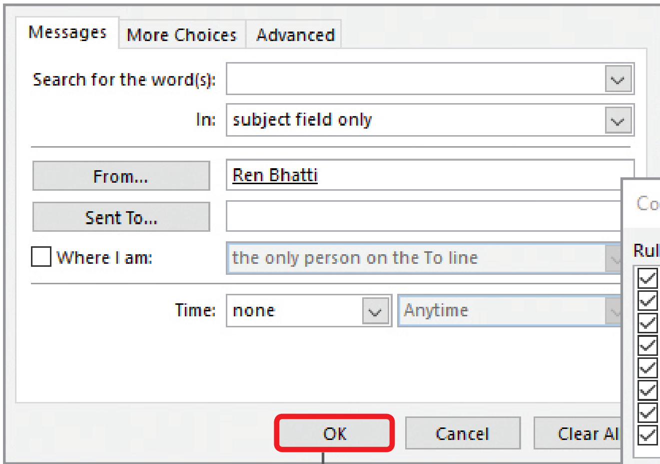
Rule to Highlight (continued)

12 The offline Global Address List opens. Select the name of the senders for whom you want messages highlighted.

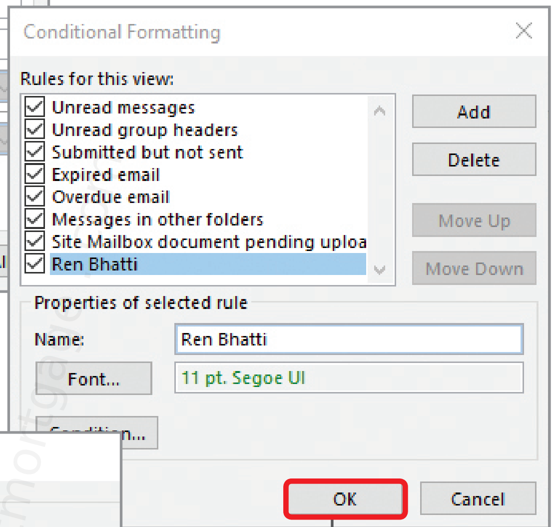


13 Click **From**.

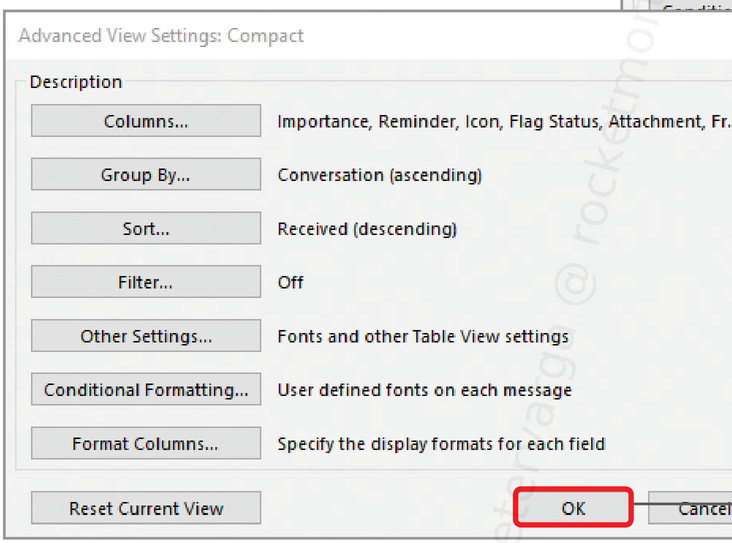
14 Click **OK**.



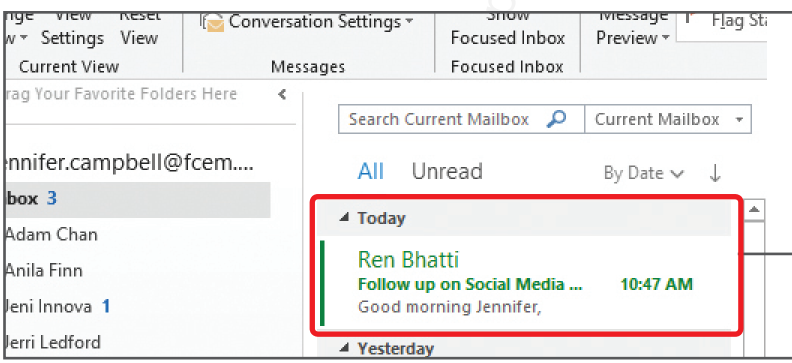
15 Click **OK**.



16 Click **OK**.



17 Click **OK**.



18 The selected messages now appear in your Inbox in the color you chose.

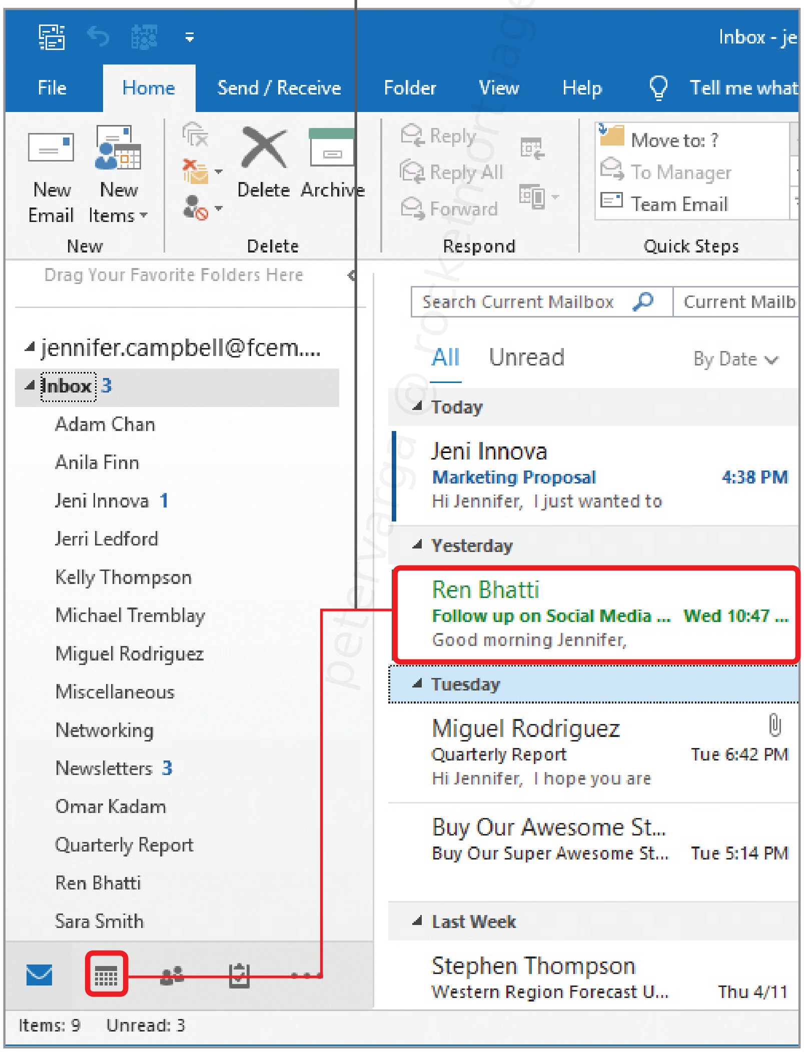
Notes

Turn It Into What It Is

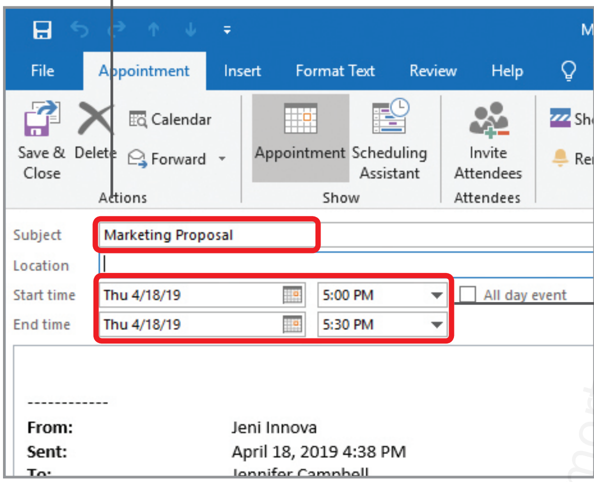
The fastest way to get your Inbox under control is to turn messages into what they are the first time you deal with them. Emails usually fall into one of four categories: appointments, tasks, contacts, or trash.

Turn an Email Into an Appointment

1 Click and drag the email you want to turn into an appointment to the **Calendar** icon on the bottom-left navigation bar.

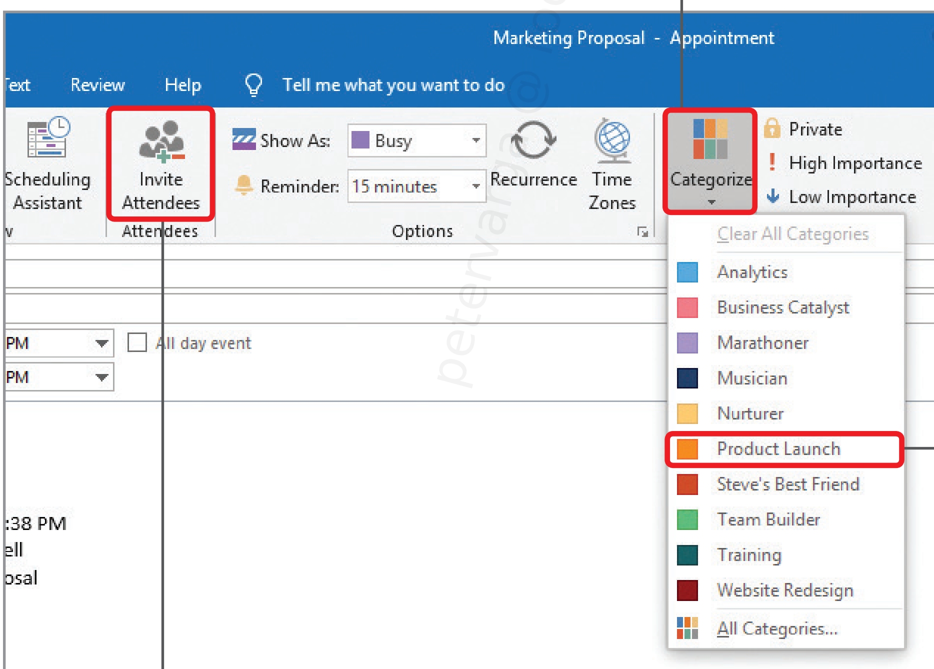


2 A new Appointment form opens. Click in the **Subject** text box to add or edit the appointment subject.



3 Adjust the date and time for the **Start time** and **End time** to adjust the length of your appointment.

4 Click **Categorize**.

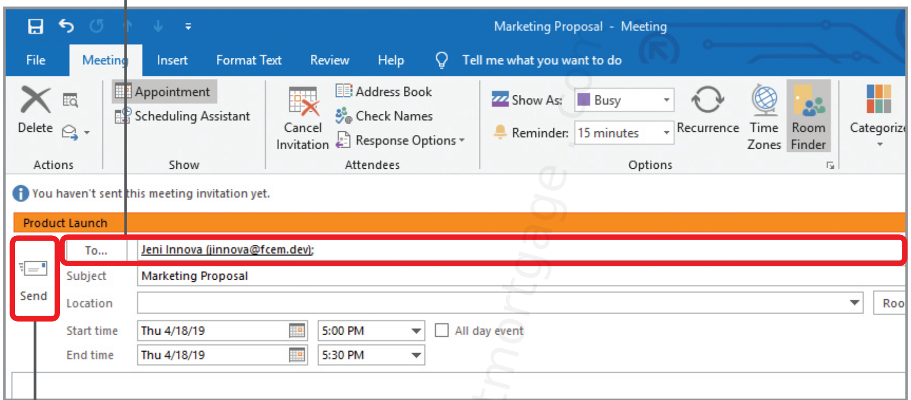


5 Select a category from the list that appears.

6 The Categorize menu disappears. Click **Invite Attendees**.

Turn an Email Into an Appointment (continued)

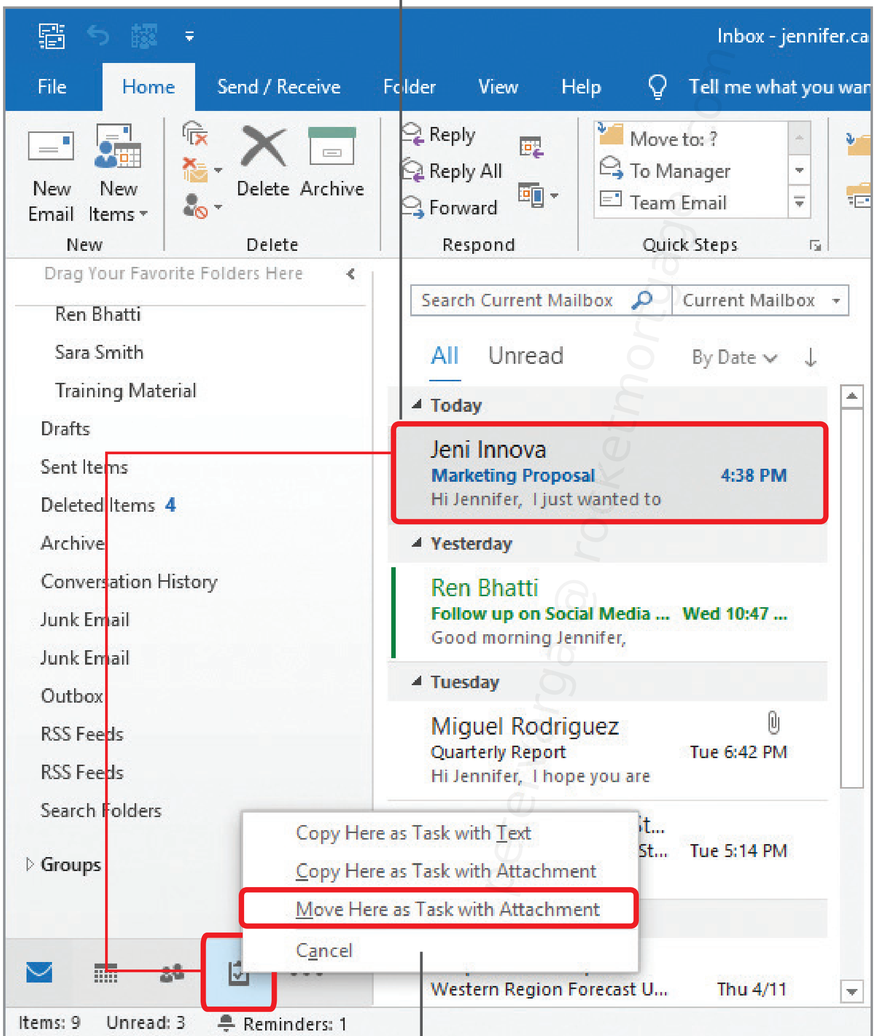
7 The Appointment form shifts to become a meeting invitation. Enter email addresses for the attendees you want to invite.



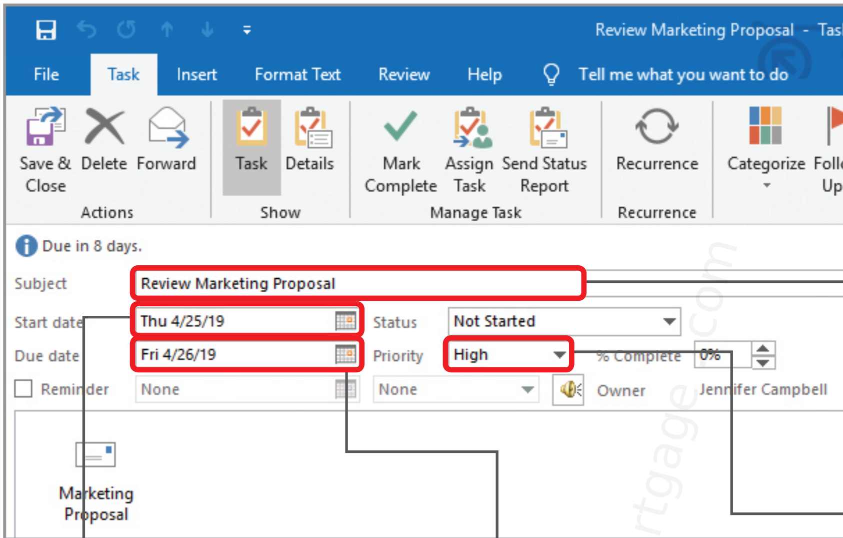
8 Click **Send** to send the invitation and save the new appointment to your calendar.

Turn an Email Into a Task

1 Right-click and drag the message you want to turn into a task to the **Tasks** icon on the bottom-left navigation bar.



2 This opens options for what can be done with the message. Select **Move Here as Task with Attachment**. (This moves the message completely, removing it from your Inbox.)



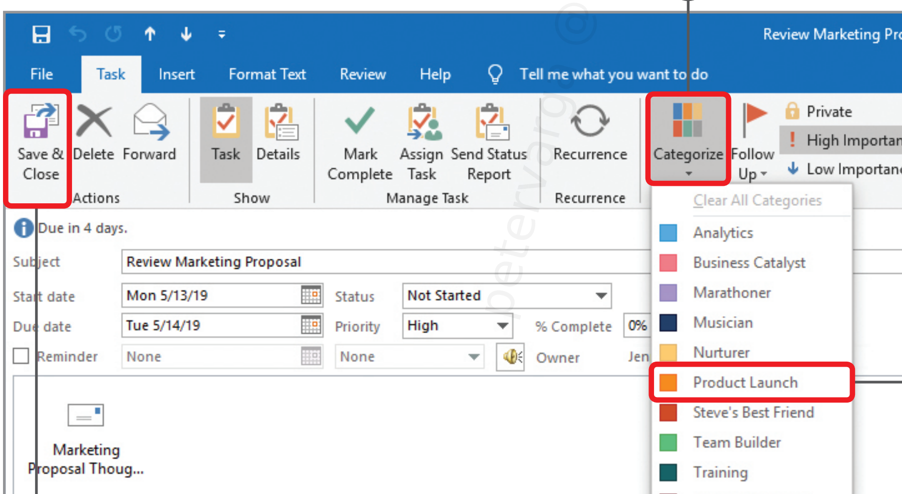
3 A new Task form opens. Click in the **Subject** text field to edit the subject.

4 Click the calendar next to **Start date** to select a start date.

5 Click the calendar next to **Due date** to select a due date.

6 Click the down arrow next to **Priority** to select a priority for the task.

7 Click **Categorize**.

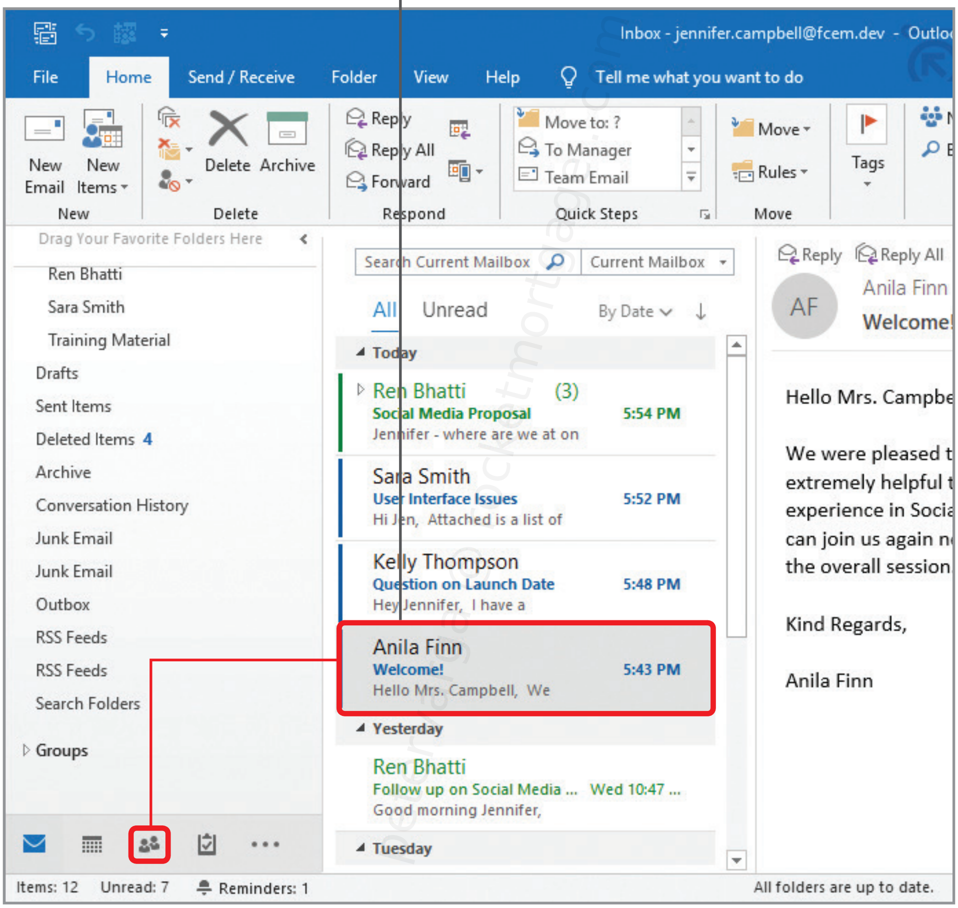


8 Select a category from the menu that appears.

9 When you've finished editing the details of the task, click **Save & Close** to close the new task and save it to your task list.

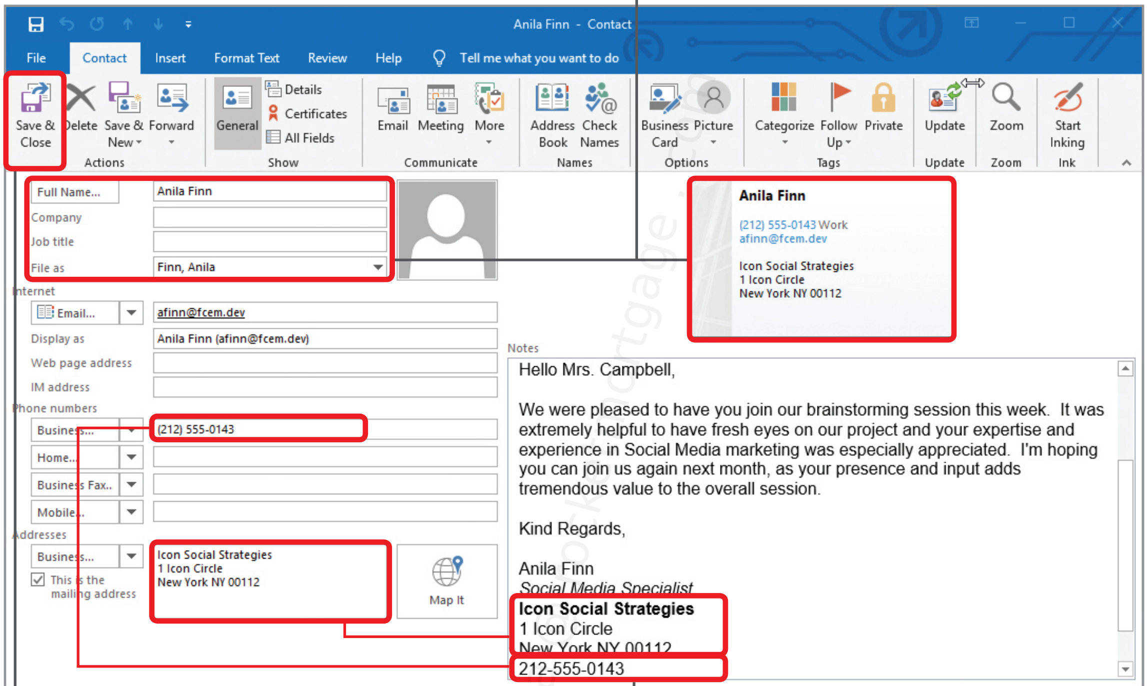
Turn an Email Into a Contact

1 Click and drag an email from your Inbox to the **People** icon.



The new Contact form opens with the name and email address of the sender already included in the appropriate fields. The body of the email message is included in the Notes section of the contact.

2



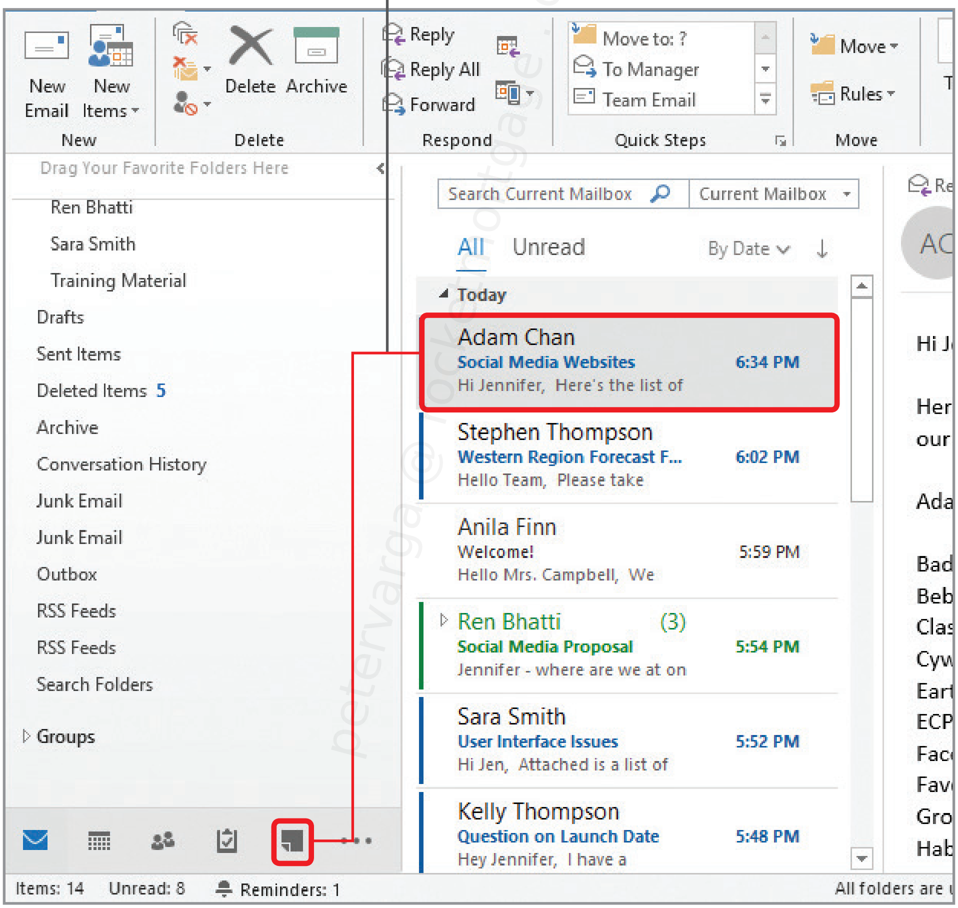
4 When you've finished editing the new contact, click **Save & Close** to close the contact and add it to your Contacts list.

3 Highlight contact information that might be included in the body of the message and copy-paste it into the appropriate fields on the Contact form.

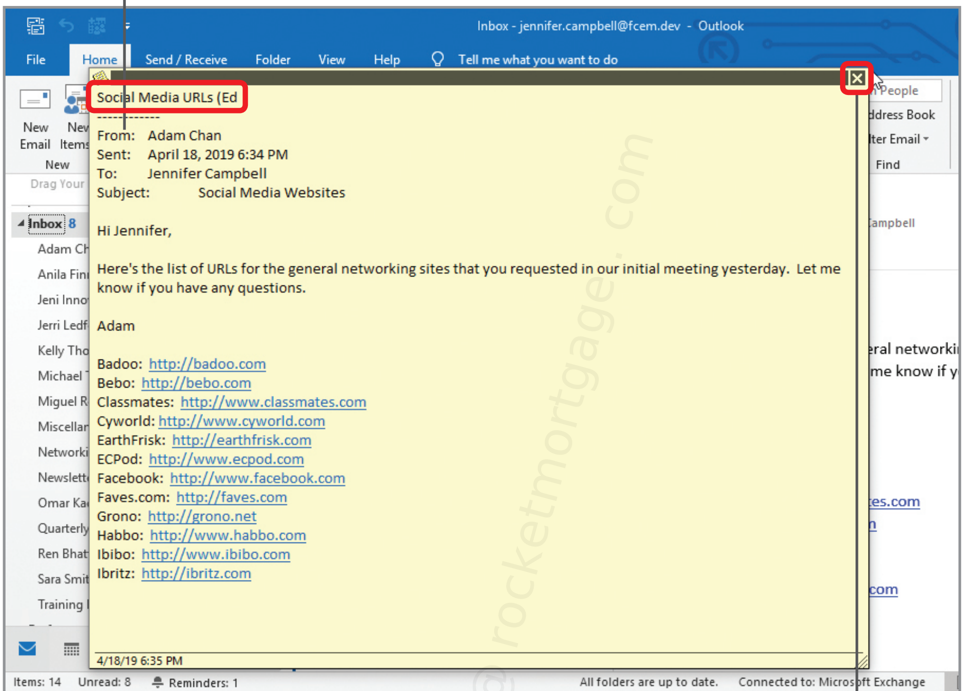
The next few pages show how to turn an email into a note and a note into an email.

Turn an Email Into a Note

1 Click and drag an email to the **Notes** icon on the bottom-left navigation bar.



2 A new note opens. Add a descriptive first line. (This becomes the title of the note.)



When you've finished editing the note, click the **X** 3 to close the note and save it to your Notes list.

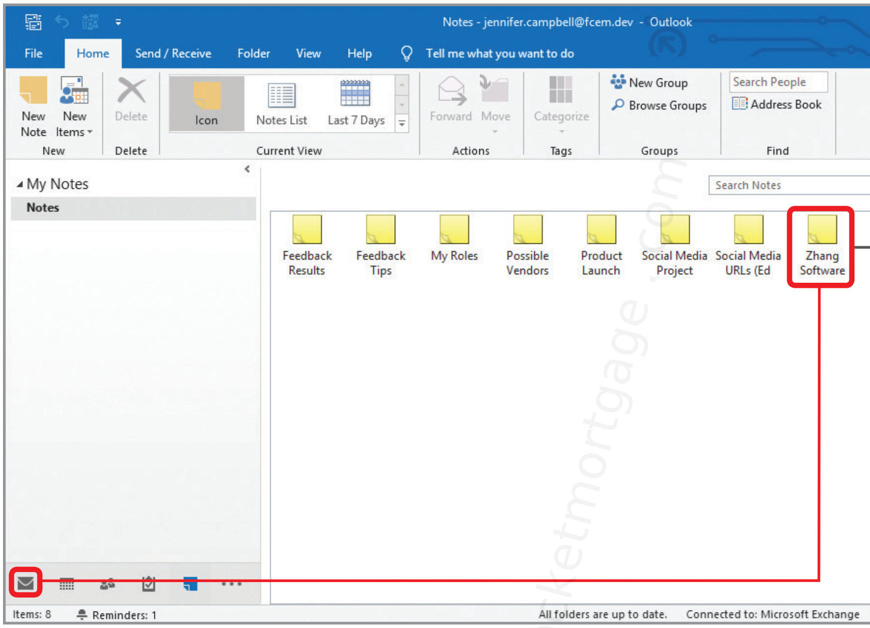
TIP

Notice that a copy of the email is included in the body of the appointment, task, contact, or note you create. If you're finished with the original message, you can delete it after you create these items without fear of losing the information in the message.

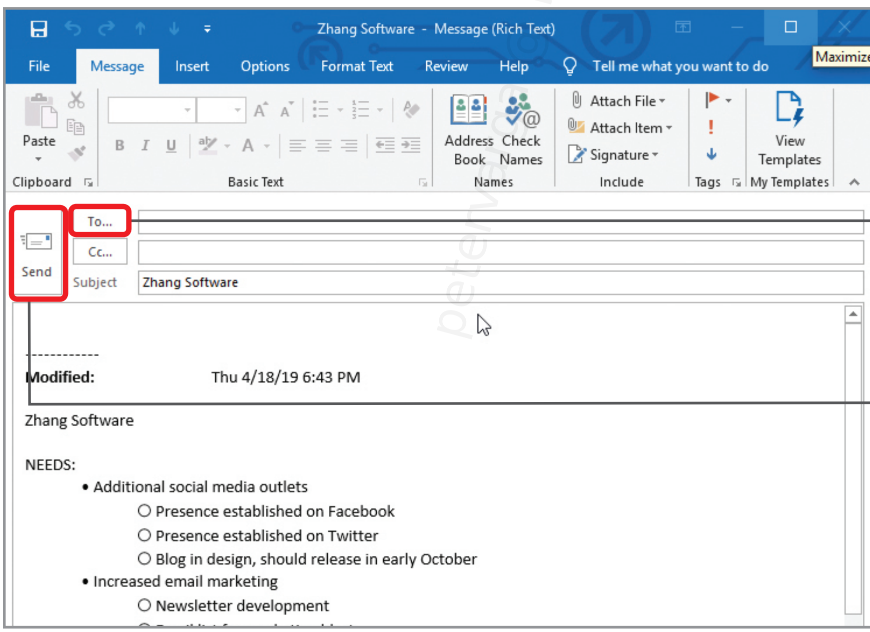
TIP

An email can become more than one item. And each item you create with it contains a copy of the message in the body of the item.

Turn a Note Into an Email



1 Click and drag a note to the **Mail** icon on the bottom-left navigation bar.



2 Type the recipient of the email in the **To...** field.

3 Click **Send**.

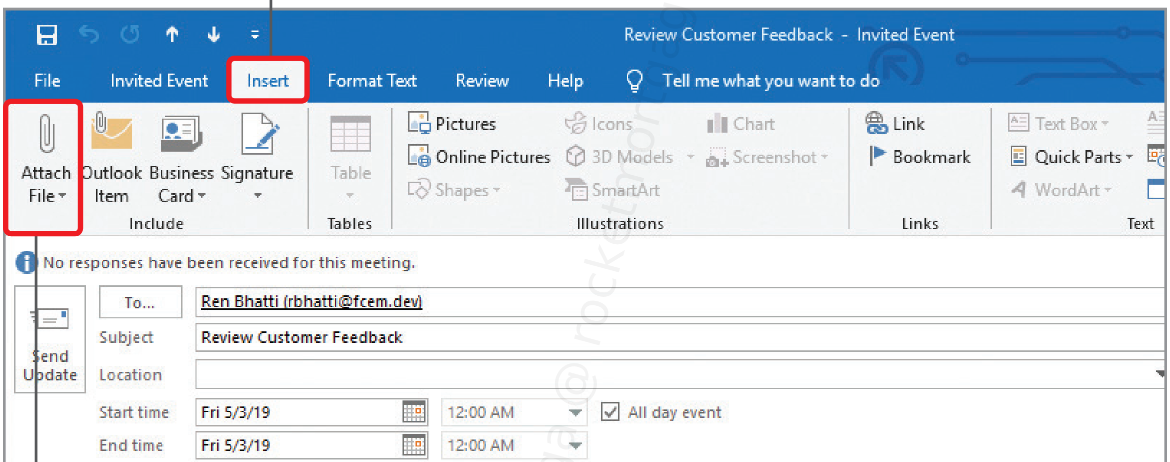
Link to Locate

Keeping items together makes it faster and easier to find what you need when you need it.

Start by opening an existing appointment or task, or create a new appointment or task.

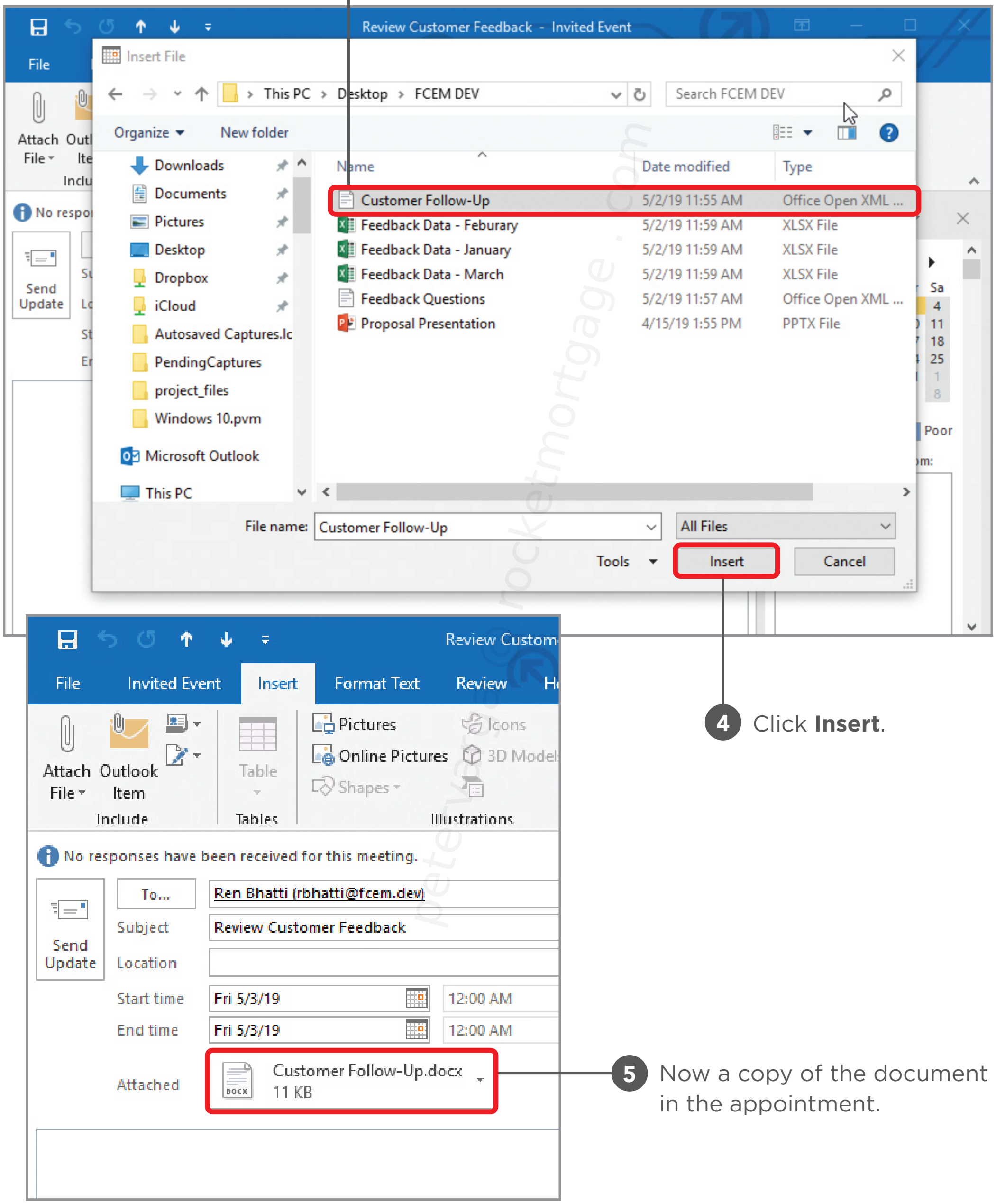
Insert a File

1 Click in the body of the appointment and then select the **Insert** tab.



2 Select **Attach File**.

3 In the Insert File dialog box, navigate to and select the document you want to insert.

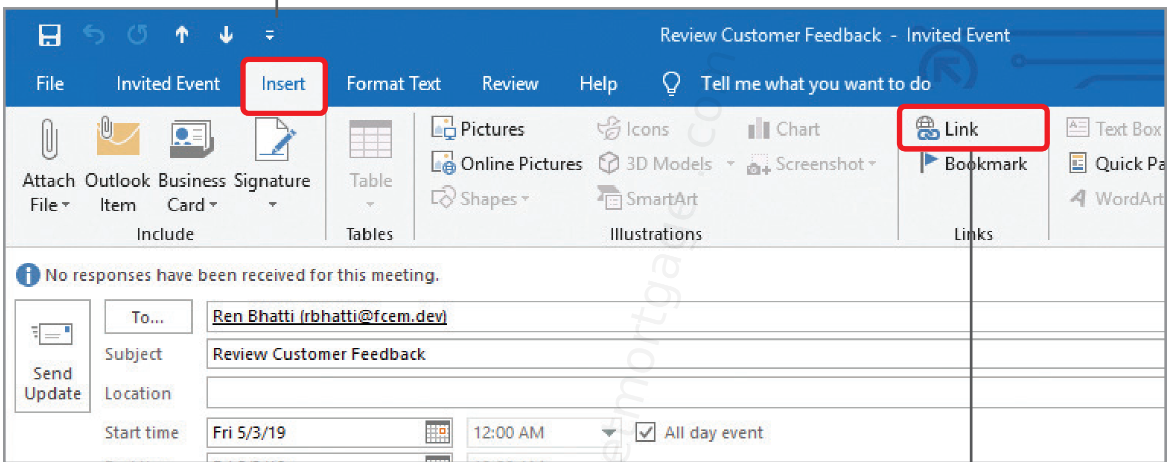


4 Click **Insert**.

5 Now a copy of the document appears in the appointment.

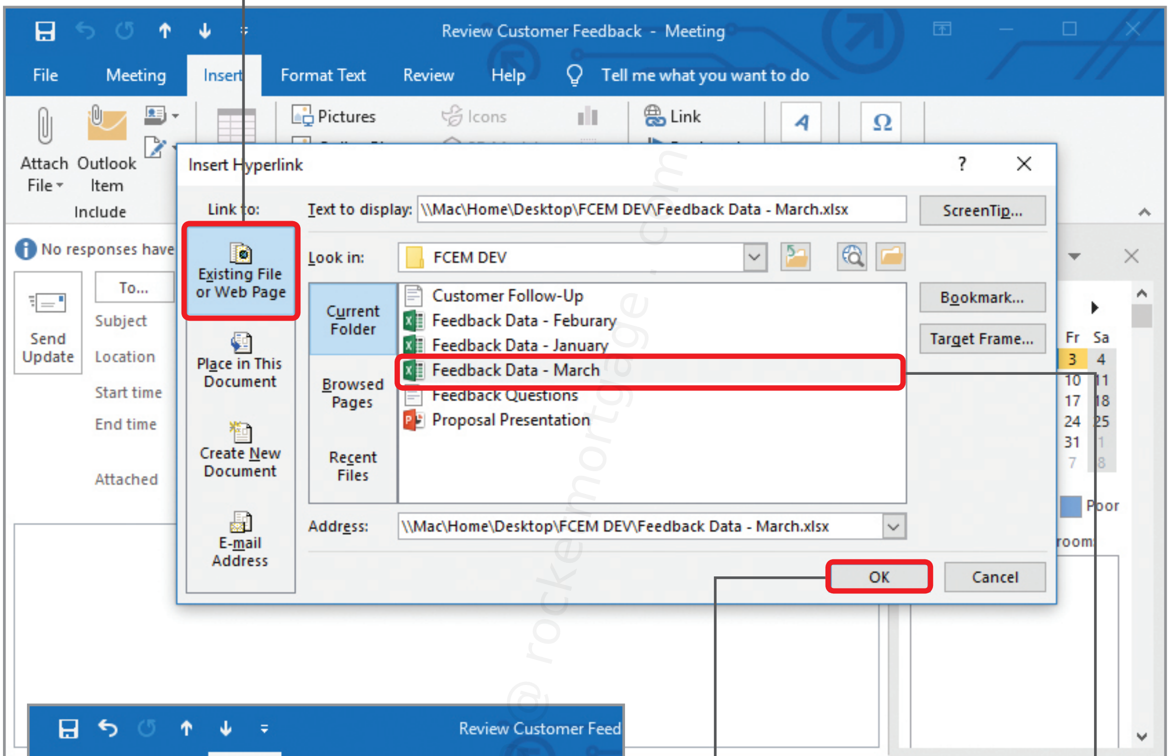
Insert a Hyperlink

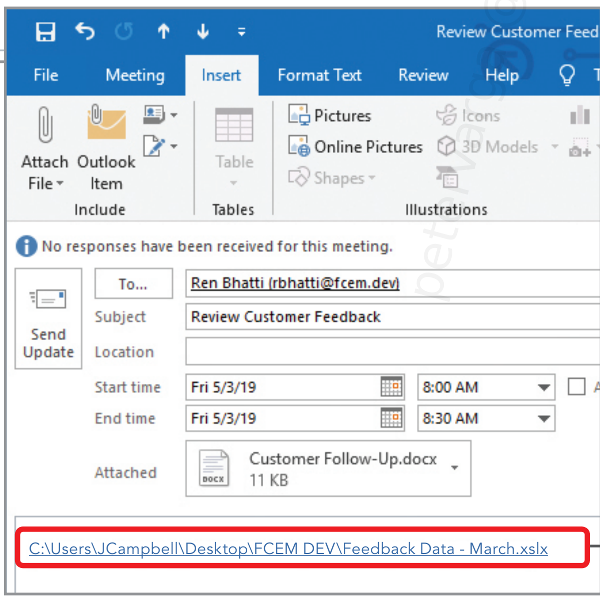
1 Click in the body of the appointment and then select the **Insert** tab.



2 Select **Link**.

3 Under **Link to**: select **Existing File or Web Page**.





4 Navigate to and select the file to which you want to create a link.

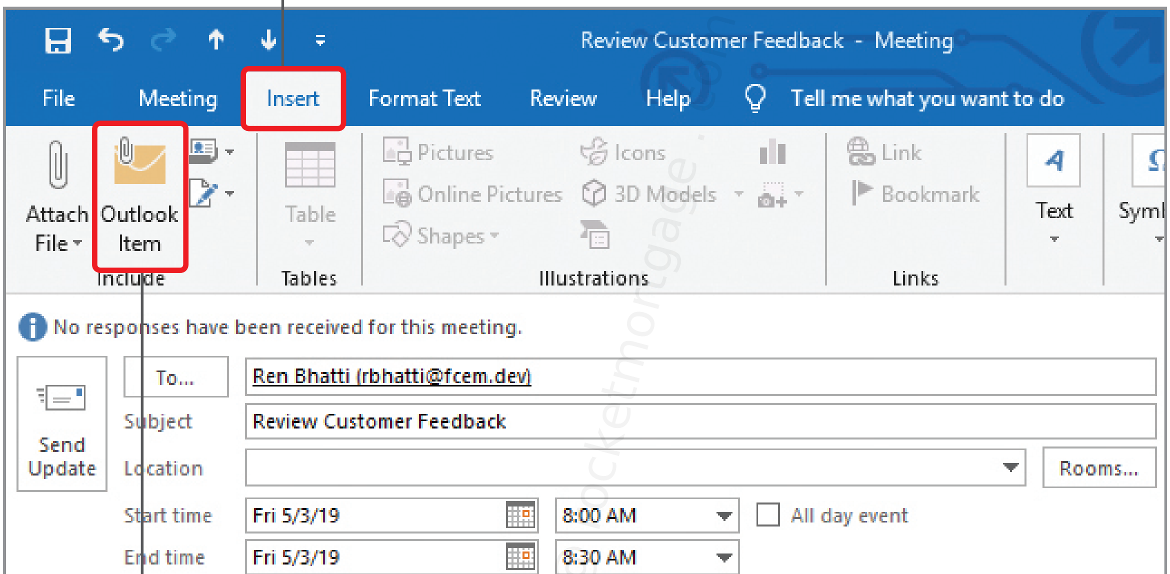
5 Click **OK**.

6 A link to the document you selected is inserted into the body of the appointment.

NOTE: If the recipient of the appointment/task does not share access to the drive where your file is located, they will not be able to open the file.

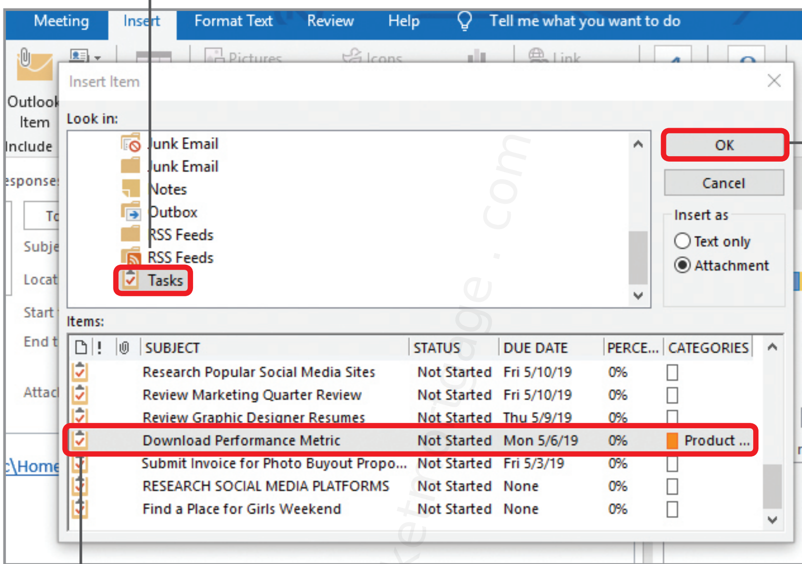
Insert a Task

1 Click in the body of the appointment and then select the **Insert** tab.



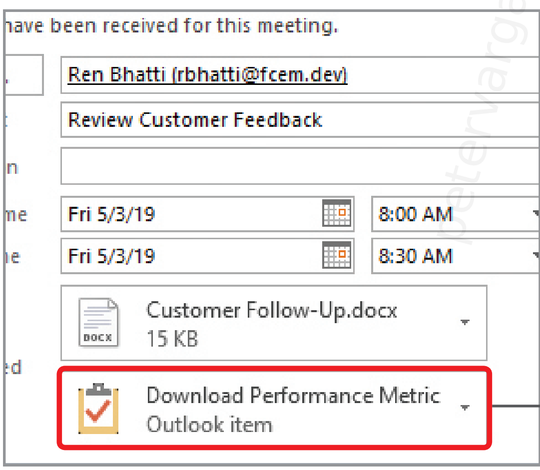
2 Select **Outlook Item**.

3 In the Insert Item dialog box that appears, scroll through the **Look in:** section and select **Tasks**.



4 Then in the **Items** section below, select the task you want to insert.

5 Click **OK**.



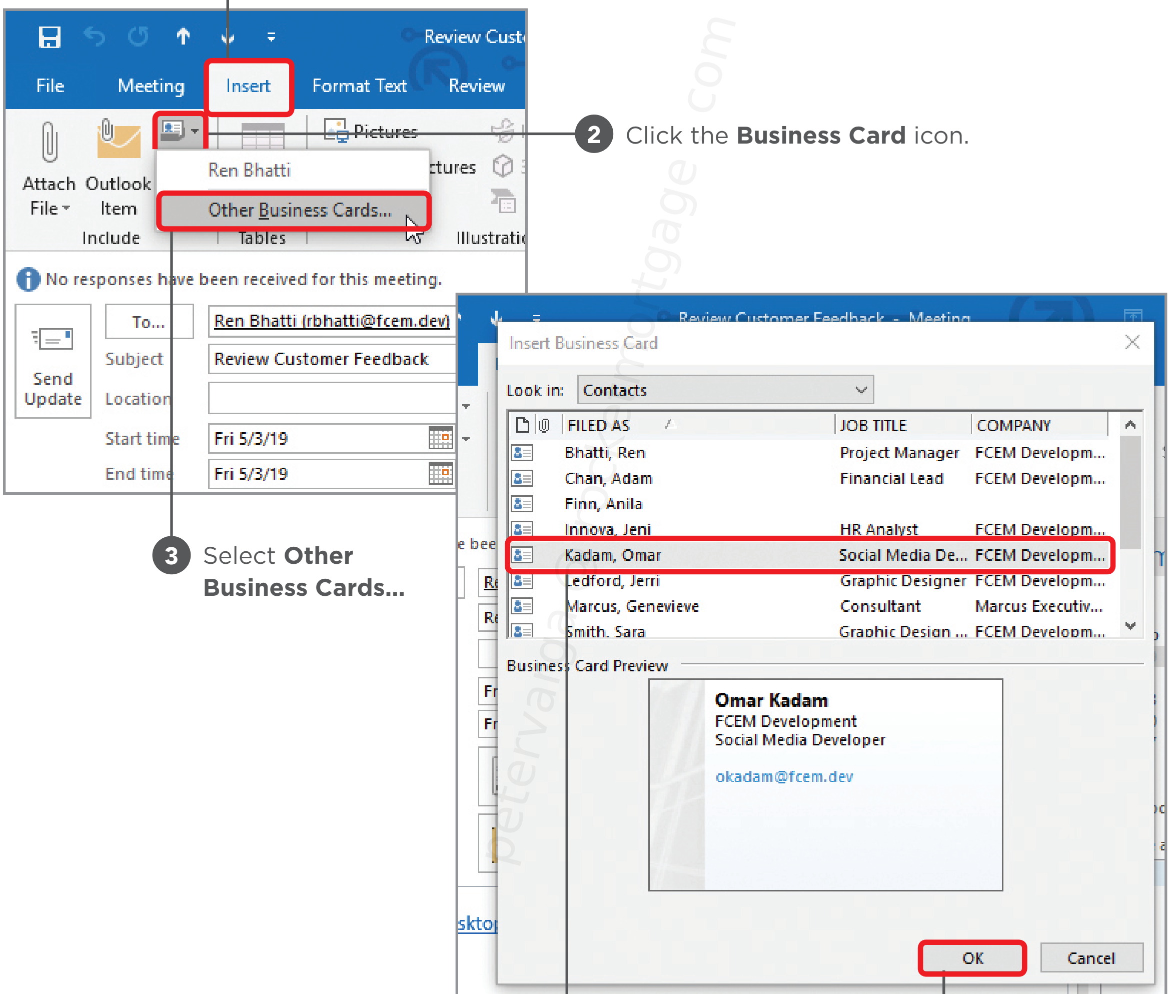
6 Now that task is included in the appointment.

Insert a Contact

1. Click in the body of the appointment and then select the **Insert** tab.

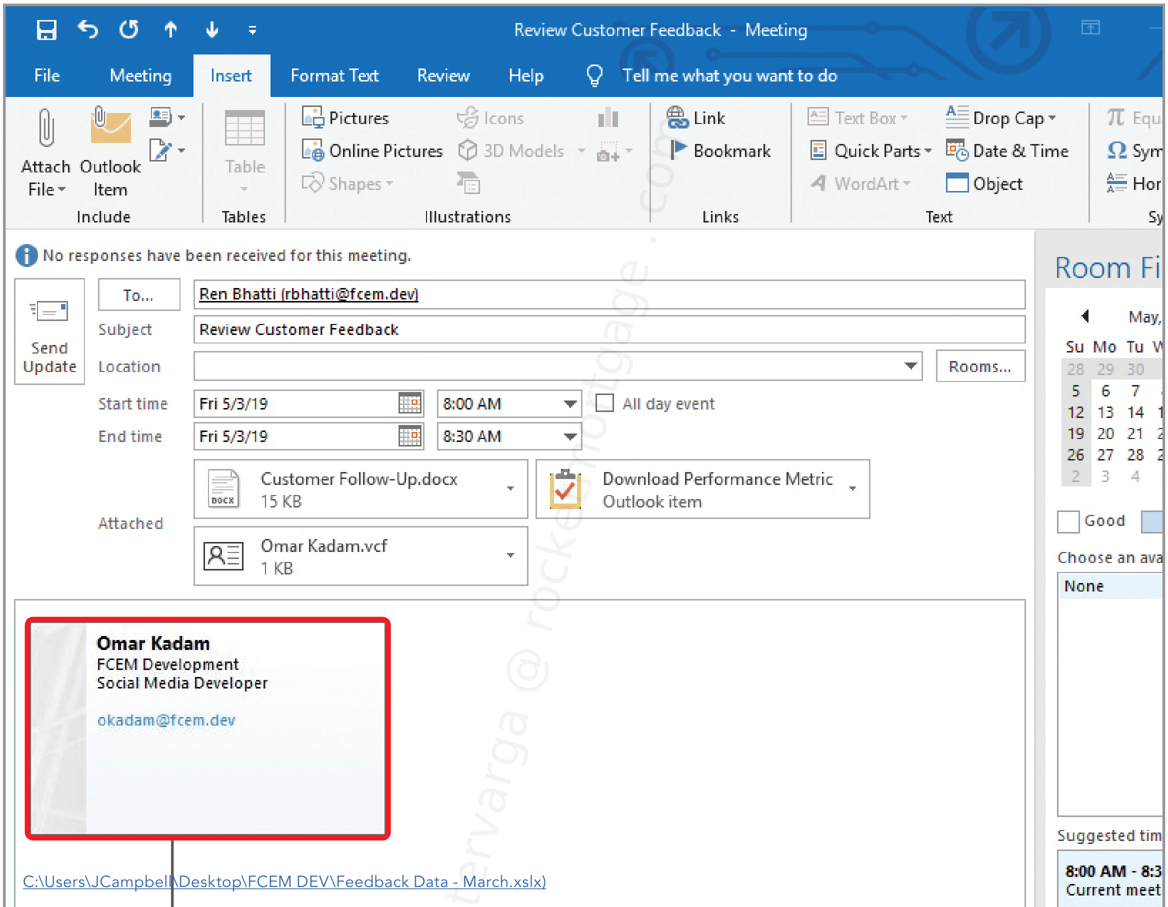
2. Click the **Business Card** icon.

3. Select **Other Business Cards...**



4. In the dialog box that opens, select the contact you would like to insert.

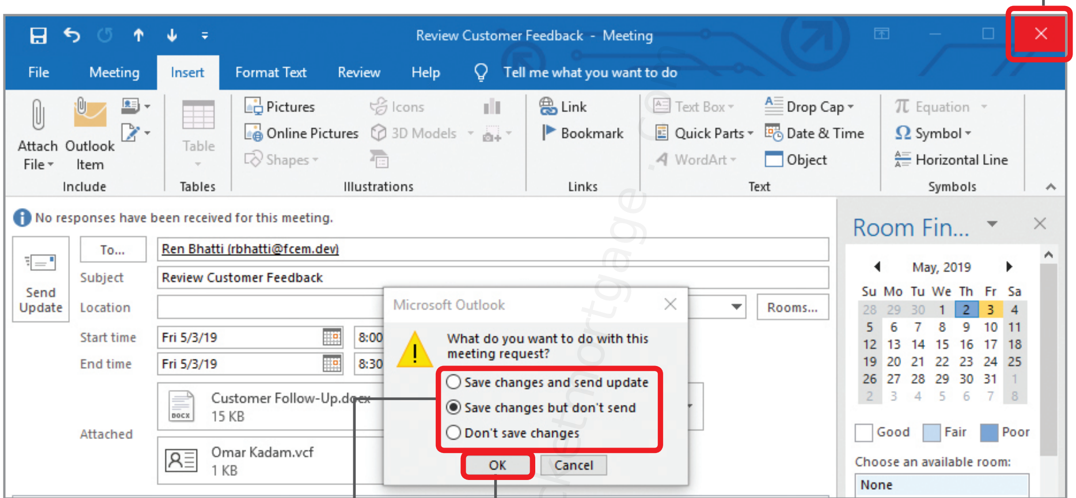
5. Click **OK**.



6 The contact is inserted into the body of the appointment.

To Finish

Click the **X** in the upper-right corner of the appointment. **1**



A dialog box appears. Choose a save option. **2**

3 Click **OK** to save the appointment to your calendar.

TIP

You can also insert items into the body of a task or contact, so if there's a specific document or Outlook item that's related to one of your Outlook tasks or contacts, you can follow the steps above to insert items into the Notes section of those items as well.

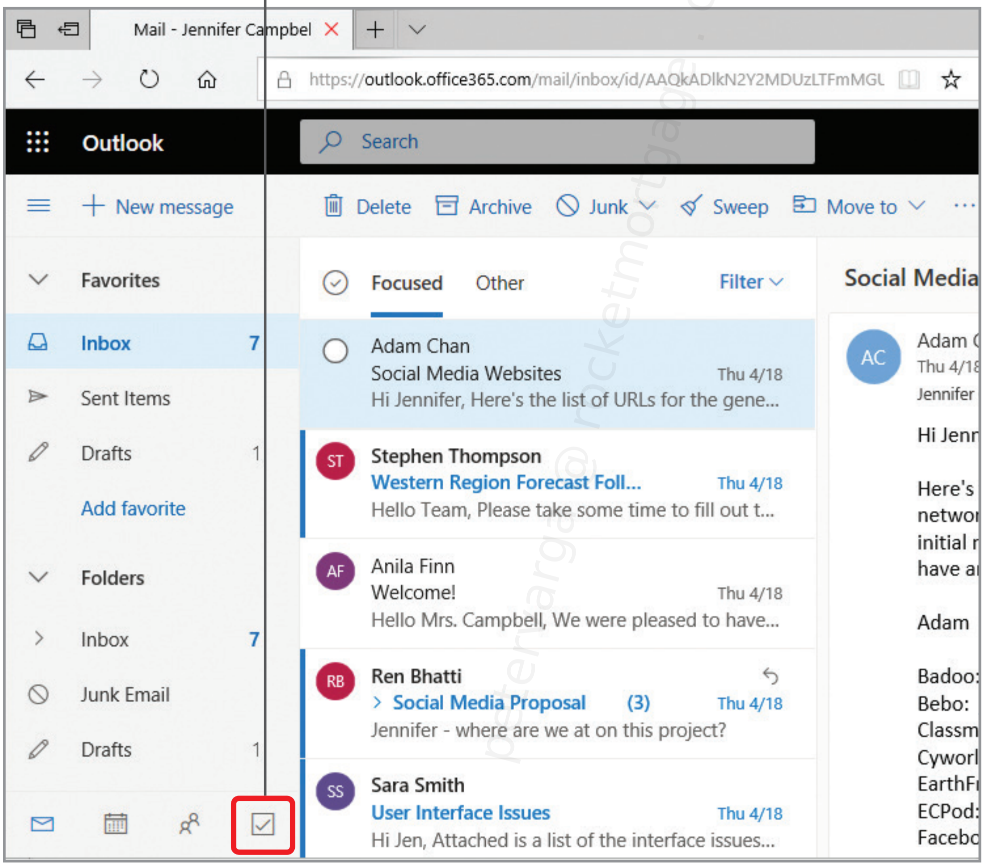
Notes

Outlook Web App Tips

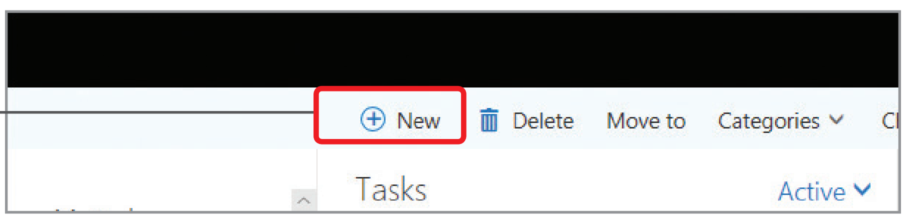
Many people like to use the Outlook Web App to access Outlook on the go. This section tells how to use the *5 Choices* tools that are available online.

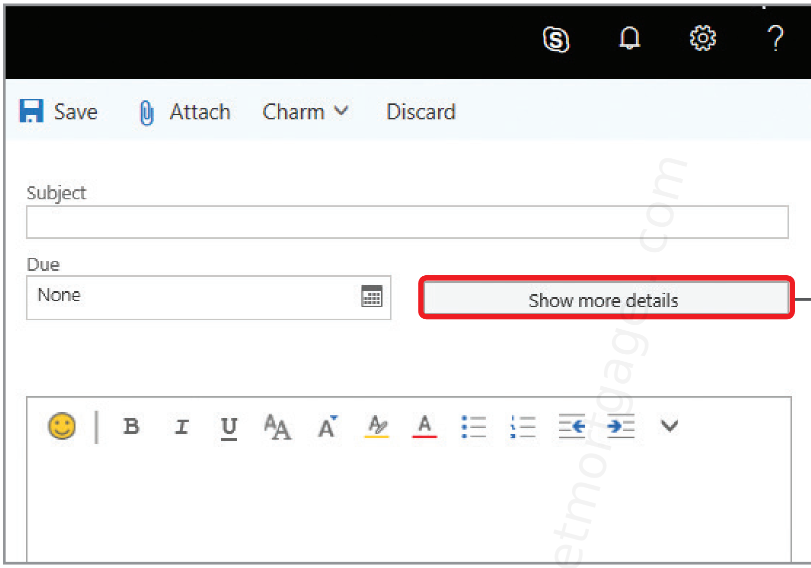
Create a Task

1 Click **Tasks** on the Web App menu.



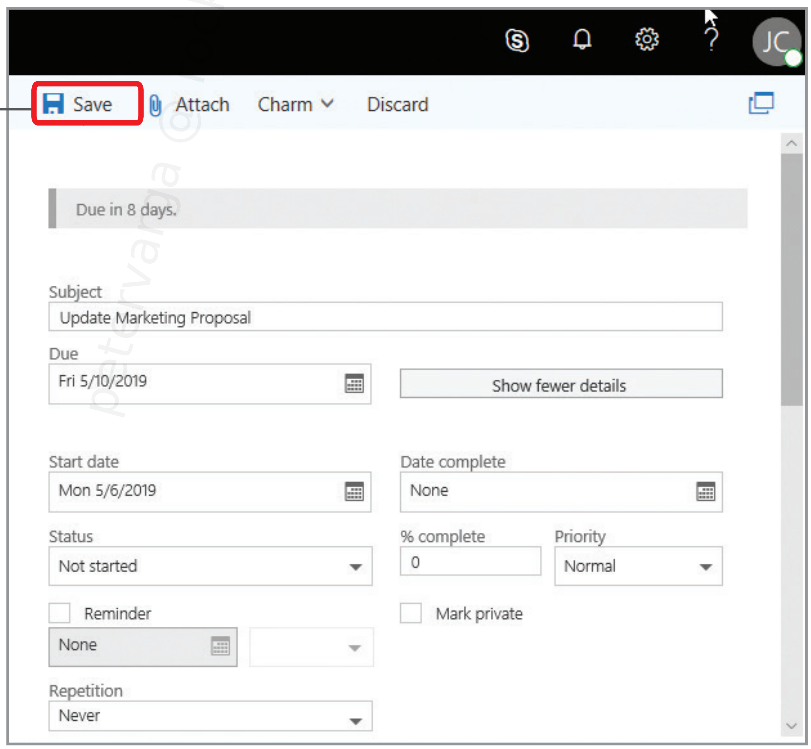
Click **New**. 2



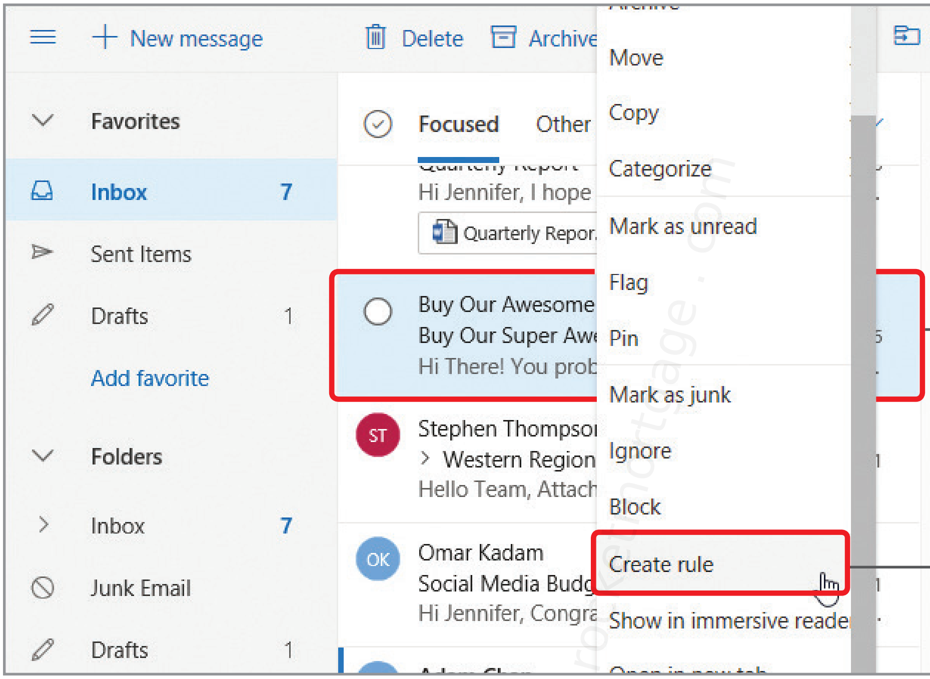


3 Select **Show more details** in order to set due date, start date, repetition, etc.

4 Fill in the relevant fields, then click **Save**.

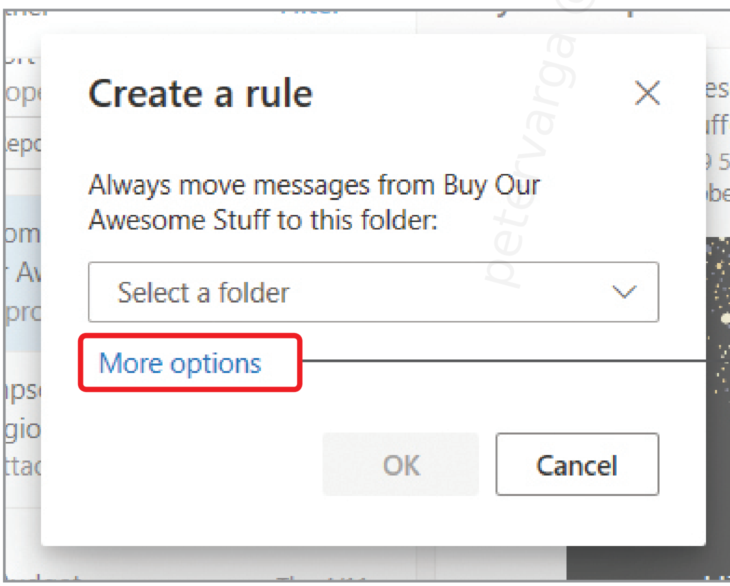


Create Email Rules

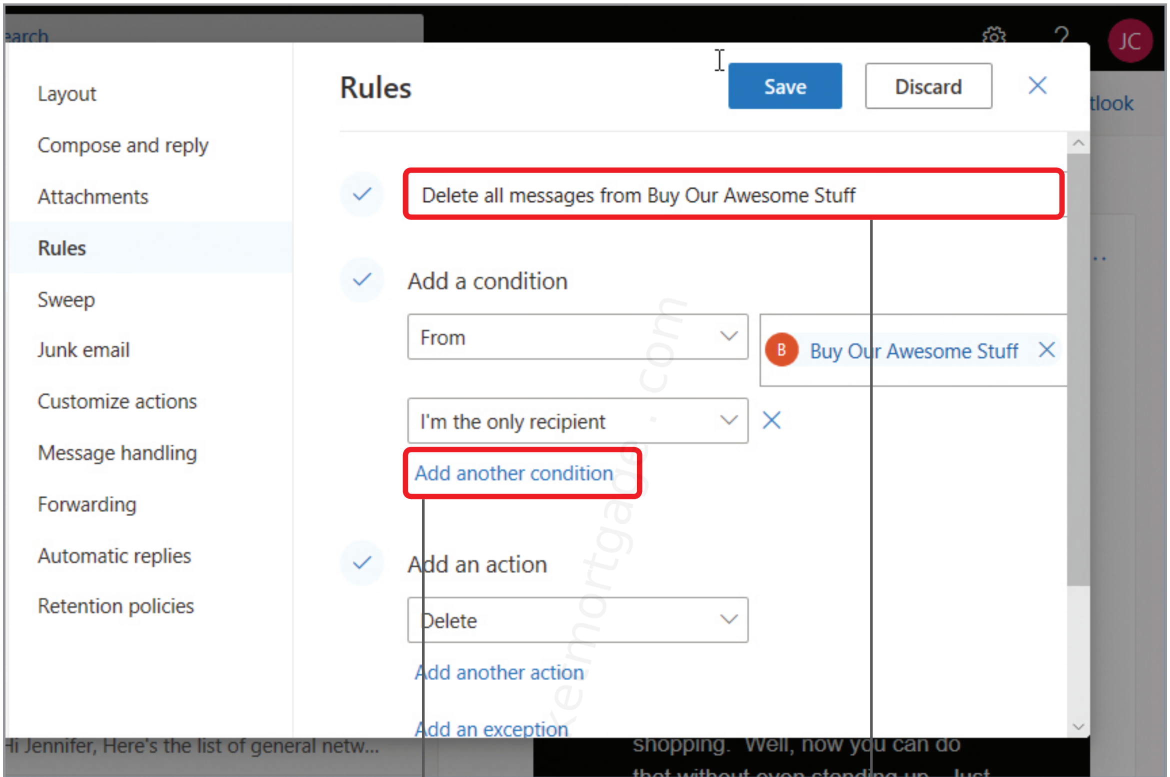


1 Right-click on an email message.

2 Scroll down to select **Create rule** to open the new **Create a rule** dialog box.



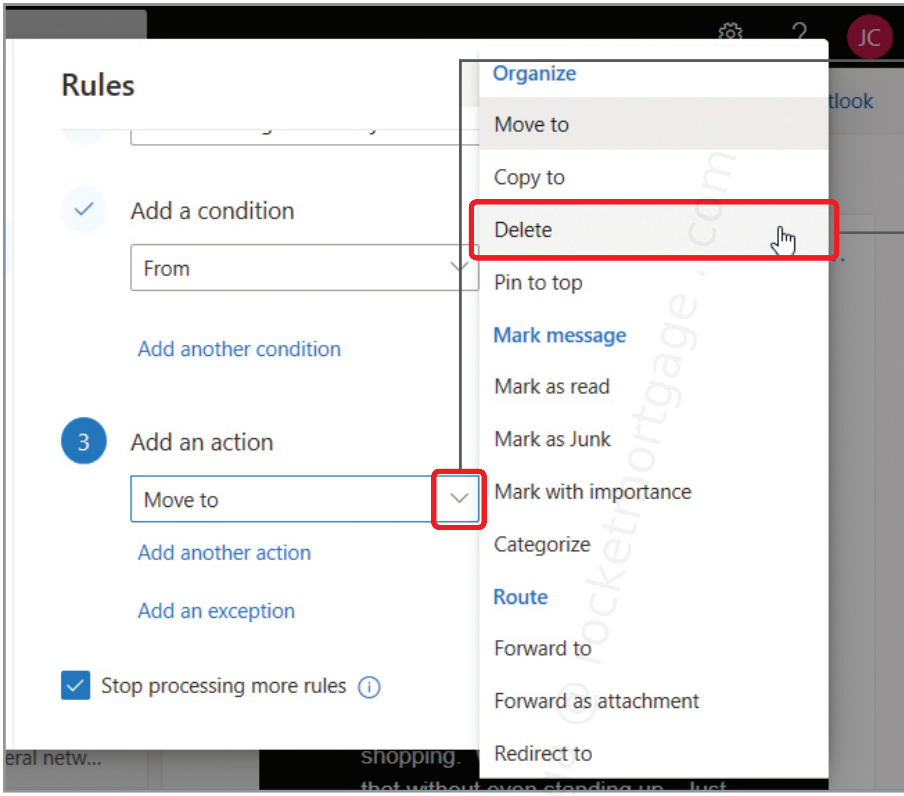
3 Select **More options**.



5 Click **Add another condition** to add as many conditions as you need for your intended result.

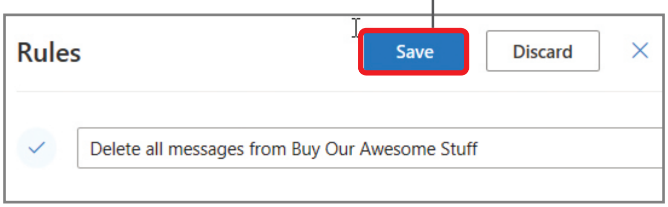
4 The Name field is automatically populated. Change the name if needed.

Create Email Rules (continued)



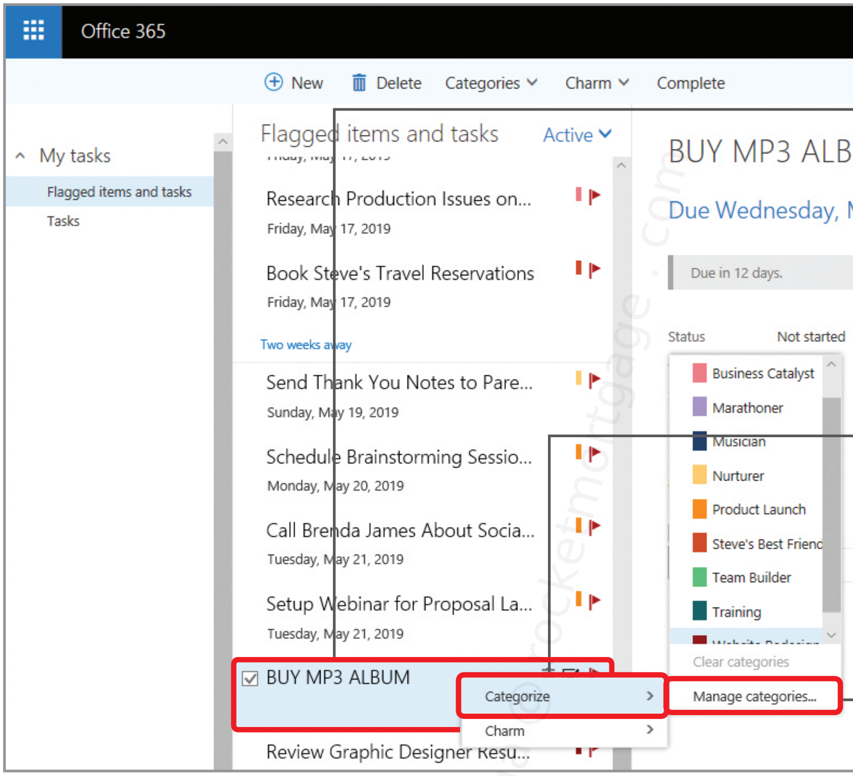
6 Under **Add an action**, click the down arrow to see your options.

7 Select.

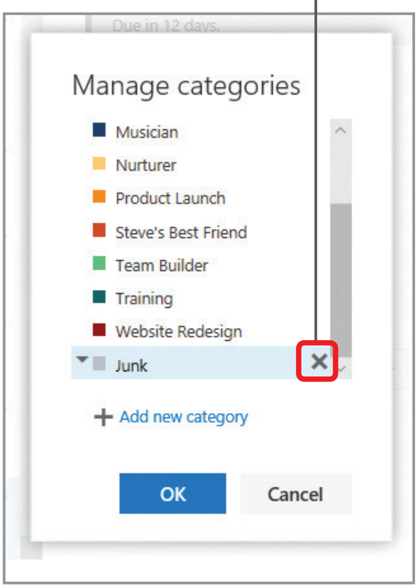


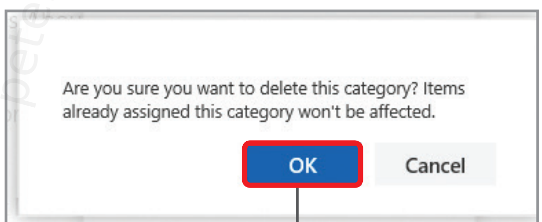
8 Click **Save**.

Manage Categories



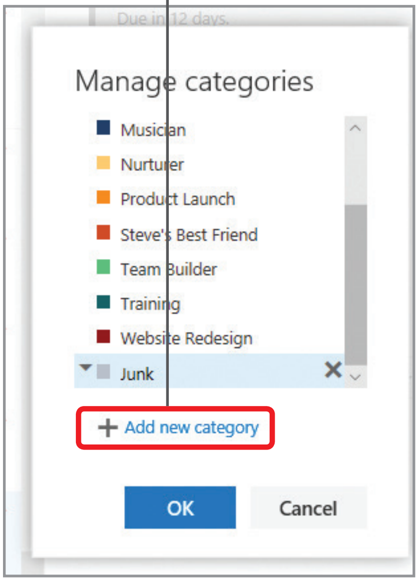
1. Right-click on a task or an email.
2. Select **Categorize** from the menu.
3. Choose **Manage categories...** from the submenu.
4. To delete an existing category, select it and click the **X**.





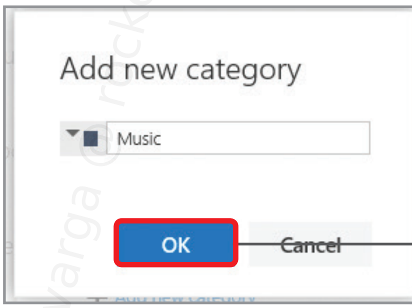
5. If prompted to confirm the deletion, click **OK**.

6 To add a category, click **+ Add new category**.

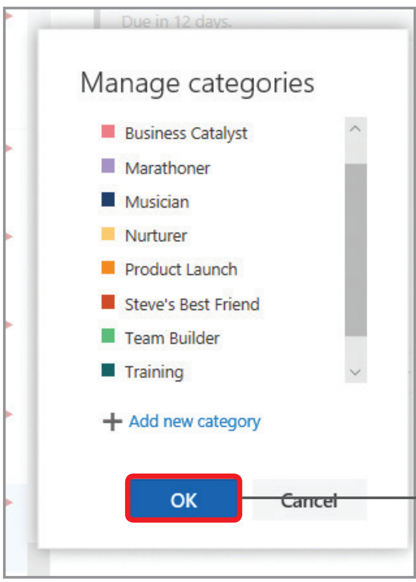


7 Type the category name in the text field.

8 Click the down arrow to select a color for the category.

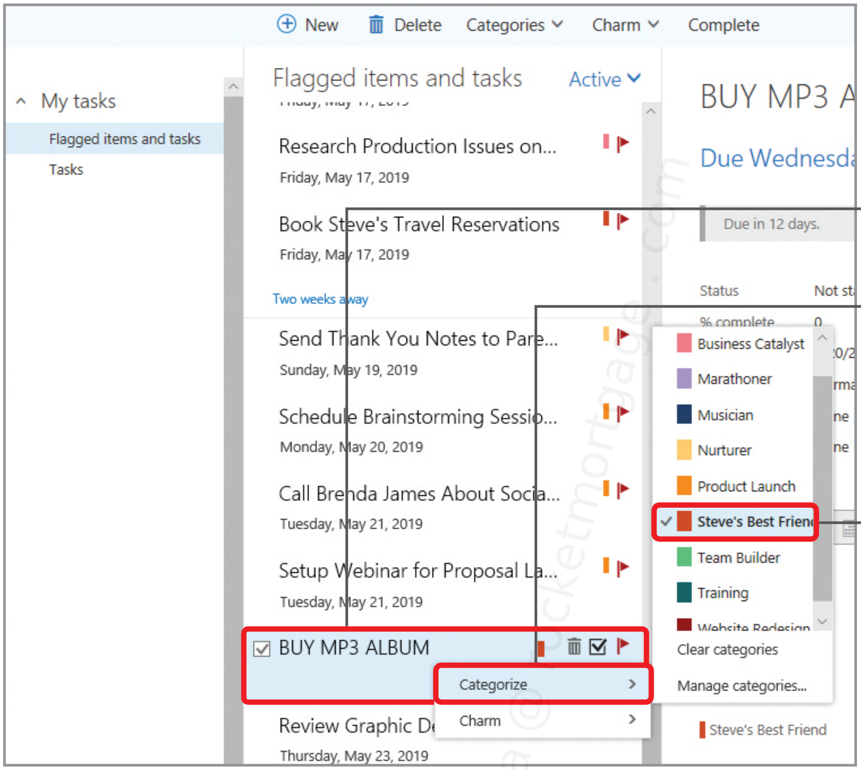


9 Click **OK**.

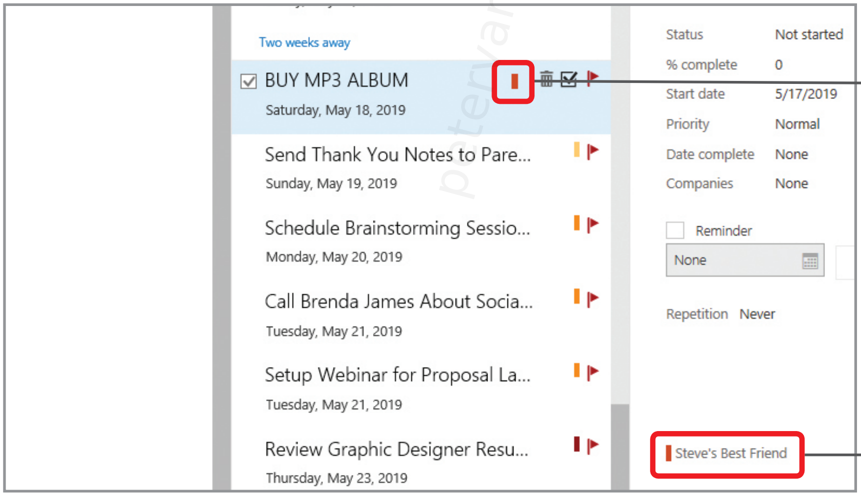


10 When you've finished editing categories, click **OK** to close the Manage categories dialog box.

Assign a Category



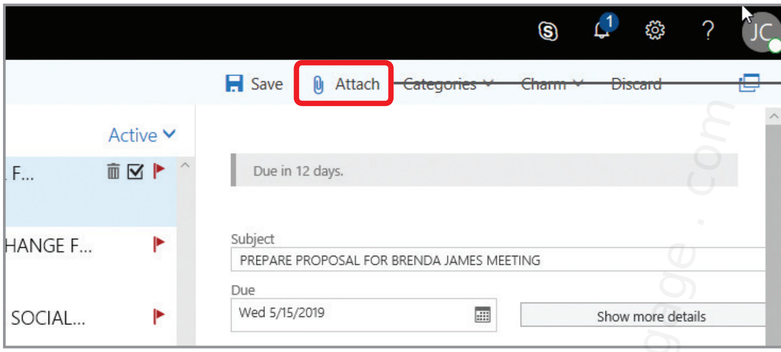
1. Right-click on a task or an email.
2. Select **Categorize** from the menu.
3. Chose a category from the pop-up list.



4. Category markers appear in the task body and the task list.

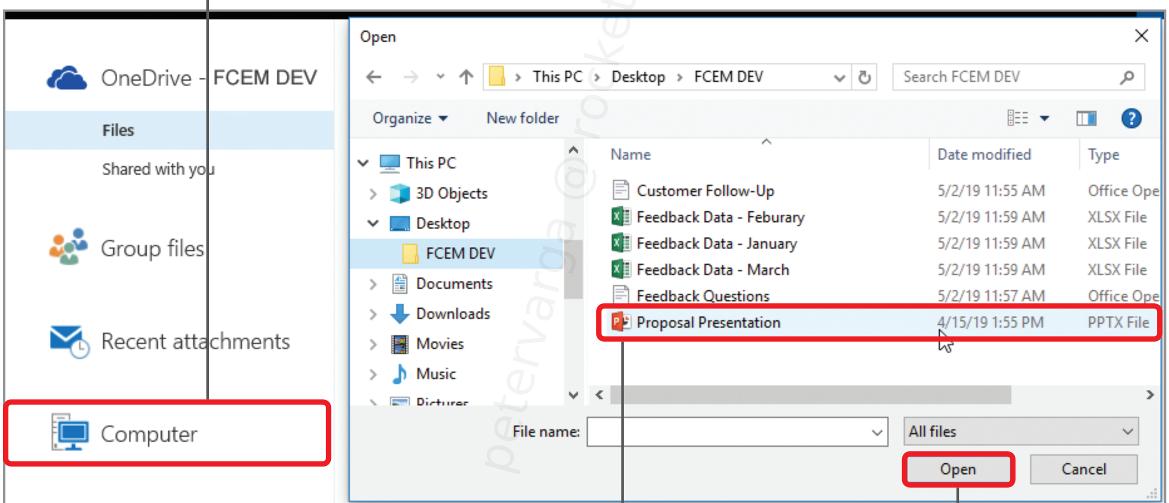
Insert a File in a Task or an Email

Follow these steps to insert a file in a task. (The same steps apply to emails.)



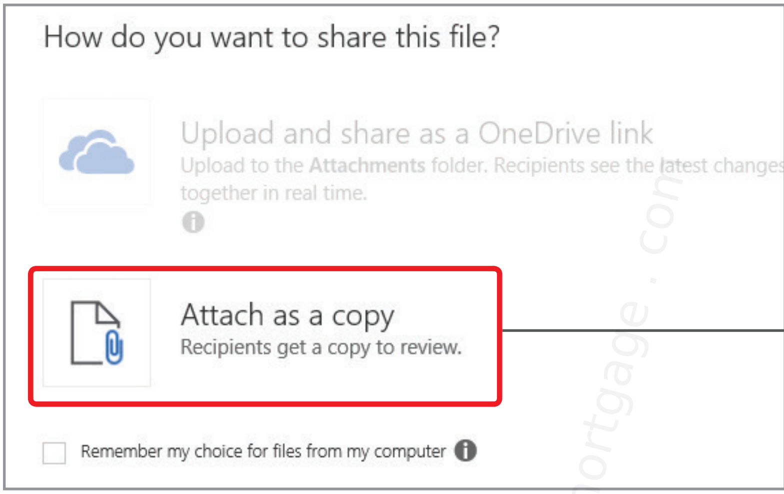
1 With the task open, select **Attach**.

2 In the left pane, select **Computer** to upload a file from your hard drive.

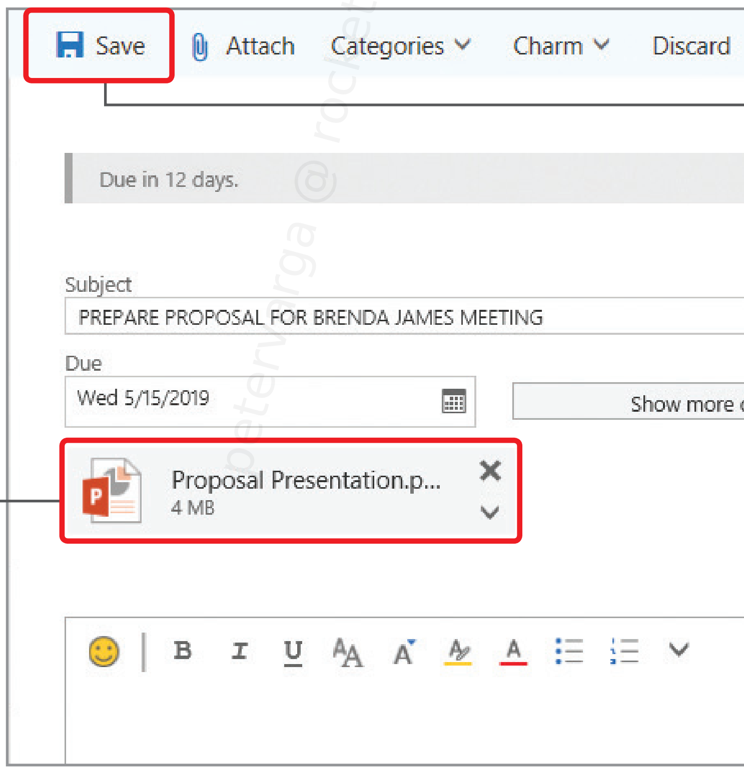


3 In the Open dialog box, navigate to the correct location, then select a file.

4 Click **Open**.



5 Click **Attach as a copy**.



6 Now a copy of the file appears in the task.

7 Click **Save** to finish attaching the file.

Notes

Weekly Q2 Planning

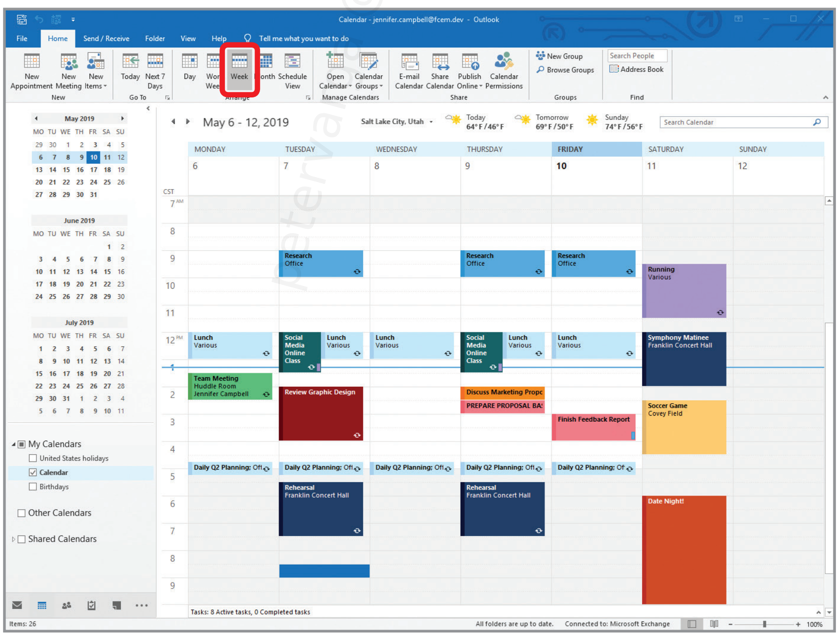
Weekly Q2 Planning is one of the most important steps in remaining focused on your Q2 priorities. Using the Weekly Q2 Planning steps you learned in the Work Session, spend a few minutes each week making sure you're prepared to put Q2 first during the week. During your 20–30 minutes of Weekly Q2 Planning time:

Step 1: Connect With Your Roles and Goals

Whether you have your roles and goals in a paper planner or notebook, or you have them in an electronic format, you should connect with them to help you identify the most important things you want to accomplish this week.

Choose Your View

Use the Week view in Outlook to plan your week. To ensure that you're looking at the full week on your calendar, open the calendar and select **Week**. This is the seven-day week view in Outlook 2019.

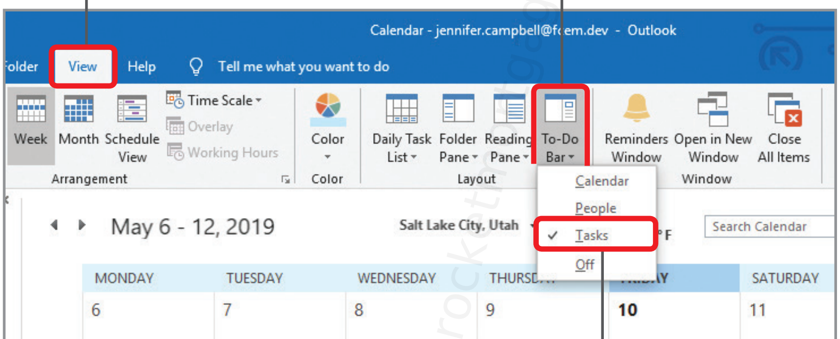


Add the Master Task List to the Week View

To ensure you have everything you need as you're planning, you should also enable the Master Task List.

1. From within the calendar, click the **View** tab.

2. On the View ribbon, select the **To-Do Bar** button.

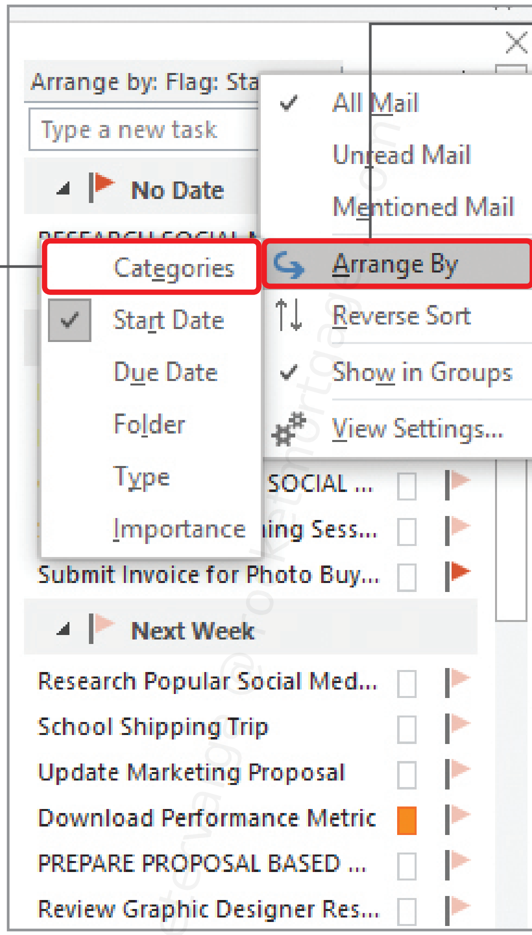


3. In the menu that appears, select **Tasks**. The **To-Do Bar** should appear on the right side of your screen with nothing but your Master Task List showing.

TIP

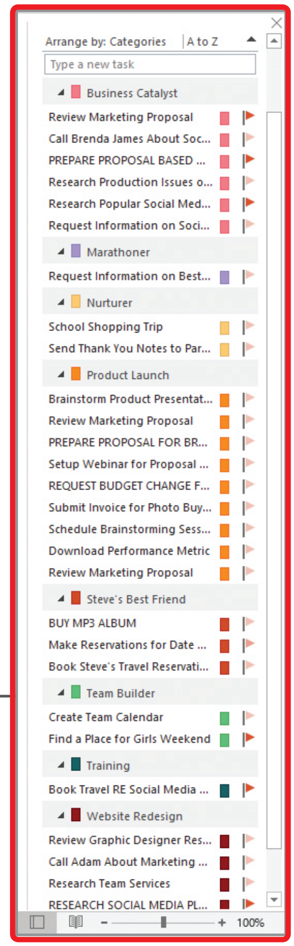
To open Outlook to your calendar by default, select the **File** tab and then click **Options**. Choose the **Other** tab and then select **Advanced Options**. In the **Startup in this folder:** section, click **Browse**. Select **Calendar**. Then click **OK** until you return to Outlook. The next time you start Outlook, you'll automatically be taken to your Calendar view.

Arrange Tasks by Categories



1 Right-click the **Arrange By**: bar at the top of the task list and select **Arrange By**.

2 In the menu that appears, select **Categories**.

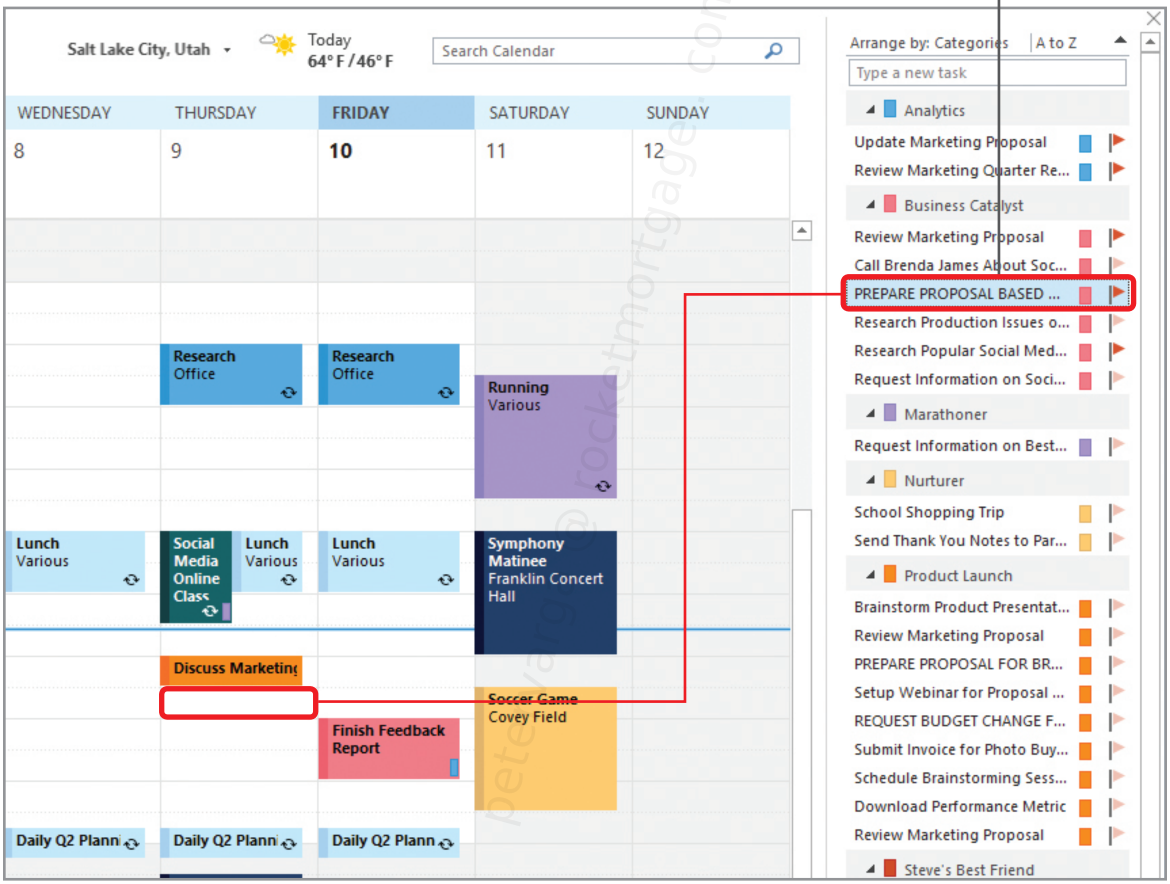


3 Your tasks will be rearranged in the Master Task List by category so you can easily see which tasks apply to which role.

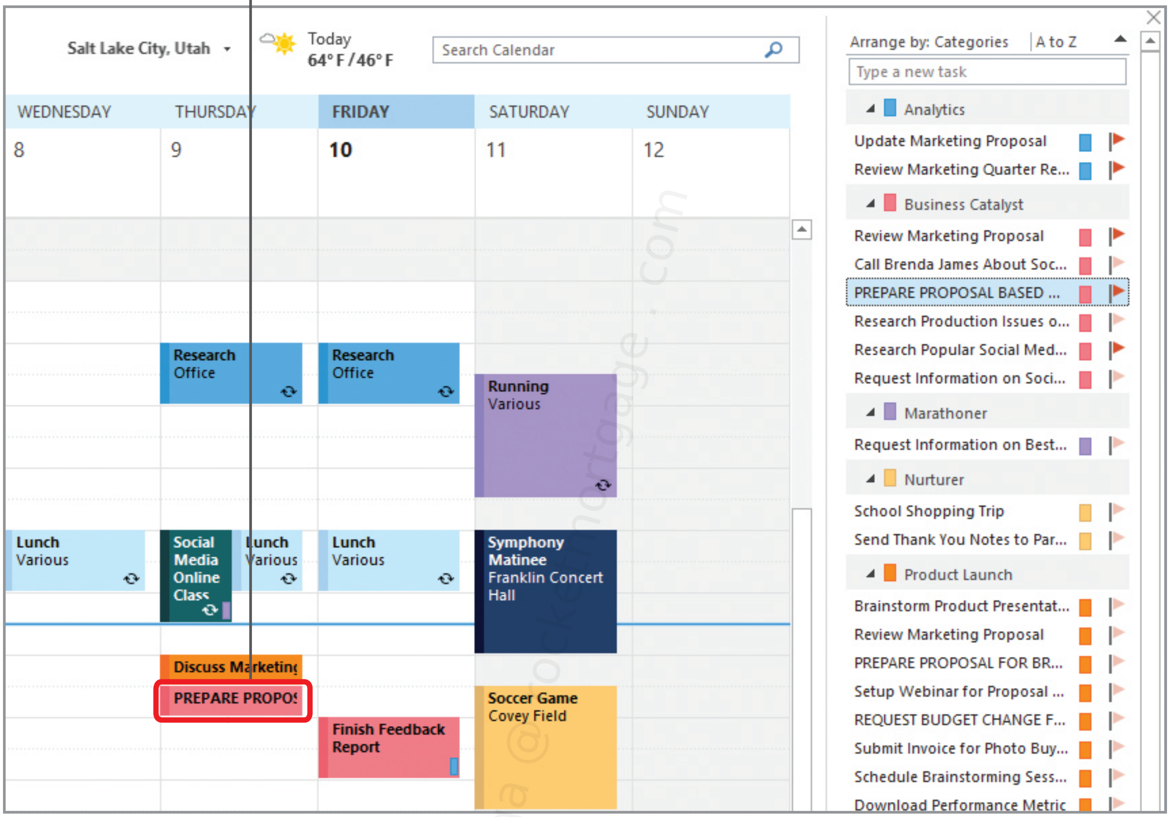
Step 2: Schedule the Big Rocks

Create an Appointment From an Existing Task

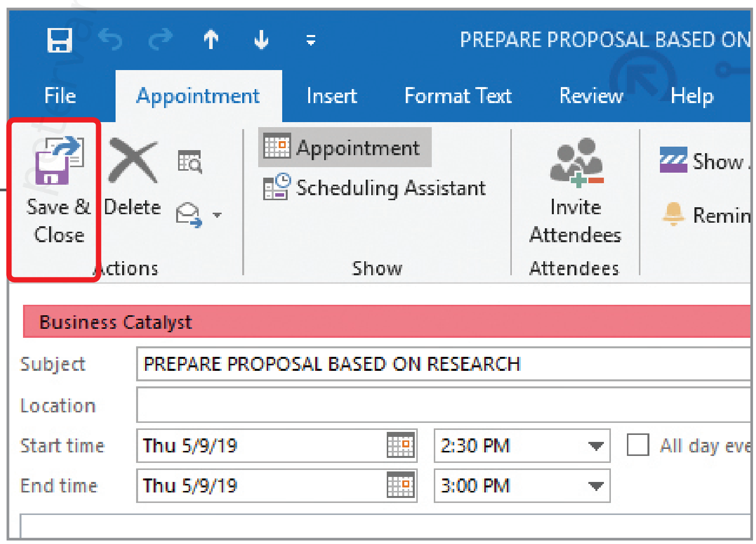
To create an appointment from an existing task, click and drag the task from your Master Task List to the desired day on the calendar. 1



2 Click and drag the upper or lower edge of the appointment to increase the time allotted to complete the task.

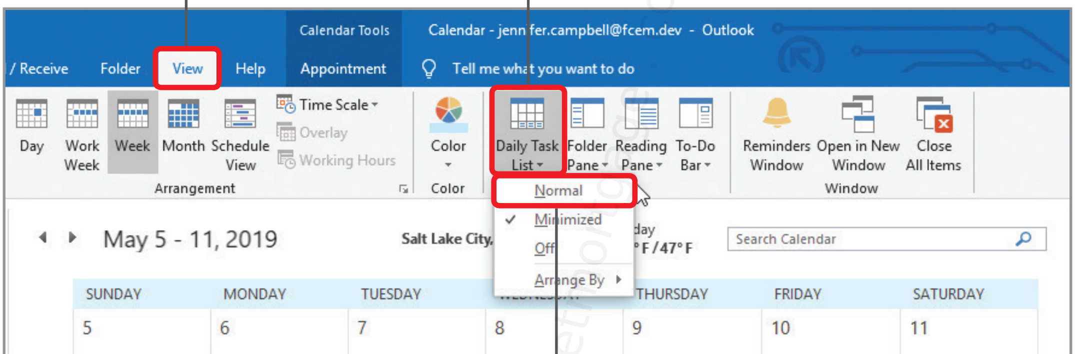


3 Double-click the appointment to open it for editing. Remember to click **Save & Close** when you've finished editing.



Open the Daily Task List

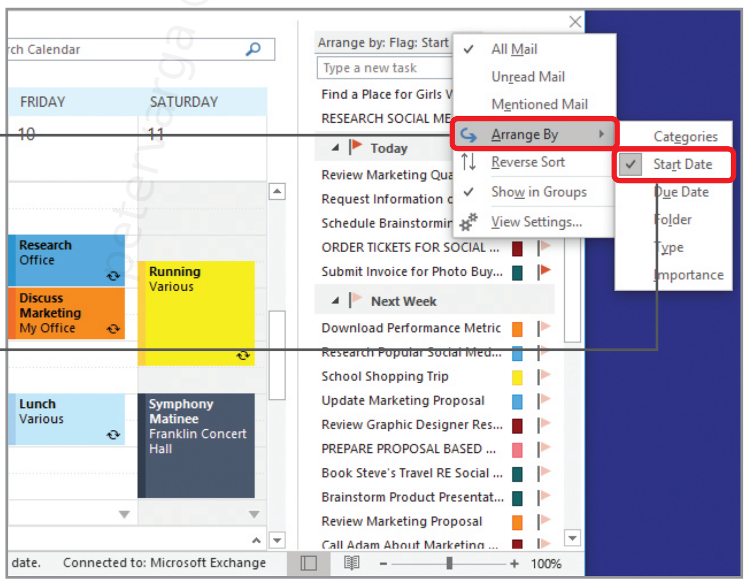
1. From within the Calendar, click the **View** tab.
2. In the View ribbon, highlight **Daily Task List**.



3. Click **Normal**. The Daily Task List opens below the calendar.

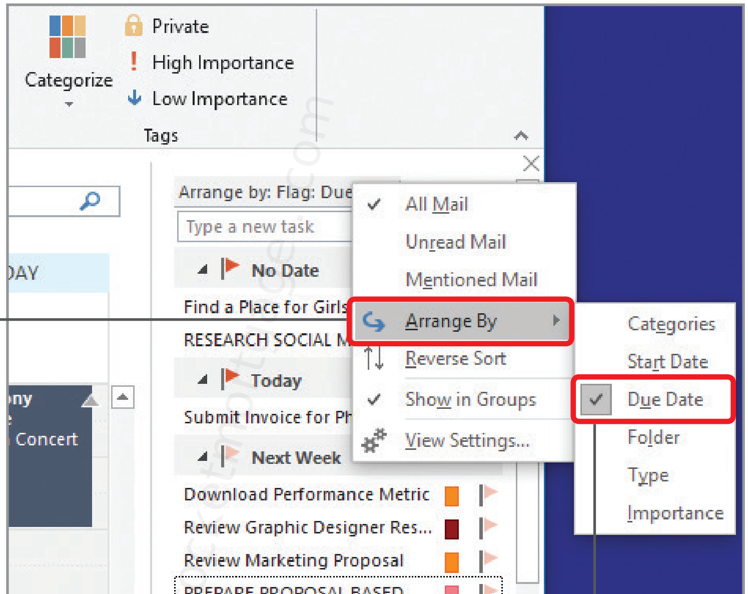
Arrange Tasks by Start Date

1. Right-click the **Arrange By**: bar at the top of the task list and select Arrange By.
2. Another menu appears. Select **Start Date**. Your tasks will be rearranged in the To-Do Bar by the start date.



Arrange Tasks by Due Date

Sometimes you may want to view your tasks by when they are due, rather than by when they are set to start.



1 Right-click the **Arrange By**: bar at the top of the task list and select **Arrange By**.

2 Another menu appears. Select **Due Date**. Your tasks will be rearranged in the To-Do Bar by the due date.

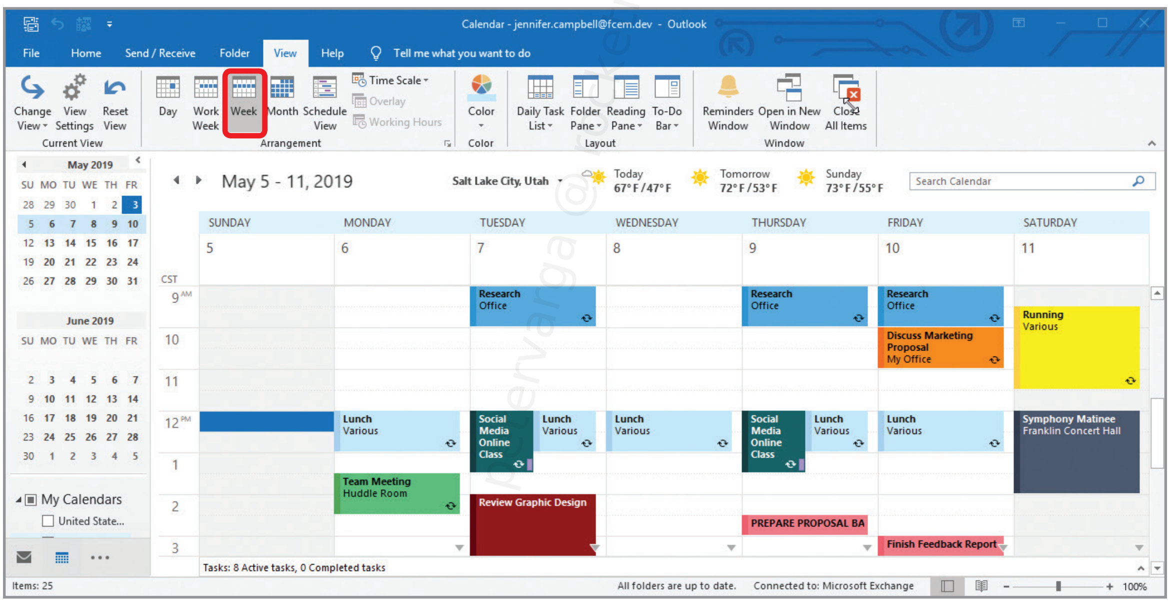
Step 3: Organize the Rest

You can use the same techniques to organize the other appointments and tasks for the week, making sure to keep the most important Big Rocks first.

Daily Q2 Planning

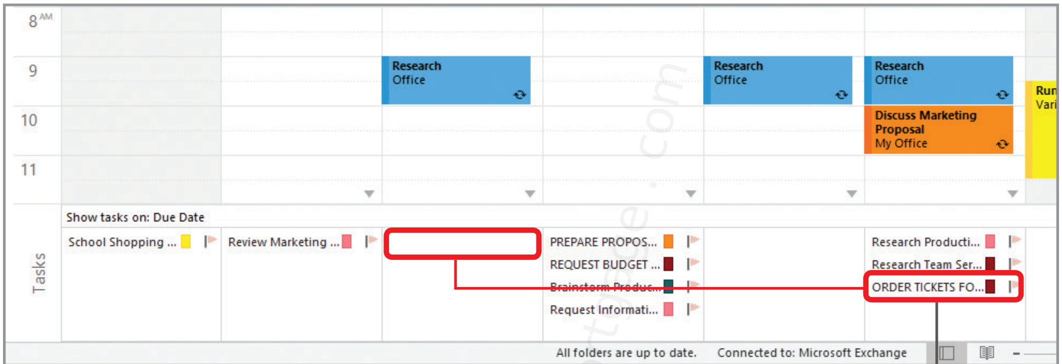
Daily Q2 Planning is equally as important as Weekly Q2 Planning for keeping your day under control and focused on your Q2 priorities. Take 5–10 minutes each afternoon to close out your day and plan for the next day. Make adjustments to your schedule where necessary, always keeping Q2 as your highest priority.

For Daily Q2 Planning purposes, it's best to use your calendar in the Week view. Click the **Week** button to switch to the full seven-day week.



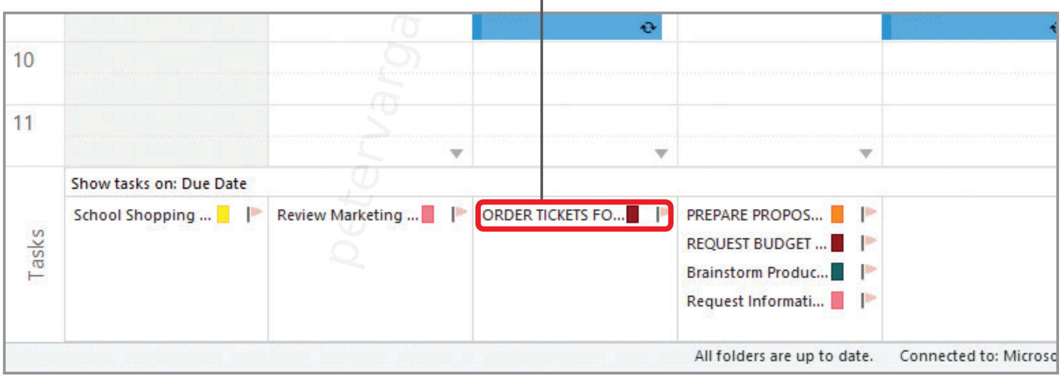
Step 1: Close Out the Day

Reschedule Tasks for Another Day or Time



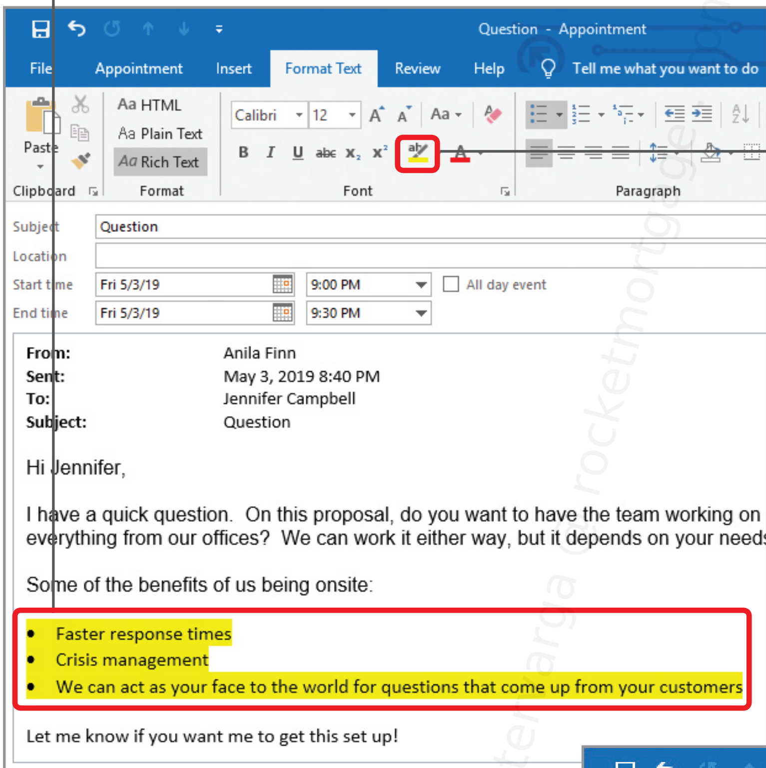
To assign a task a new due date, click and drag the task on the Daily Task List. **1**

2 Release the task on a new date to change the due date for the task.



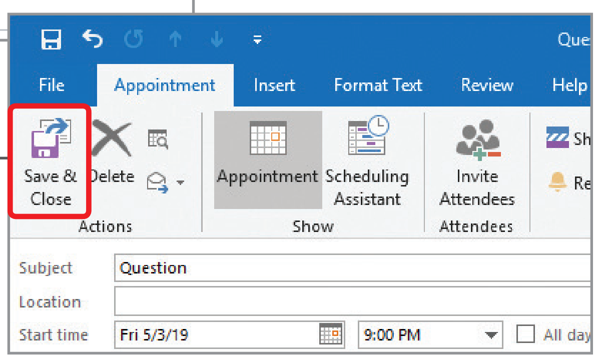
Highlight Information ("Capture the Gold")

1 In an existing appointment, task, or contact, locate the information you want to highlight. Click and drag the cursor to select the text to be highlighted.



2 Click the **Highlight** button on the Format Text ribbon to highlight the selected text.

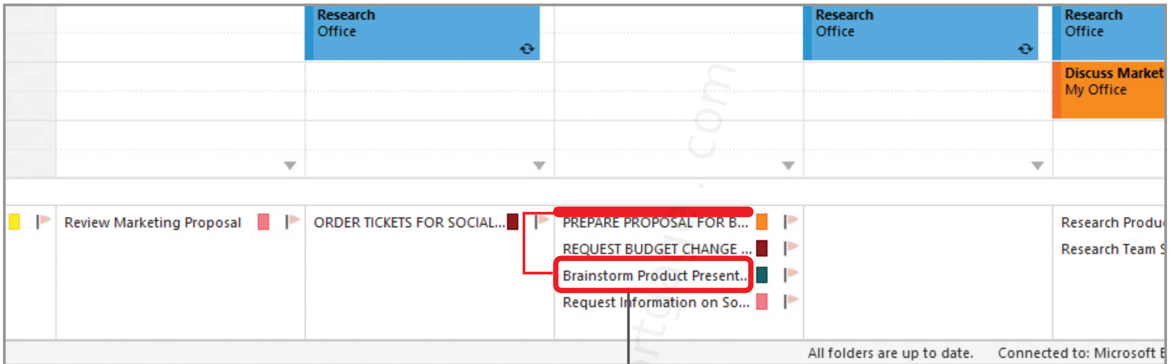
3 Switch to the Appointment ribbon and click **Save & Close** when you're finished.



Notes

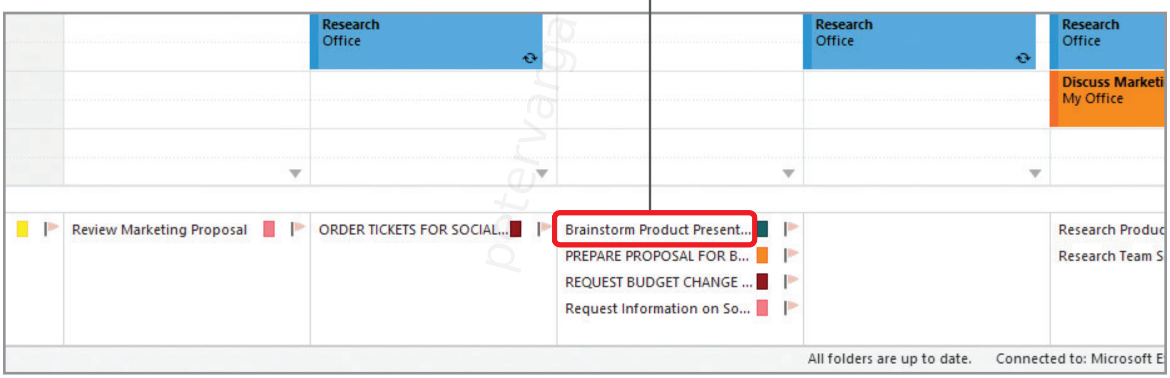
Step 2: Identify the Few “Must-Dos”

Prioritize Daily Tasks

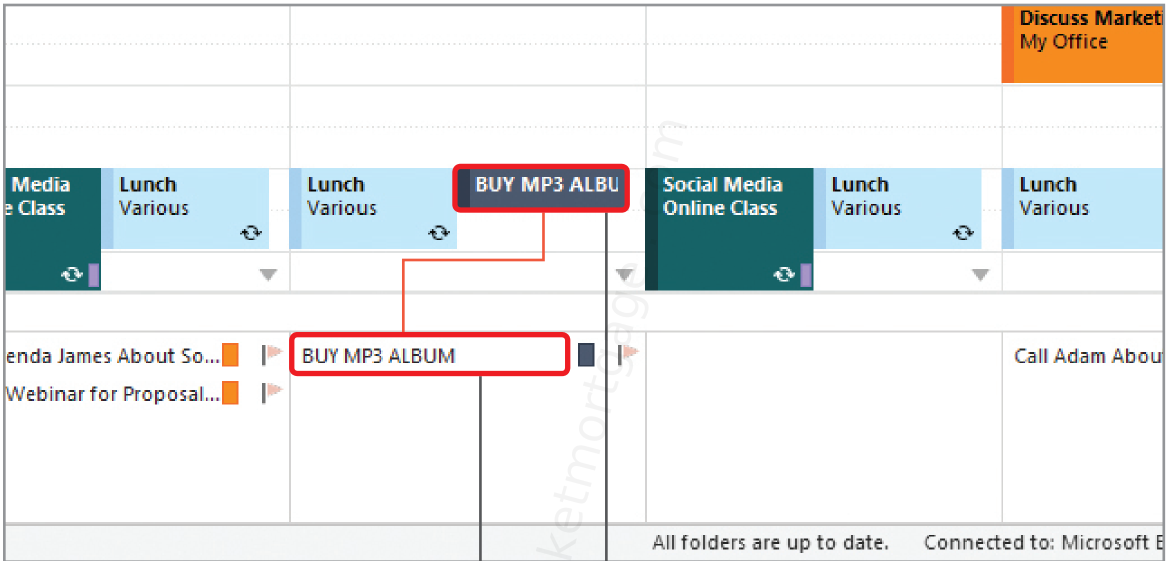


1. Click and drag tasks within a day on the Daily Task List to reorganize.

2. When you release the task, it will stay in the newly assigned order.



Schedule a Task as an Appointment



1 Click and drag the task from the Daily Task List to the date and time during the week you want to schedule it.

2 When you release the task, a new appointment is added to your calendar.

Step 3: Organize the Rest

You can use the same techniques to organize the other appointments and tasks for the day, making sure to allow adequate time for the "must-dos."

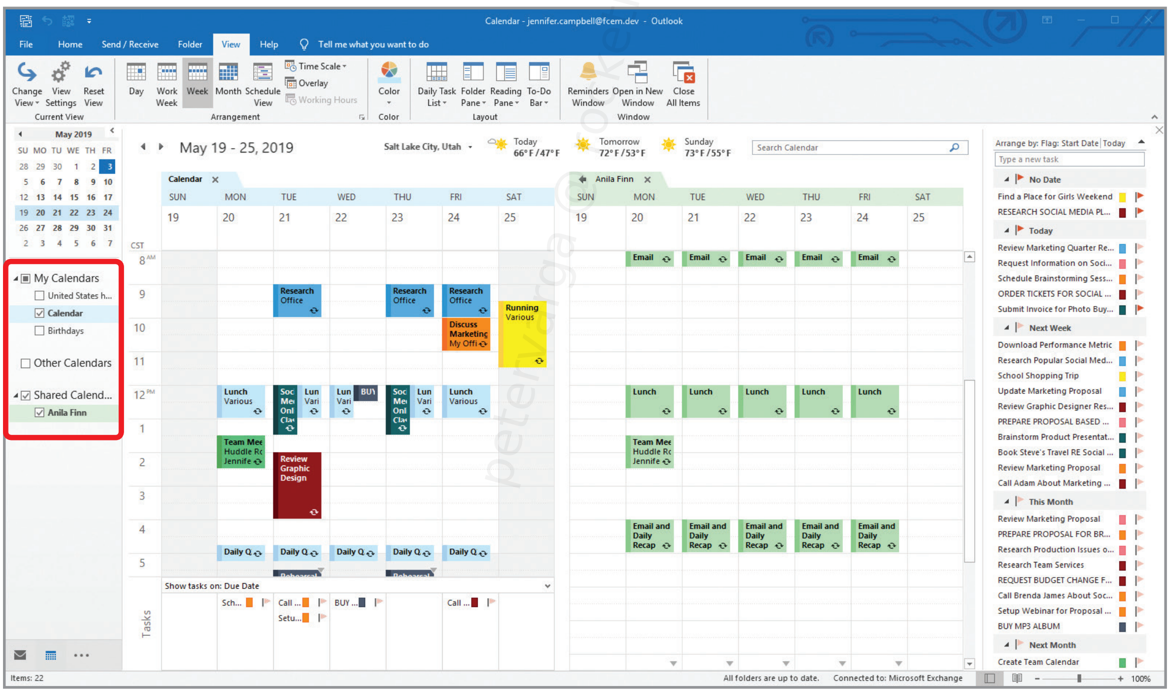
Q2
Extras

Dual Calendars

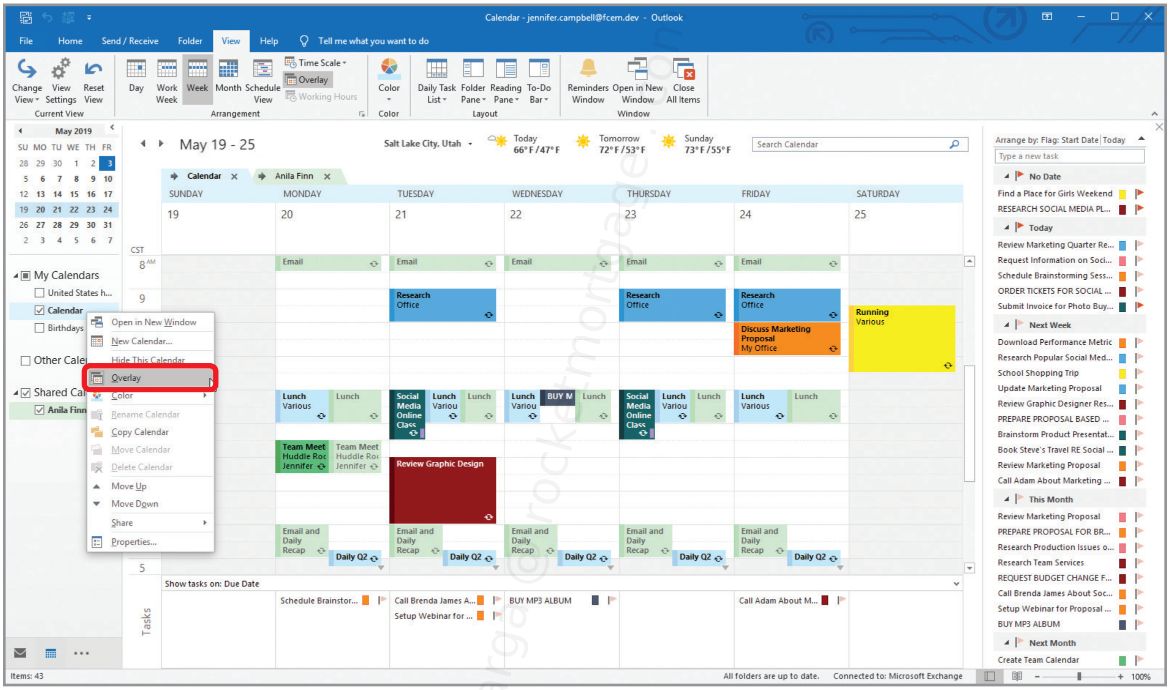
Dual calendars allow you to view two calendars side by side. Those two calendars might be your own personal and work calendars, or maybe they are your own calendar and that of a team member. No matter which two calendars you're looking at, this view of the calendar allows you to compare two calendars so you can create schedules without conflict.

View Dual Calendars

To view dual calendars, you must be in the Calendar view of Outlook. Then, in the left navigation pane, you will see the **My Calendars** heading. Place a check mark next to the name of any of the calendars in the list.



Right-click the **My Calendars** list and select **Overlay** to see the calendars superimposed over one another rather than side by side. In this view, one calendar is shown in the foreground while the other is shown in the background.



TIP

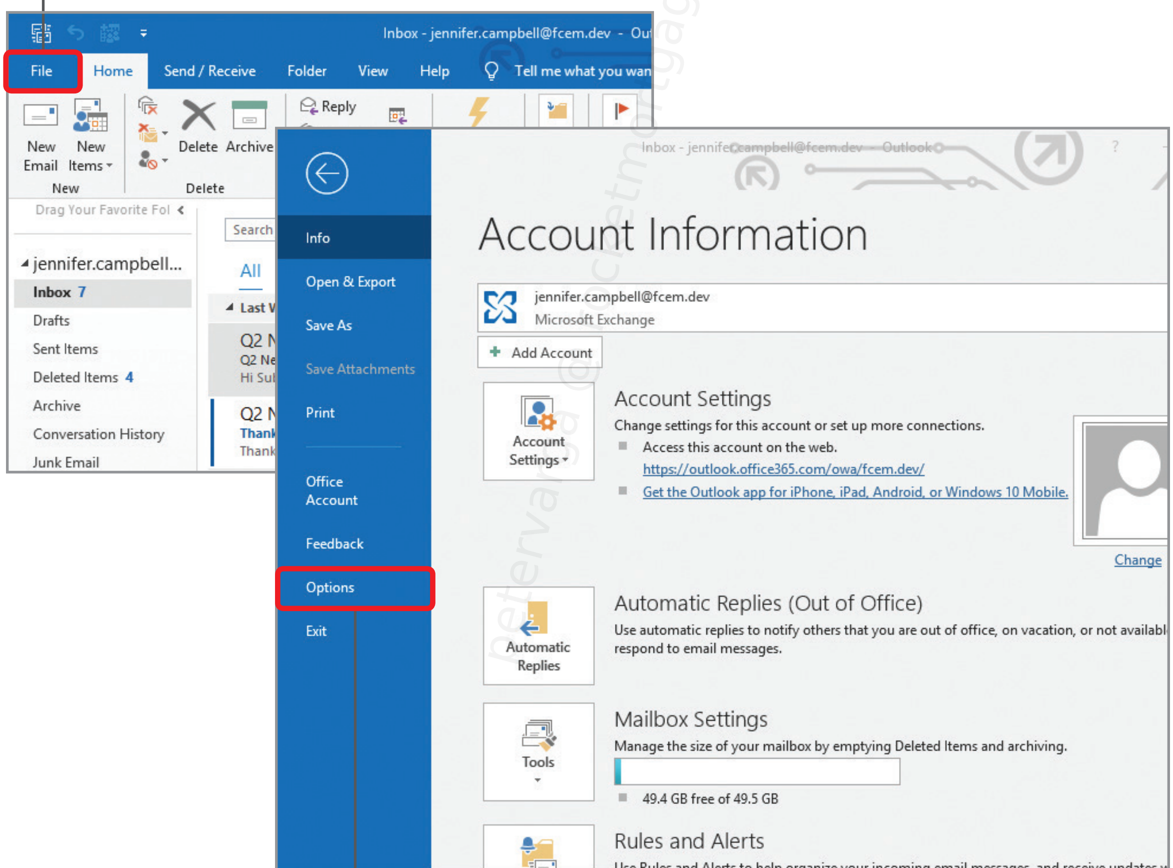
You can view more than two calendars at a time. Just select the calendars you want to view from the **My Calendars** list, and all will be shown in the Calendar window.

Turn Off Email Notifications

Studies show that much of the productive time you lose in a day is due to interruptions. Interruptions come in different forms, many of which you cannot control. However, you can control one interruption: email notifications.

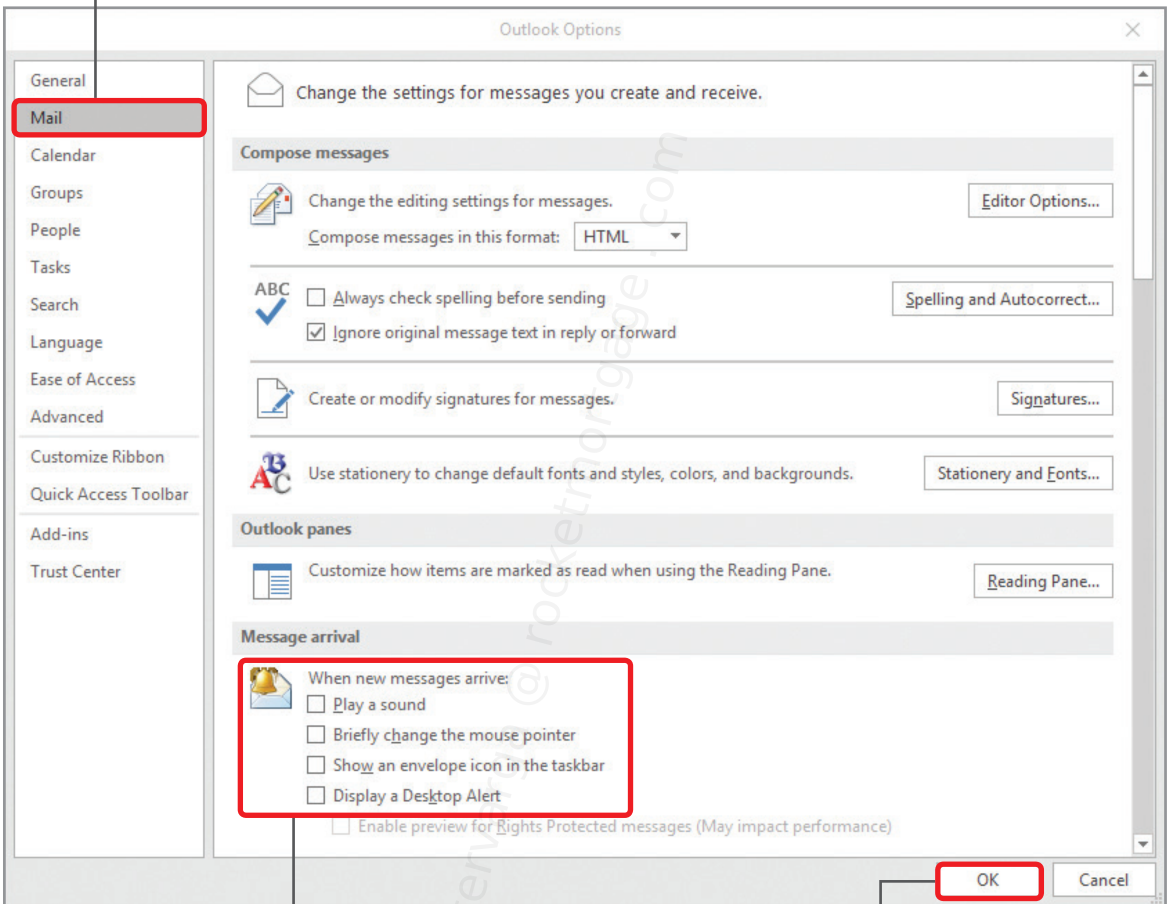
Turning off your email notifications and checking your email only at prescribed times during the day could save you as much as two hours of time lost due to being distracted by incoming emails.

1 From your Inbox, select **File**.



2 Click **Options** from the left navigation pane.

3 In the Outlook Options dialog box, select **Mail**.



4 Under the **Message arrival** section of the dialog box, deselect all notification options.

5 Click **OK** to save your preferences and return to your Inbox. Now no notifications will play or appear when email arrives in your Inbox.

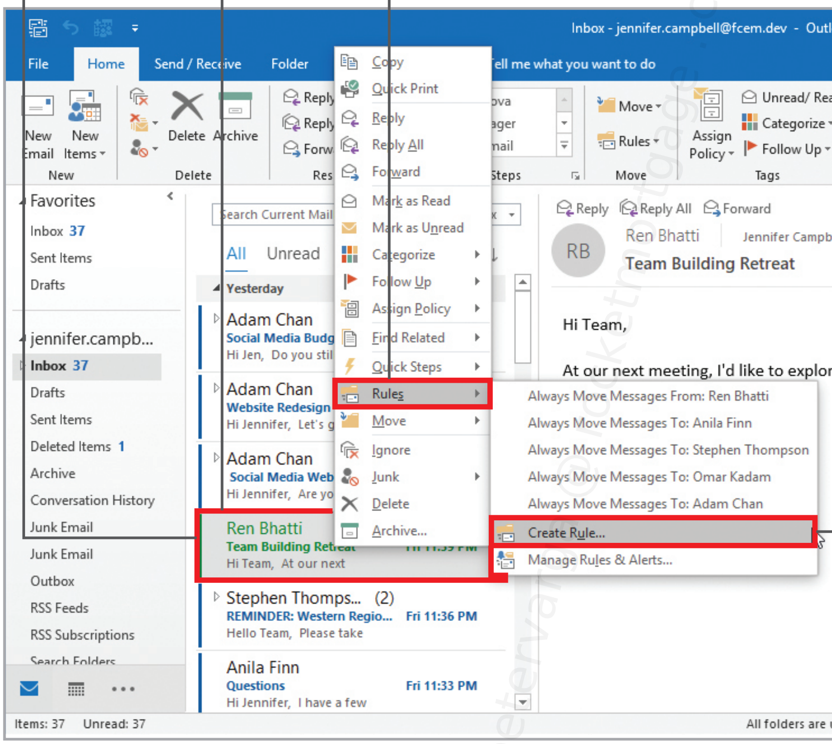
Turn On VIP Notifications

Now that you've set yourself up for concentrated effort by turning off notifications globally, you need to learn to turn a few back on on selectively for your very important people (VIPs).

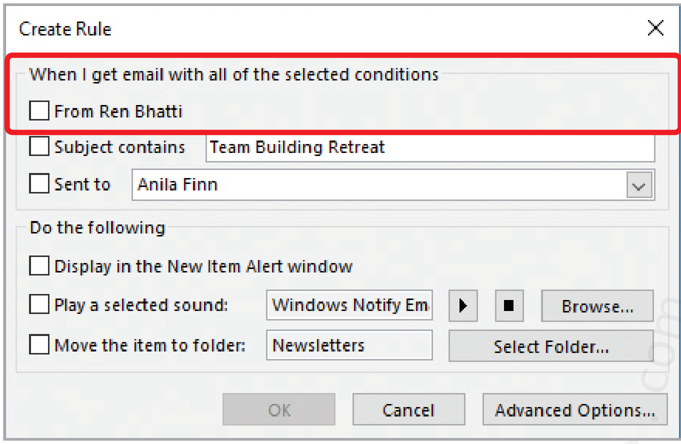
1 Start by selecting an email from a VIP.

2 Right-click on that email.

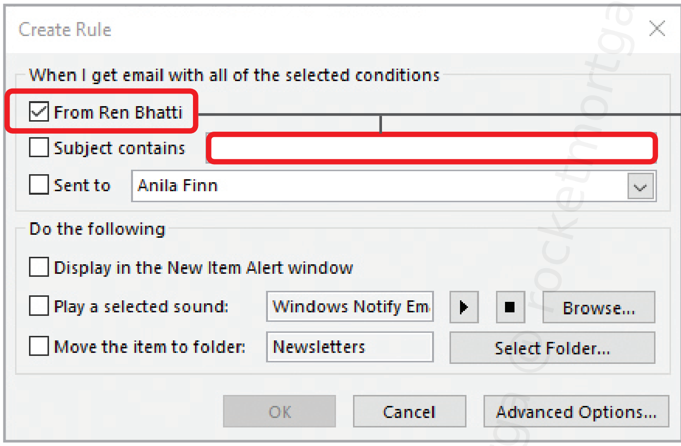
3 From the menu that opens, select **Rules**.



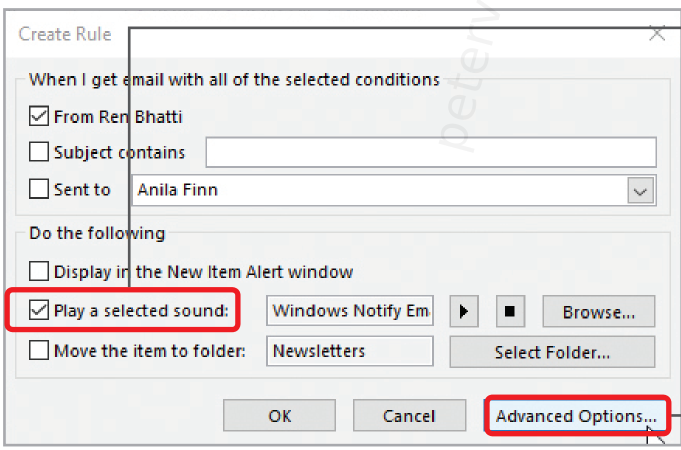
4 From the mini menu that opens, click on **Create Rule…**



5 Notice the top section in the Create Rule dialog box: "When I get email with all the selected conditions." Outlook will remember the sender of the email where you started.

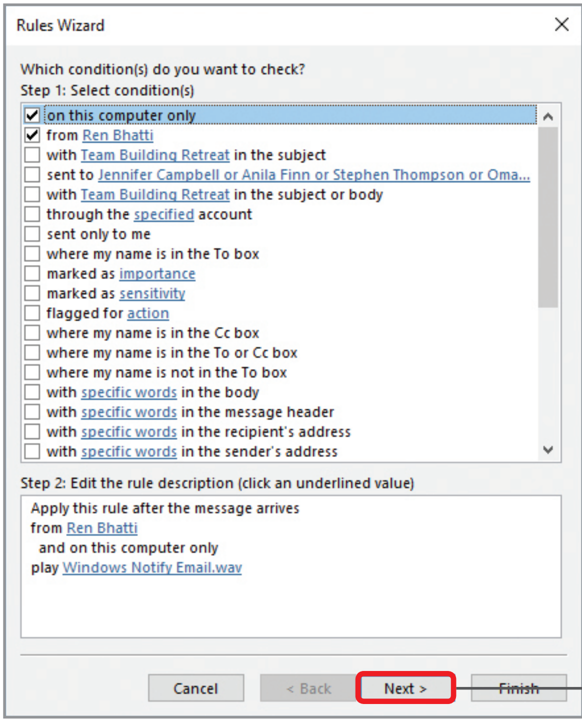


6 Leave the **From [VIP]** box checked and delete the content in the **Subject contains** section.



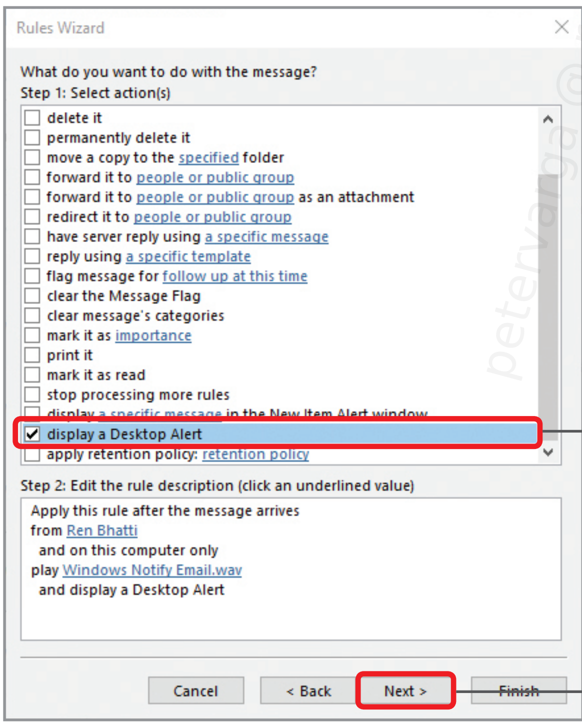
7 In the "Do the following" section of the **Create Rule** dialog box, click the checkbox for **Play a selected sound**.

8 To get the notification you're used to seeing (the bubble with the sender and subject that pops up on your screen and then fades), click the **Advanced Options...** button.



9 You won't make any changes to this Rules Wizard dialog box, because you took care of this in the previous dialog box. Make sure the condition **from [VIP]** is selected.

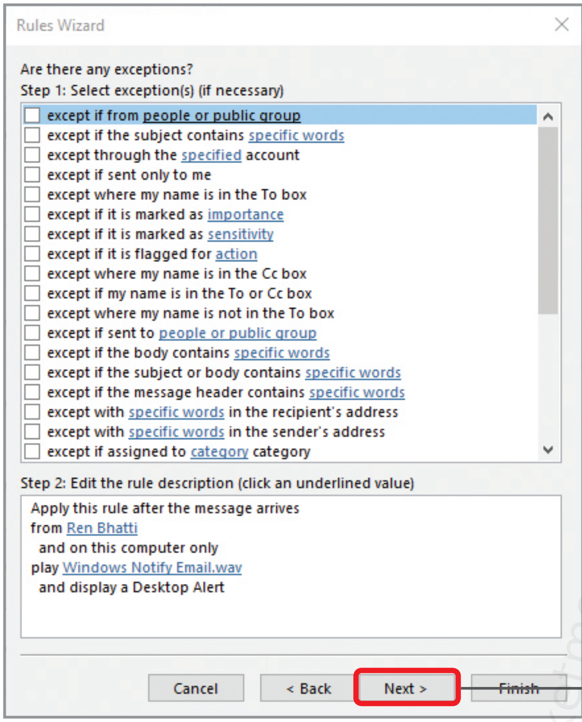
10 Click **Next**.



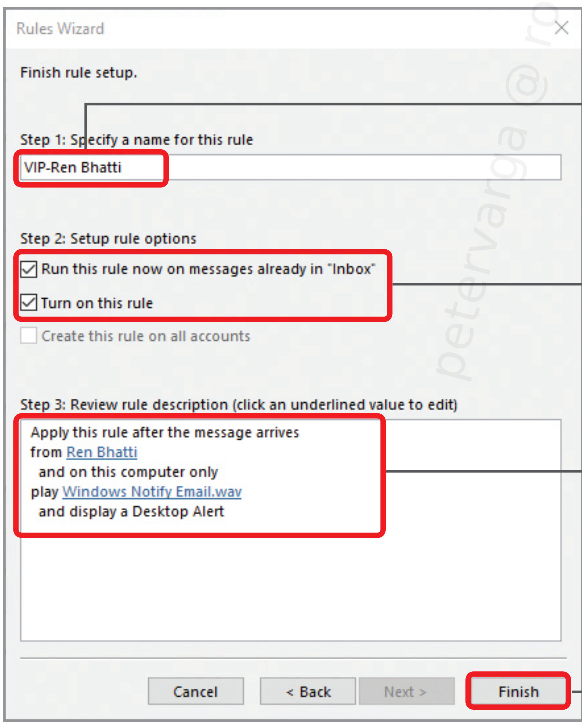
11 In this dialog box, use the scroll bar on the right of the Step 1 window to go to the bottom of the list.

12 Check the option to **display a Desktop Alert**.

13 Click **Next**.



14 In this next dialog box, there are no exceptions, so click **Next**.



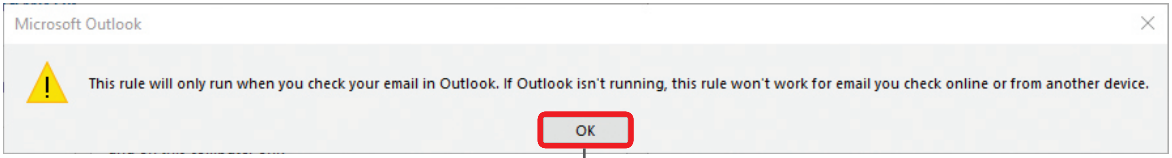
15 In the **Finish rule setup** window, do three things:

Step 1: Give the rule a name.

Step 2: Check both **Run this rule now on messages already in Inbox** AND **Turn on this rule.**

Step 3: Review the rule.

16 Click **Finish**.



17 You will receive a warning that this rule will only run if Outlook is running. Click **OK**.

Notes

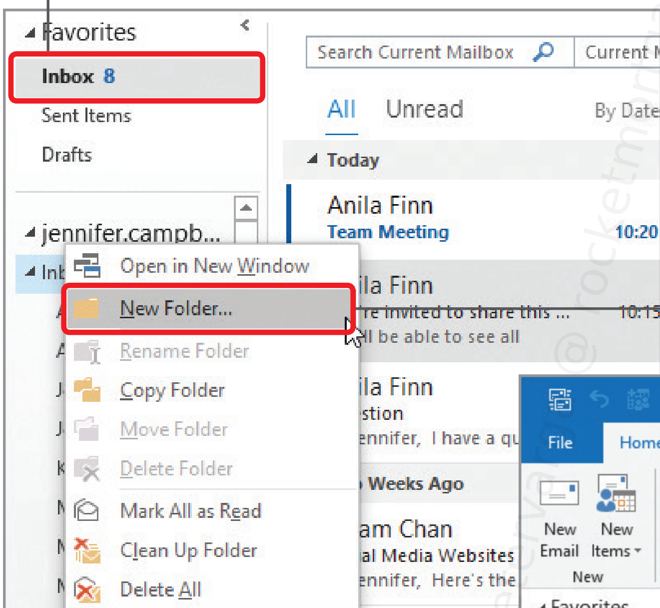
Email Detox

If you are feeling overwhelmed by your Inbox and need to take some drastic action, here is a three-step plan to come clean and get back in charge.

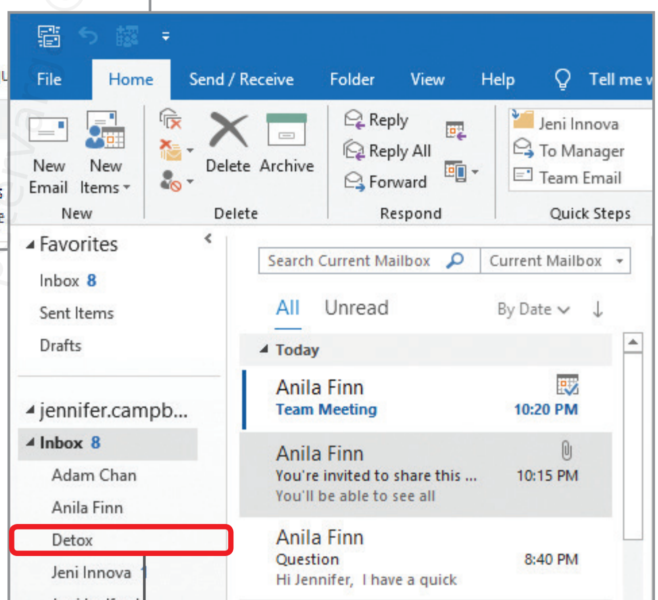
Step 1:

Create a subfolder in your Inbox called “Detox.”

1 To create a new folder, right-click **Inbox**.



2 Select **New Folder...**

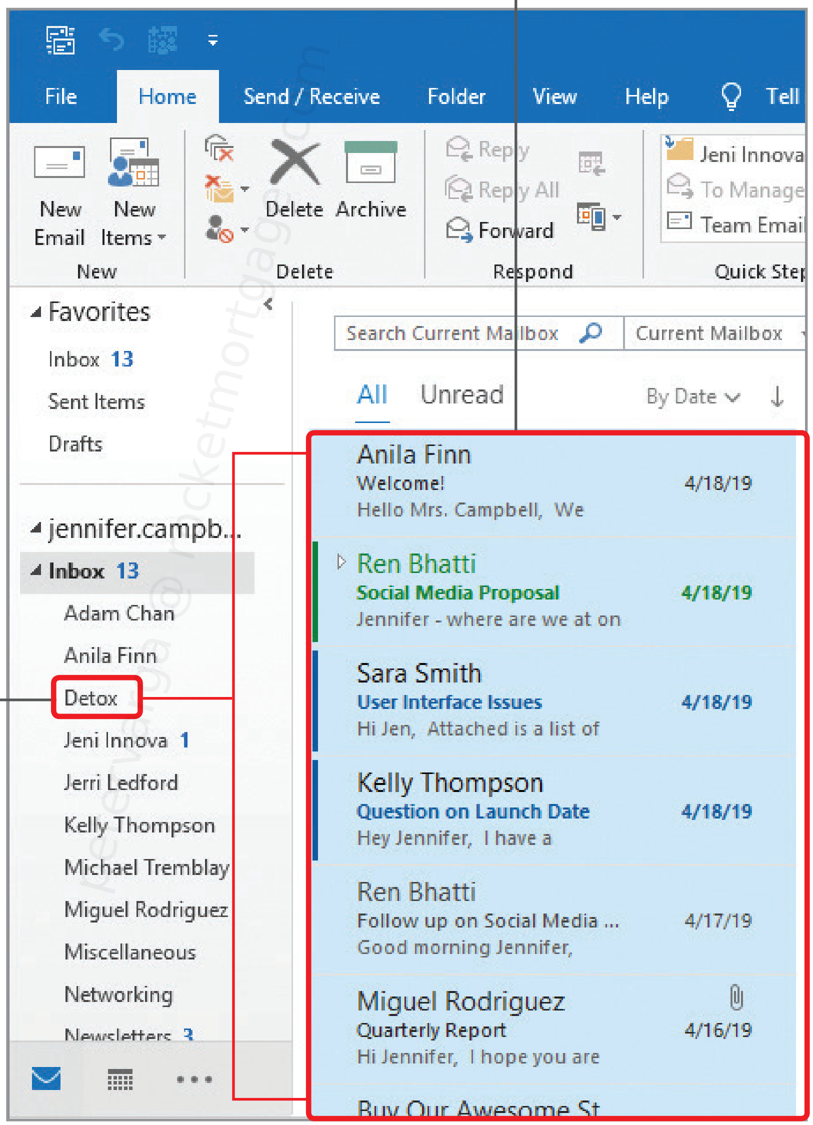


3 Type “Detox” for the folder in the text field provided.

Step 2:

Take everything from your Inbox except the most recent 200 messages and move them to your Detox folder. Now you only have 200 messages in your Inbox.

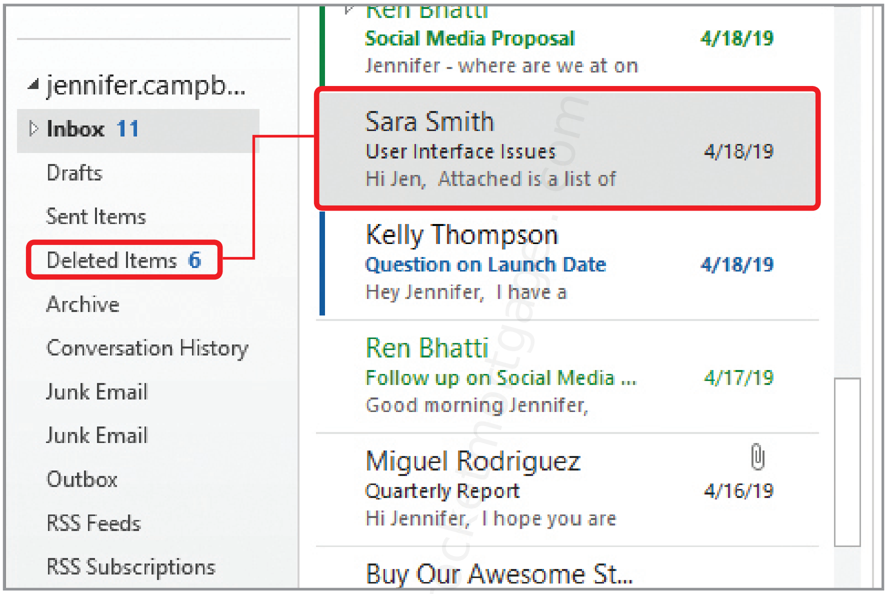
Select the first message and use **Shift+Click** to select the last message. (This selects all of the messages in between, as well.) **1**



Click and drag the whole block of messages to the **Detox** folder. **2**

Step 3:

Review the remaining 200 items and either...



- Delete them. (Just click and drag a message to the **Deleted Items** folder as shown above.)
- If appropriate, create a specific rule to handle them in the future. (See "Win Without Fighting" on pages 16–26 in this Technical Guide.)
- If they require action, turn them into an appointment, a task, a contact, or a note so you can work on them later — and then delete them! (See "Turn It Into What It Is" on pages 28–37 in this Technical Guide.)

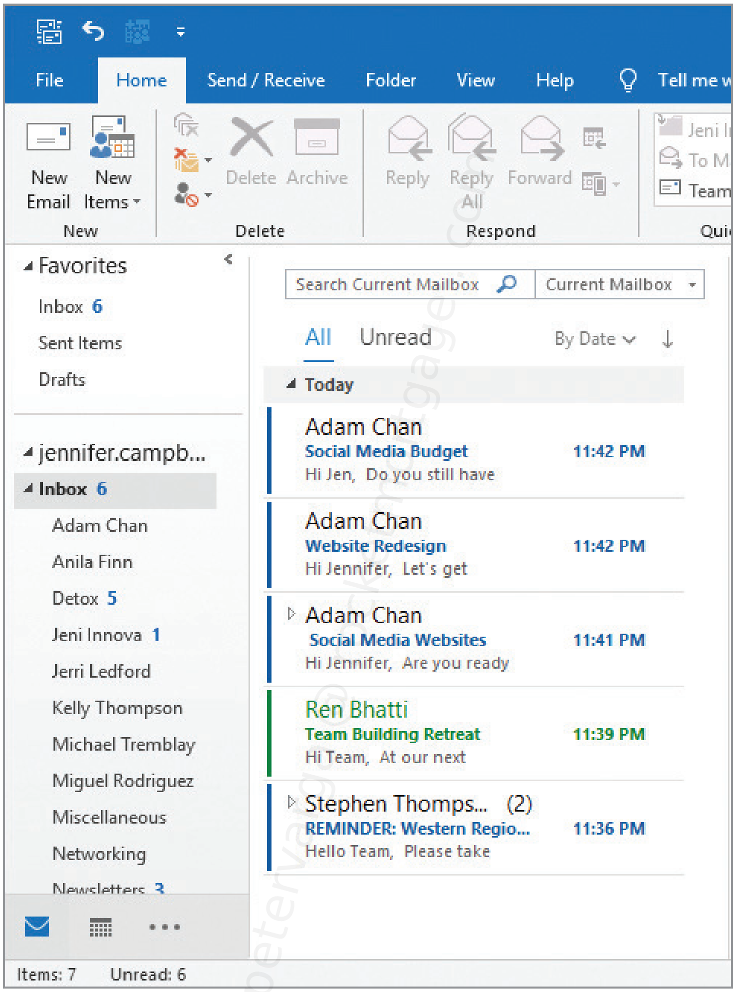
Or...

- Respond to them immediately if you can do it in a minute or less.

Handling these 200 messages shouldn't take too long, because you are simply organizing where they go. You are not taking time now to act on them, unless it can be done in a minute or less.

By following these three steps, you have cleaned out your Inbox and set up some basic rules to keep your Inbox clean moving forward. To stay on top of this, you should schedule a regular time to handle your email and consistently set up new rules for messages you want to never see in your Inbox to begin with.

Once you've "detoxed" your Inbox, this is the end result. Look how clean!



Notes