

SOC 4015/5050: Exercise-01b - Your Email Workflow

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Directions

Begin by listing in a list structure (Step 1, Step 2, Step 3, etc) the steps you take to process your email inbox. List them below. On the back of this sheet, try to diagram this process using boxes and arrows.

Part 1: Your Approach to Email Processing in List Form

Part 2: Your Approach to Email Processing in Diagram Form