

7 ways to filter, classify and search effective email

Users can use one or more of the tools included in this article to collapse your Inbox and make it easy to find the information you need.

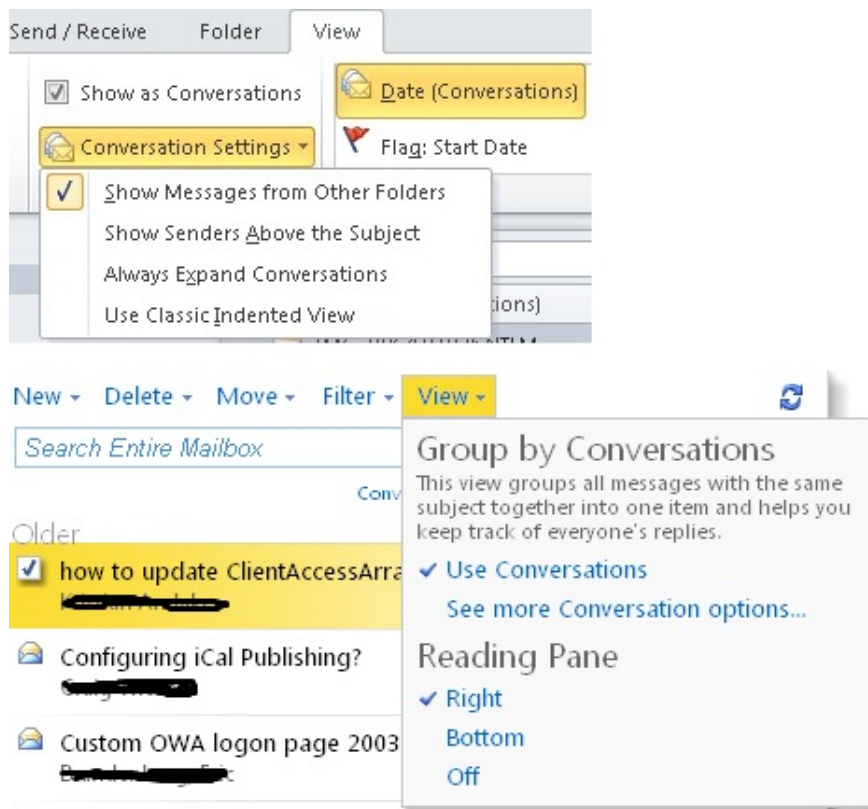
QuanTriMang - **A messy, unorganized mailbox will make it difficult for users to find the necessary email. However, you can still remedy this situation. Microsoft Outlook provides great tools that help users filter emails and organize messages in a more manageable and meaningful way.** Outlook even helps increase efficiency and performance for users. Whether you're using Outlook 2010, Outlook 2007 or Outlook 2003, you can easily manage your email.

You are using Outlook Express, or other email applications such as Windows Live Mail or Windows Live Hotmail. These software also offer many of the same features as those mentioned in this article. However, they do not provide the same tools for managing email. Use Microsoft Office Outlook Hotmail Connector to add Hotmail accounts to Outlook, then you can use the tips below to organize your Hotmail account. Or, users can carefully read Hotmail's features to organize information on Hotmail systems. For example, you can merge email from different email accounts, such as Gmail and Yahoo! Mail. From there, users can receive, read and reply to all emails from a single place.

Users can use one or more of the tools included in this article to collapse your Inbox and make it easy to find the information you need.

1. Quickly filter messages

Outlook 2010 has a great new feature to organize messages by date and arrange them by Conversation. Using this feature, messages with the same topic will appear as Conversations and users can view, expand or minimize them by clicking on the icon on the left of the Subject line. Messages inside each Conversations are categorized with the latest message placed on the head. When a new message is received, all Conversation moves to the top of the email list, making it easier to follow email streams.



To activate Conversations, on the **View** tab, in the **Conversations** group, check the **Show as Conversations** dialog box. You can reduce the size of a Conversation with the **Clean Up** feature. This feature will help delete duplicate messages in **Conversation** . On the **Home** tab, in the **Delete** group, click **Clean Up** , and click on **Clean Up Conversation** .

In all versions of Outlook, users can find messages in the mailbox folder faster by changing the way they are classified in the email folder. For example, you can sort emails by date, sender, file size or importance level.

2. Group the same messages into folders

By creating a new email folder, users can group related messages into the folder. For example, you can group messages by topic, project, contact or other categories that match your work or interests. Users even create folders for all messages sent from your boss or someone else important, including important information to save.

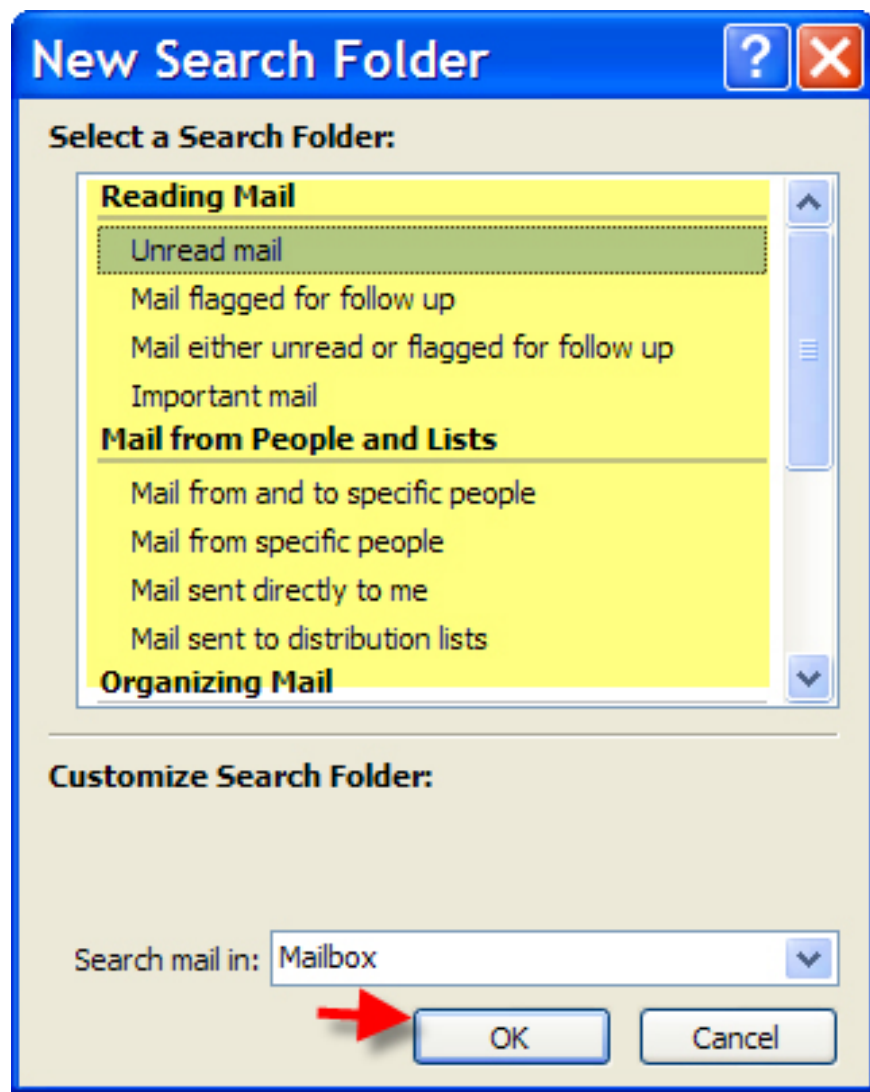
- To create a new folder in Outlook 2010, on the **Folder** tab, in the **New** group, click **New Folder** .
- To create a new folder in Outlook 2007 or Outlook 2003, click the **File ? New ? Folder** menu .

3. Create a search folder to find messages faster

Search Folders is a quick and handy way to find a collection of email messages. They do not save any messages, but instead are virtual folders that provide a display of all the messages in your mailbox based on the attributes the user wants to search for. Outlook provides the default **Search Folders** feature - such as Unread Mail - but can also create its own rule. For example, you can use Search Folders to help find all the information related to a certain project, an important customer or an upcoming meeting.

- To create a Search Folder in Outlook 2010, in **Mail** , on the **Folder** tab, in the **New** group, click **New Search Folder** .

- To create a Search Folder in Outlook 2007 or Outlook 2003, in **Mail** , on the **File** menu, move your mouse to **New** , and then click **Search Folder** .



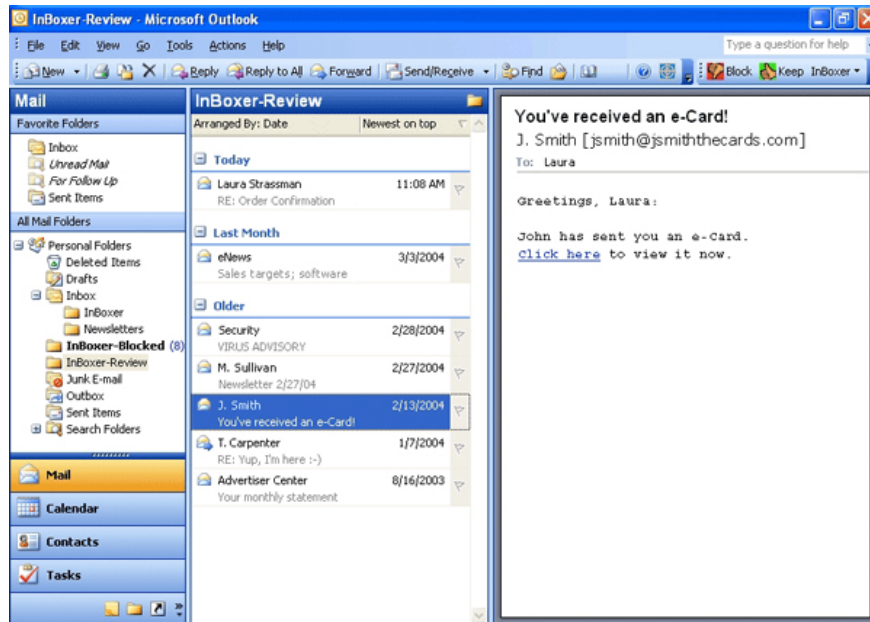
In all versions of Outlook, determine whether you want to use the previously created Search Folder or create a folder for yourself, then follow the on-screen instructions.

4. Effective email routing by using rules

By creating a rule for Outlook, you can automatically perform actions for both incoming and outgoing email messages based on previously established criteria. For example, users can automatically forward to their superiors all messages sent from someone right after the message 'docked', assign the Sales item to all sent messages containing the word 'sales'. in the Subject line. Effective email routing not only helps organize email, but it also saves time when doing some small tasks.

5. Reduce email with junk file filter

Keep unnecessary email messages out of Inbox using the **Outlook Junk Email** filter. These filters send email flagged as junk files to a separate email folder in the mailbox. Users can view the contents of this folder to ensure that no valid email is mistakenly sent there. If so, you should adjust the filter to avoid misidentifying these messages in the future.

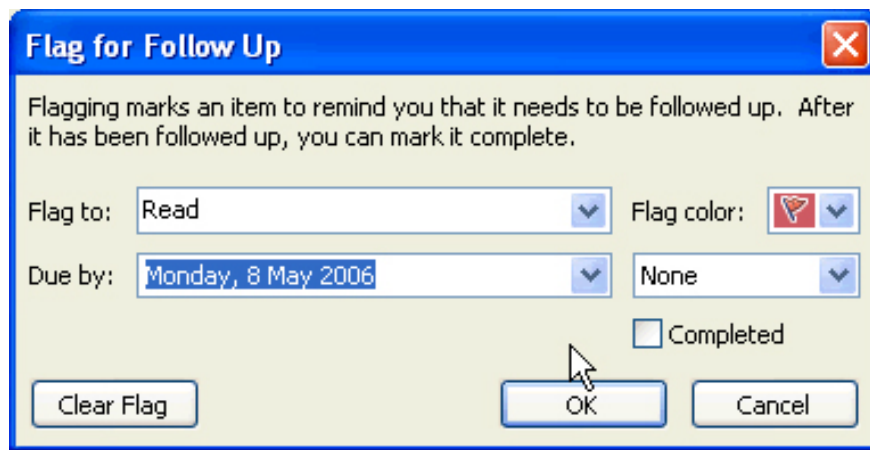


6. Assign a color list

Assign a color entry to a group of unrelated email messages and other items in Outlook, such as notes, contacts and appointments. From there, users can easily identify and organize them. For example, you can easily track all messages, appointments, and contacts for your project by creating a category called Project Quantrimang and assigning items to it.

7. Flag for follow up

Users can use the **Flag for Follow Up** feature to flag messages and tasks to help sort them or mark them. Flags will prompt you to follow a problem, indicate someone's request or set a reminder for a message, contact. They can also sort email folders very easily because you know exactly what to do and when to do. Note that when a user creates a task and sets an expiration date for that task, the task is automatically flagged so that you do not forget the expiration date of the task and complete it well.



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