

Getting the Best Out of Your Email

“Electronic mail transmissions and other use of the electronic communications systems are not confidential and can be monitored at any time to ensure appropriate use.” – West Oso ISD Acceptable Use Policy, pg. 34, Employee Handbook

Email Tips

- Process your e-mail using the 4 Ds** When reading a message, **decide** whether to:
 - Delete it.
 - Do it (respond or **file for reference**).
 - Delegate (forward) it.
 - Defer it (using **categories** and **flags**) for a second review in your task list.
- Use good judgment when sending e-mail** Follow the **dos and don'ts** of writing great e-mail. **Review your time and tasks regularly.**
- In the figures below are the folders you want to delete from and empty on a regular basis. (Microsoft Outlook may require you to right-click to delete from folders)**

