



## Top Tips for managing your Email Inbox



We know with the increased virtual learning experience you are now receiving more emails than ever before.

Below are some top tips to help you manage your emails and not become too overwhelmed.

1. Check emails once a day.
2. Identify what emails are Google Classroom emails. Once you have checked and actioned your work delete the emails.
3. Create folders to [file away](#) emails you need to keep.
4. [Identify](#) direct emails from friends and teachers delete or file them.
5. Select the star ★ icon if it is an email you need to remember to action.
6. Check any emails you signed up for and if you do not to continue receiving them, scroll to the bottom of the email and press [unsubscribe](#).
7. Check your spam/junk mail and unsubscribe from these if you do not wish to receive them.
8. [Schedule emails](#) so they are sent at a time for them to arrive in the teacher or friend's email inbox at a reasonable hour, say between 8.00am - 4.00pm.
9. Add emails to your phone but remember to turn off notifications at a reasonable hour so you have some down time.