

Organising emails

Search emails
Search all emails in any folder
Search specific folders

Sort emails
Can sort by any field (any piece of information)
Sort by e.g. size, from, date received etc
Ascending order / descending order

Draft copies
Used for half-finished emails
Doesn't get sent
Open up draft, finish email, then click Send

Folders
Inbox, Junk, Drafts, Sent, Deleted
Delete folder gives you a chance to 'undelete' emails
Can manually move emails into folders
Can automatically redirect email into folders
Option to manage folders - make more folders to organise emails
Make folders inside folders
Can automatically direct junk email / SPAM to Junk folder
Use meaningful names

Contacts
Name
Nickname Used instead of email address = quicker
Email addresses
Phone numbers
Work details
Birthday Can be used so you don't forget birthdays
Profile picture
Can use to send a quick message

Distribution lists
Sometimes called Categories
Different groups e.g. Family, Best friends, Classmates
Fast way to send emails to many people
Put list name in BCC to keep everyone's email private

Stuck?
Ask a friend
Use Help
Google Try the 'Advance search'
Find a Forum and search past questions / post a new one

Always look at Options or Preferences in your email application