

Email Processing Tips



USE LABELS TO DEFINE ACTION MAKE THE LABEL

- In Gear Settings
- Click Settings
- Click Labels tab (2nd one on left)
- Type the word ACTION
- Color code label for greater distinction by clicking the little down arrow
- Click "color label"
- A pallet of colors will appear.

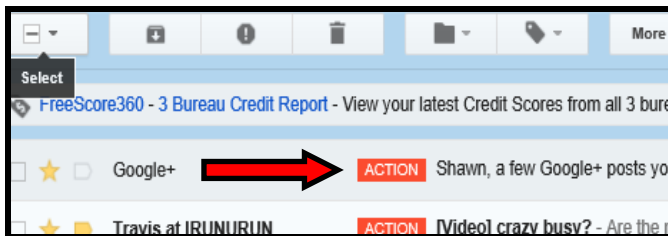


USE THE LABEL

- Select the email to be labeled Actionable
- Select Action in your label list

OR

- You can drag the ACTION label to the email and the Action Label will appear before the subject line



USE LABELS TO CREATE A FILE TREE

- Under Manage Labels
- Create a list of file for information STORAGE
- Use symbols to force files to the "top"

@Division Manage

@Regional Manager

1HR

Policies (use nesting feature to imbed)

New Label

Please enter a new label name:

Nest label under:

USE AUTO ADVANCE QUICKLY DELETE

- In Inbox
- Click Gear Setting
- Click Labs
- Click Enable Auto Advance

USE CANNED RESPONSES TO FACILITATE EASE

- Go to GEAR Settings
- To "LABS"
- Go to Canned Response
- Click Enable

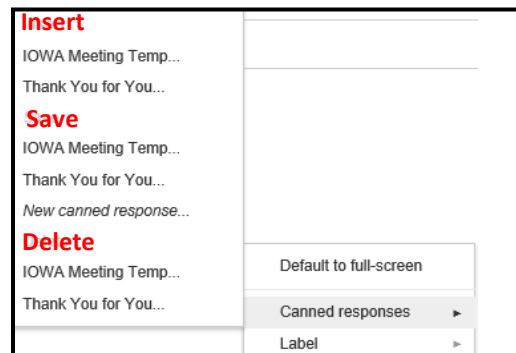
To Create the Canned Response

- Go to COMPOSE
- Go to More Settings
- Go to Canned Response
- Select New Canned Response
- Create Response Name
- Type information
- Select More Settings
- Select the Named Response under SAVE



To Use a Canned Response

- Go to Compose
- Go to More Settings
- Go to Canned Responses
- Go to Insert and select
- Select the Named Response under SAVE



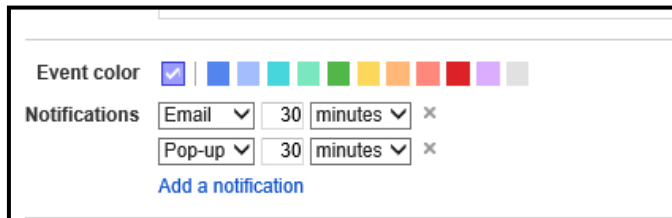
Calendaring Techniques

ADD COLOR TO CALENDAR TO ADD MEANING AND RECOGNITION

- Decide colors that are meaningful
- RED = Hot Projects
- GREEN = Stake Holder Meetings

1. In calendar view
2. Double click the actual event
3. Scroll down to event color
4. Select meaningful color

START YOUR WEEK VIEW ON MONDAY



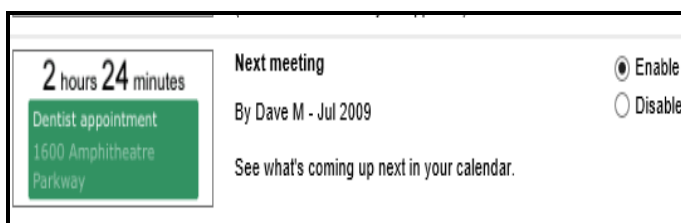
Event color

Notifications

[Add a notification](#)

1. In Calendar
2. Click Setting Gear
3. Scroll down to Start Week
4. Click Monday from drop down menu

CONSIDER NEXT MEETING ALERTS



2 hours 24 minutes

Dentist appointment
1600 Amphitheatre Parkway

Next meeting Enable Disable

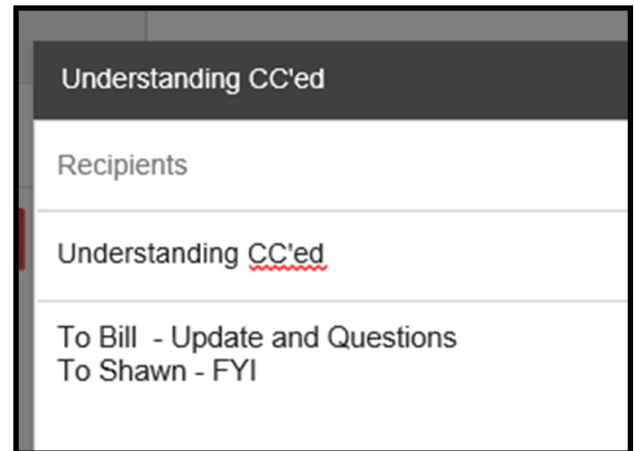
By Dave M - Jul 2009

See what's coming up next in your calendar.

“CC” Tip

MAKE IT CLEAR WHY YOU ARE CC'ING SOMEONE

1. Add a To and a CC line as the first lines of your email. Use those lines to indicate the intent of the Email by recipient.
2. This SIMPLE step will take you 7 seconds but save the recipient untold amount of time and some-time confusion.



Understanding CC'ed

Recipients

Understanding CC'ed

To Bill - Update and Questions
To Shawn - FYI

Contact Tips

TRACK BIRTHDAYS FOR CONTACTS

1. Open a contact
2. Add the contacts birthday in the birthday field
3. View birthday on the “Contact Birthday” calendar
4. OR open contact and “duplicate to your calendar”

TRACK NOTES IN CONTACTS

1. Utilize the notes section of the contact form to add relevant info.

This reference guide has been compiled by Shawn Kershaw, Inc. for your personal use.

We welcome your input, please contact us at Shawn@ShawnKershaw.com or call at 267-252-7072.