

CTIS Connection

Information Technology Services at Purdue University Calumet

Automating Your Inbox

It's been a common issue since the advent of the internet, e-mail storage space. Whether it's spam, pictures, class assignments, or just sheer volume clogging up your inbox, we've got some tips to help you manage your messy messages. Last week we went over some basic mailbox management tips. Today we're covering automation.

Using Rules and Alerts

Rules and Alerts can be used to manage all sorts of common e-mails. They can be used to weed out spam, sort mail, and even prioritize your inbox. To set up a new rule:

- Go to **Tools > Rules and Alerts**
- Click on **New Rule...**
- Follow the steps in the wizard

Set up Auto Archiving

Auto Archiving is the quickest way to keep things from piling up in your inbox by moving old messages to your archive folders automatically.

- Go to **Tools > Options**
- Click on the **Other** tab
- Click on **Auto Archive**
- Check the box next to **Run Auto Archive every**
- Adjust the settings to fit your e-mailing habits.

Empty Deleted Items on Exit

Emptying deleted items on exit can stop you from forgetting about them.

- Go to **Tools > Options**
- Click on the **Other** tab
- Check the box next to **Empty Deleted Items Folder upon exiting**

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