**Managing Your Inbox**

**Best Practices**

**1. Regular Inbox Cleanup:**

* Delete unnecessary emails.
* Archive or move emails you want to keep but don’t need in your main inbox.

**2. Use Folders/Labels:**

* Create folders or labels to categorize emails (e.g., Spring 2024, Dr. Williams, Neuroscience, Personal).
* Move emails to relevant folders to keep your inbox tidy.

**3. Set Up Filters:**

* Filters help students efficiently manage their email inboxes by automatically organizing and categorizing incoming messages, ensuring important information is easily accessible and reducing the risk of overlooking critical communications.
* **Creating Filters:**
  + Instructions for creating filters to automatically categorize or prioritize emails are below.
* **Common Filters:**
  + Flagging emails from professors, important announcements, or specific keywords.

**4. Unsubscribe from Unnecessary Emails:**

* Regularly review and unsubscribe from newsletters or promotional emails that clutter your inbox.

**5. Prioritize Emails:**

* Use features like flags, stars, or priority settings to mark important messages.

**6. Check Your Spam Folder:**

* Periodically review your spam folder to ensure important emails aren't mistakenly marked as spam.

**Steps to Create a Filter in Microsoft Outlook**

**Step 1: Access Outlook Settings**

1. Open Outlook and log in to your account.
2. Click on the "File" tab in the top-left corner of the screen.

**Step 2: Navigate to Rules and Alerts**

1. In the File tab, select "Manage Rules & Alerts" under the "Info" category.

**Step 3: Choose Email Rules**

1. In the "Rules and Alerts" dialog box, select the "Email Rules" tab.

**Step 4: Start Rule Creation**

1. Click on "New Rule" to start creating a new rule for filtering.

**Step 5: Select a Template or Start from Scratch**

1. Choose "Apply rule on messages I receive" and click "Next."
   * Alternatively, select a template that matches your filtering needs.

**Step 6: Define Conditions**

1. Specify conditions for the rule. For example:
   * Choose "from people or public group" to filter emails from specific senders.
   * Define conditions based on keywords, subjects, or other criteria.

**Step 7: Choose Actions**

1. Click "Next" and select the action(s) for the rule:
   * "Move it to the specified folder" to direct emails to a designated folder.
   * "Flag it" or "mark it as important" for visual prioritization.

**Step 8: Set Exceptions (Optional)**

1. Optionally, set exceptions to refine the rule further.

**Step 9: Name and Finish**

1. Give your rule a name and click "Finish" to complete the setup.

**Step 10: Apply and Save**

1. Back in the "Rules and Alerts" dialog box, click "Apply" and then "OK" to activate the rule.

Now, Outlook will automatically filter and organize your incoming emails based on the conditions you've specified.