WELCOME & 3 QUICK THINGS BEFORE WE GET INTO IT.
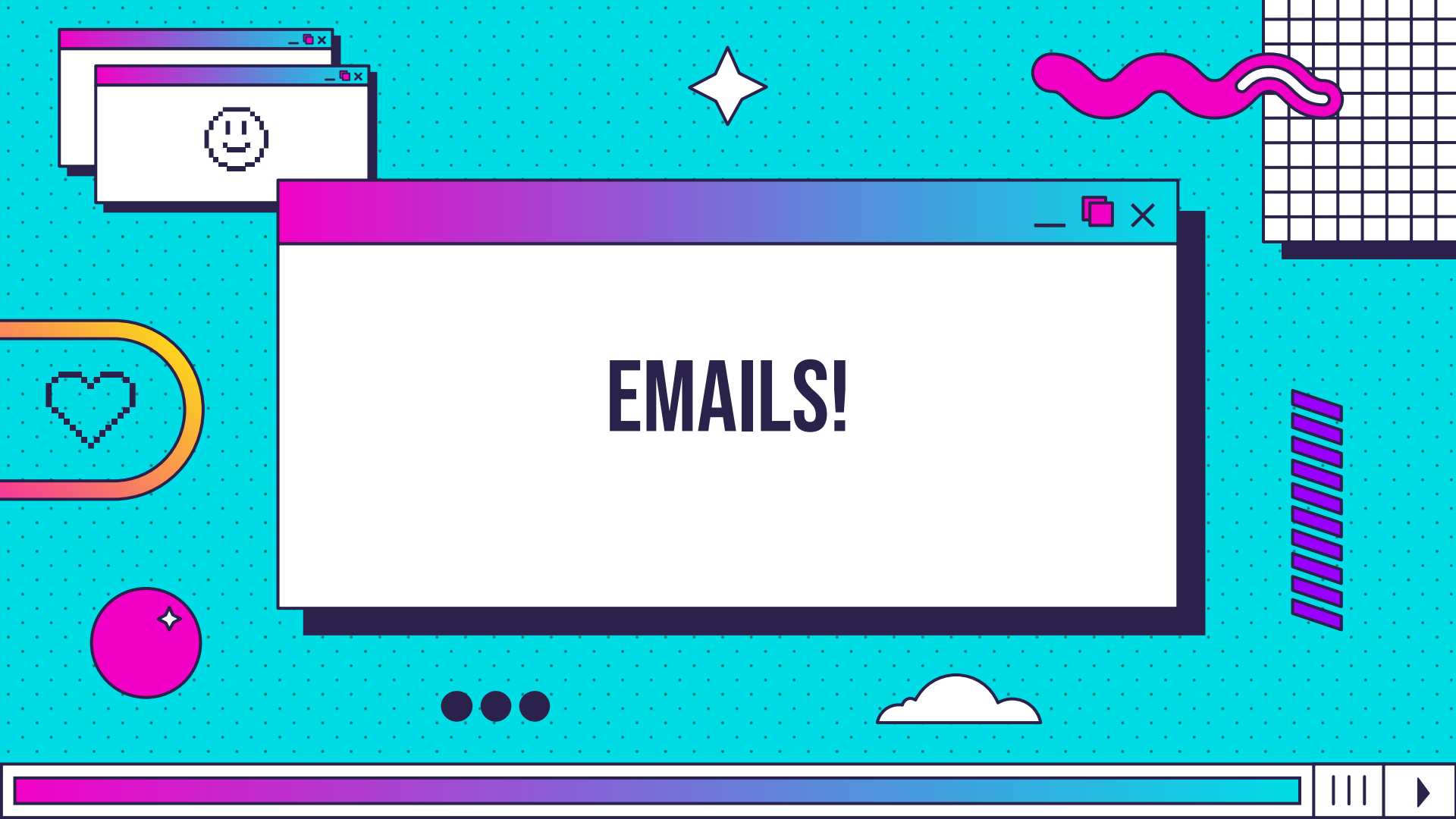
MARCH 1ST

Pride Center is hosting a Sip 'n Sit for the reopening of their library.
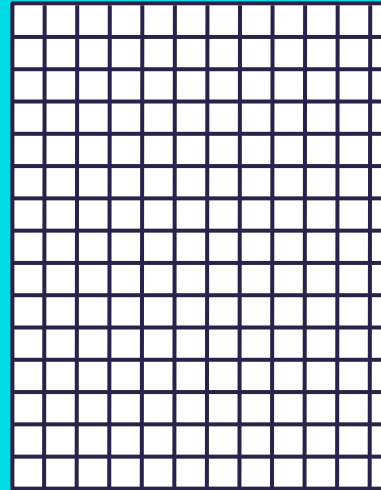
MARCH 5TH
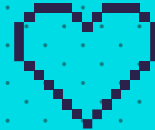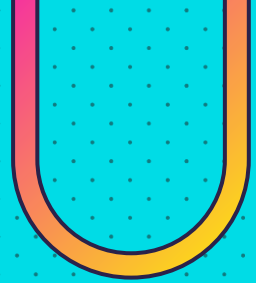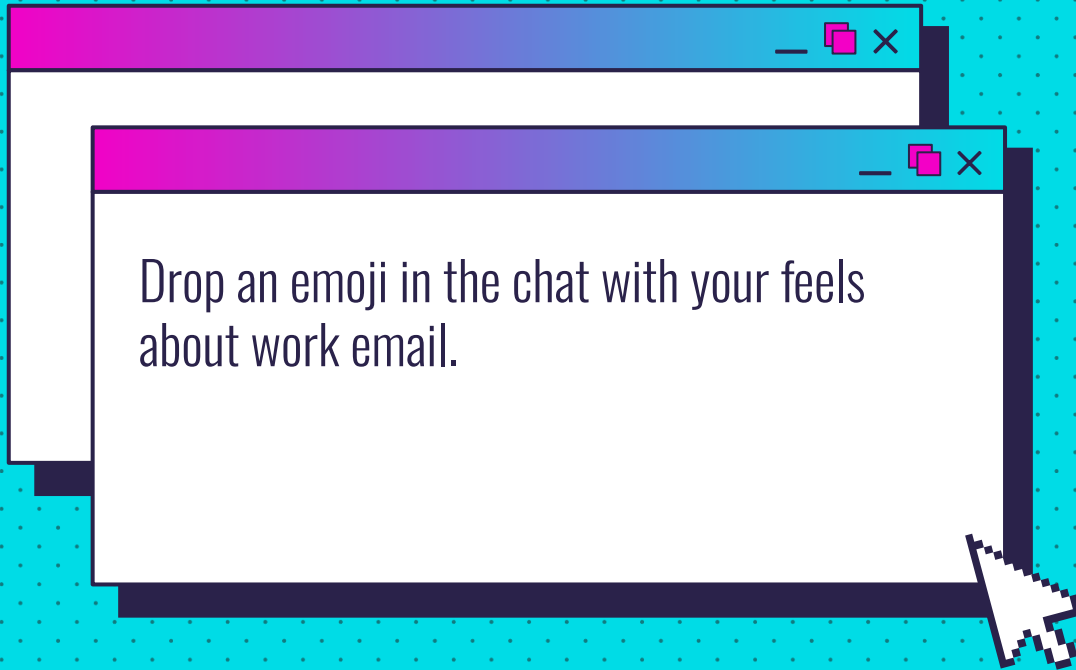
SWAP - Ask Us About English 101

MARCH 6TH @ 5PM

GALLUP 12 Survey closes. AKA do it before then.

EMAILS!

Drop an emoji in the chat with your feels about work email.

TABLE OF CONTENTS
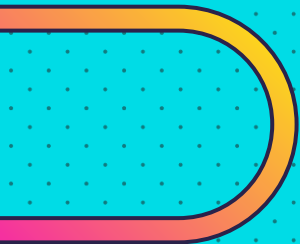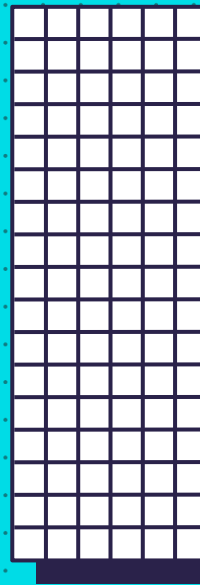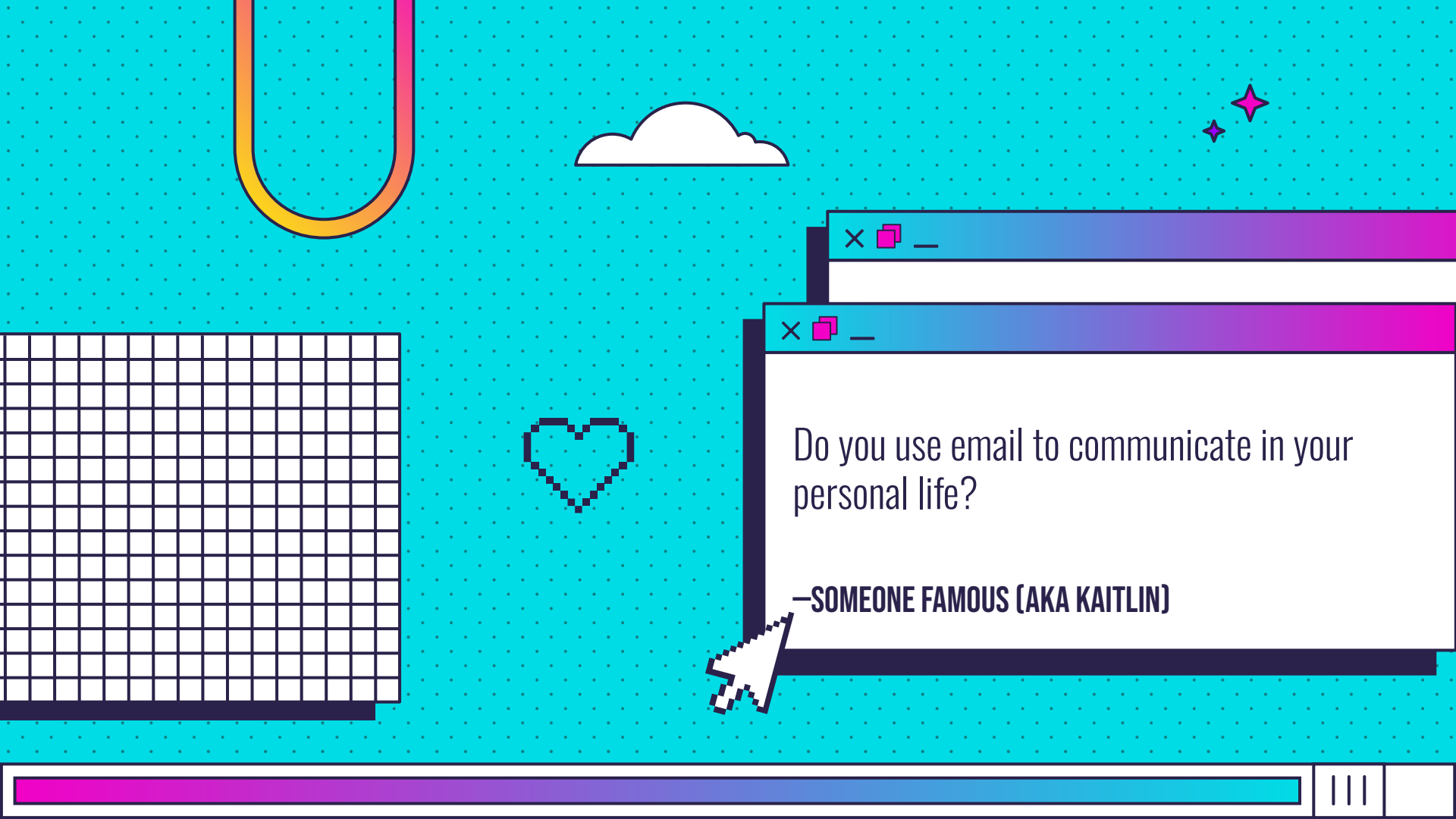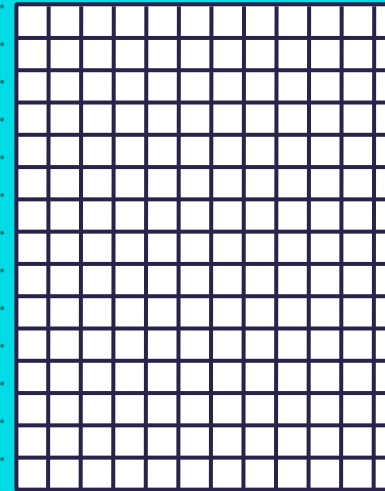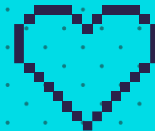
02. STYLE

Let's talk email styles
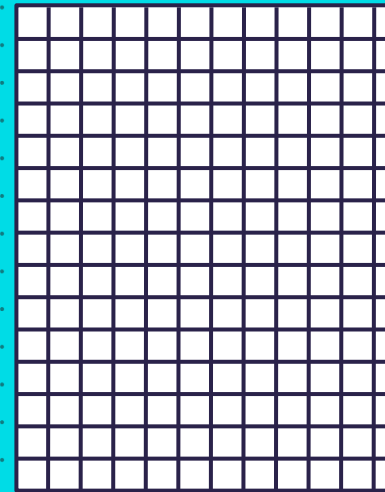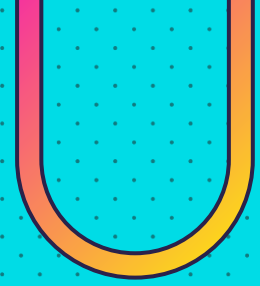
Do you use email to communicate in your personal life?

—SOMEONE FAMOUS (AKA KAITLIN)

WHAT IS YOUR EMAIL MANAGEMENT STYLE?

Inbox to Zero?

Burn and Churn?

OVERLOAD

Seriously sometimes there is so much.
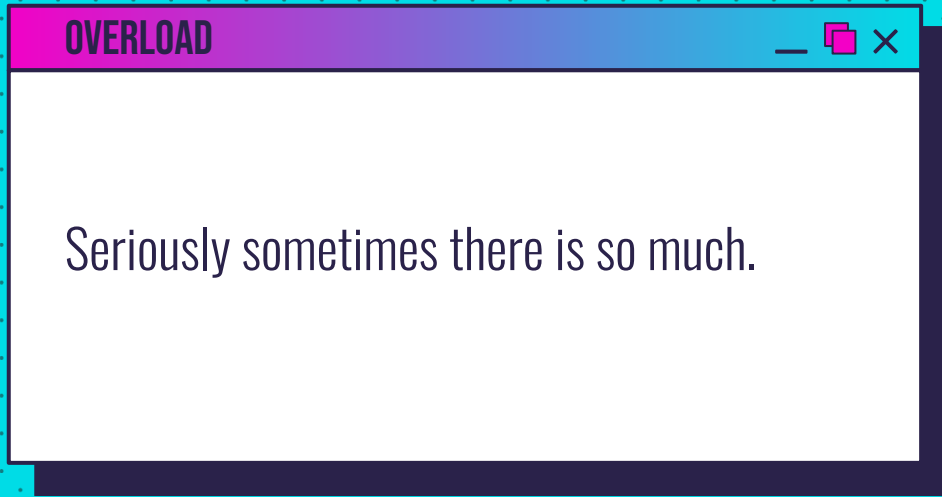
RESPONSE TIMES

What is a good response time to you?
(anonymous poll coming)

WHAT DO WE THINK IS IMPORTANT

As a group what do we think we should do for each other?

- Emails that just say "thank you"?
- Acknowledging vs solving?
- Adding levels of importance or deadlines?
- Other questions you all have

03. TOOLS

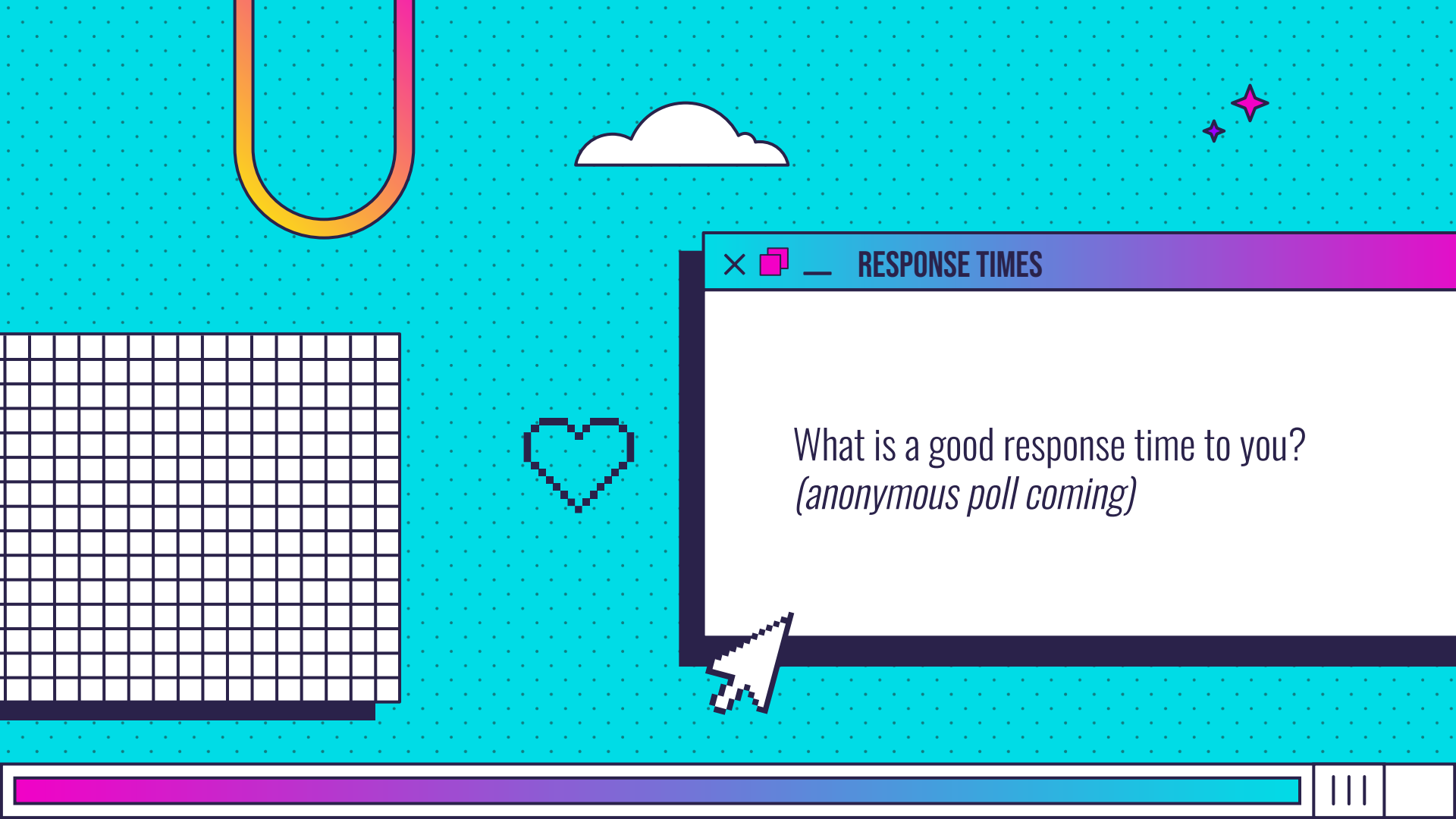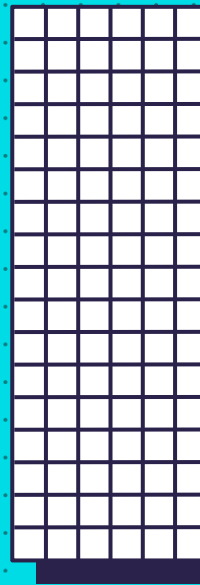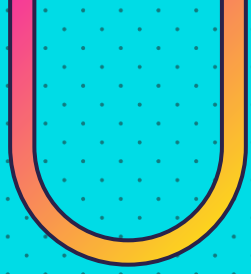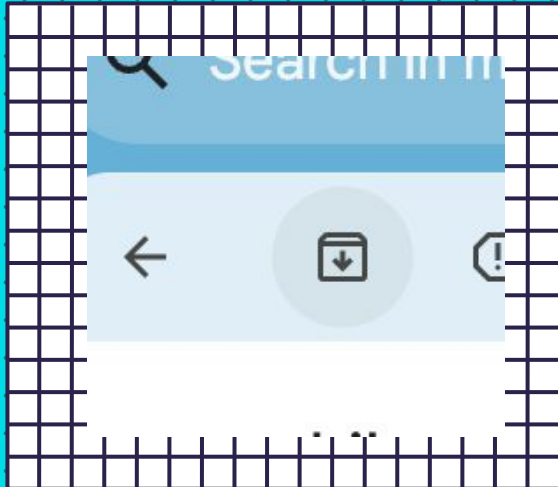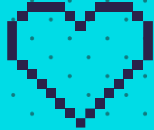You can enter a subtitle here if you need it

I think this one is so important I gave it a slide by itself.

Do you archive?

IN SETTINGS

LABELS

Grouping emails together!

FILTERS

Can automatically apply labels and move things from your inbox

INBOX

Despite the confusing name, I mean the one in settings. This allows you to set up how it looks.

OTHER STUFF

MAKE A TASK LIST

Get this out of my inbox but don't lose the email.

SNOOZE

I can't with you right now.

SCHEDULE SEND

Get this out of my brain but don't annoy the other person yet.

OUTSIDE STUFF TO HELP YOUR INBOX

DOC NOTIFICATIONS

You can turn them off.

ADD-ONS

You add to the program. Heads up! Some are not approved by OIT.

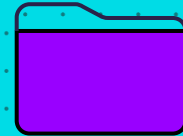## EXTENSIONS

You add to your browser.

YOUR SUGGESTIONS OR TIPS

SO SAY YOU

I will make a list here as people talk.
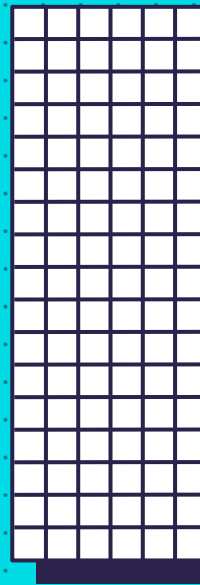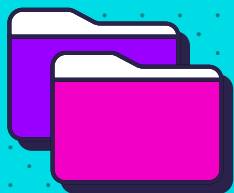If you don't say anything this slide will look sad.

Templates - For often sent messages

03. COWORK TIME

Do you want me to play music? Or play what you want.

ON ONE PAGE!

In Settings
- Labels
- Filters
- Inbox

Other Stuff
- Make a task list
- Snooze
- Schedule Send
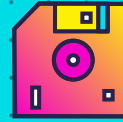
Outside Stuff to help
- Turn off Doc Notifications
- Add-ons
- Extensions

Or take the time to do other email cleaning things

GOODBYE!

This can be the part of the presentation where you can introduce yourself, write your email...

LOADING...