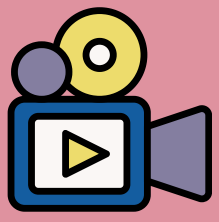
FLAG, SNOOZE, CREATE A TASK OR EVENT

STREAMLINE YOUR OUTLOOK INBOX

BLUE BUTTERFLY SOLUTIONS:
TAMMY SCHAEFER



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STEP-BY-STEP GUIDE: MANAGING EMAILS YOU CAN'T ADDRESS RIGHT AWAY

Tools to make processing Your Inbox a Snap!

- Use **flags** for quick, deadline-based follow-ups.
- **Snooze** emails to avoid distractions while ensuring timely reappearance.
- Convert emails into **tasks** to integrate them into your workflow.
- Schedule calendar **events** for emails that involve meetings or time-blocking.

Here's steps for applying these strategies:

1. Flagging Emails for Follow-Up

- Select the Email and click the flag icon.
- Right-click the flag or go to the options menu to select "Custom" and choose a specific due date and time (e.g., Wednesday).Set a Due Date:
- Check the Flagged Email:The email will display a flag and its due date, making it easy to track.

Best For: Emails you need to address by a specific deadline.

2. Snoozing Emails to Reappear Later

- Click the "Snooze" option when right clicking or open the menu (three dots) and select "Snooze."
- Choose options from the menu or choose customized options.
  - Choose a Time
    - Pick preset date and times like "Later Today," "Tomorrow," or "This Weekend." For custom date or times, select a specific date and time (e.g., next Wednesday at 6 PM).
- The email will move to the "Snoozed" folder and reappear at the top of your inbox when the selected time arrives.

Best For: Emails you want to address later without keeping them visible in your inbox.

3. Creating a Task from an Email

- Click the “To-Do” icon (checkmark symbol) to create a task.
- Customize the Task:
  - Add it to “My Day”, block time in your calendar, set reminders, due dates, and priority levels to organize the task.

Best For: Emails that require action as part of your to-do list.

4. Scheduling a Calendar Event from an Email

- Drag the Email to Your Calendar or select the option to create a calendar event from the email.
  - Block time to work on project
  - Schedule a Meeting
    - Open your calendar and set the meeting details (e.g., Tuesday at 3:30 PM).
    - Share the event with your client or colleagues directly from the email.

Best For: Scheduling meetings or reminders tied to specific emails.

Want Help With Your Email?

[Schedule A Chat With Me]