

Outlook 2013 Email Management Tips

Part 1 of 3

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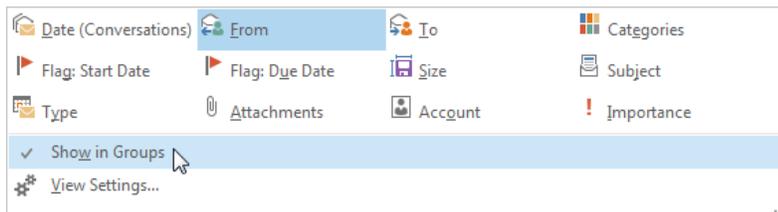
Trimming the Inbox

Dare we admit that our emails are topping out in the hundreds and sometimes thousands lately? We're probably aware of the "touch it once" method, but that isn't always doable. We've read the important ones, flagged them for follow up, and even added a reminder to pop the critical ones open on a specific date and time, but, there's still an overwhelming amount of work to be done. We may need to get over the fact that no matter how well your corporate spam and junk email filters work, you undoubtedly need to delete, file, and archive the rest. As the beginning of a new year approaches, I try to come up with new ideas to manage email and rely on some old reliable tips. These tips apply to Outlook 2013, but some may apply to lower versions as well.

Tip #1: Delete What You Don't Need

To get started, arrange the Reading pane and message list:

1. Set the Reading pane to the Right (**View** tab, **Layout** group, **Reading Pane, Right**).
2. Turn group headers on (**View** tab, **Arrangement** group, **More, Show in Groups**).

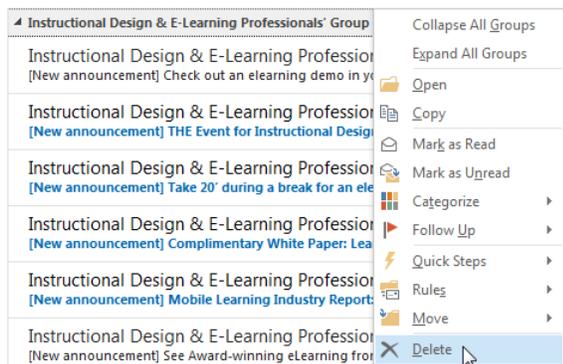


To delete all messages from a specific recipient with the subject matter displayed:

1. Above the message list, click the group control (default is By Date) and choose **From**. All messages will be grouped by the From field.

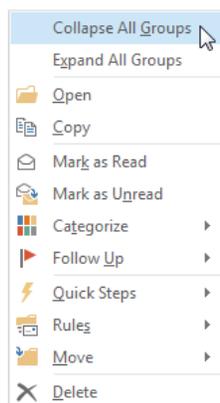


2. Start typing the first several characters of the sender's name.
3. Right-click on the group header, and press **D** to delete all messages from that sender.



To delete all from a specific sender without the subject matter displayed:

1. Right-click any group header, and choose **Collapse All Groups**.



2. Start typing the first several characters of the sender's name.
3. Click to select the sender group and press **Delete**. All messages in that group will be deleted.

You can still expand to read any messages before deleting them, but you'll find that some groups just need to go away permanently. Good luck and stay tuned for Part 2 in the new year!

To read Outlook 2013 Email Management Tips – Part 2 of 3, click [here](#).

About the Author

Susan Horiuchi is VP of Training and Professional Services at PayneGroup. The company has authored 13 books on Microsoft Office, develops globally used products and offers training and professional services worldwide.