

# Plateau PC Users Group

## Taming the E-Mail Wasteland

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September 12, 2023



# Have you Achieved E-Mail Overload?

The average American has 47 unread text messages and 1,602 unopened emails.

One of us has over 112,543 Unread  
Inbox Messages



# Ugh ..... E-Mail



We'll start with a little background...

# What Level Are You?

- 0 I have achieved “Inbox Zero”.
- 10 I keep up but would like to do better.
- 100 Ever since I retired I kind of let myself go.
- 1000 I find e-mail hard to use anymore.
- ∞ A complete and utter disaster,  
my e-mail is an apocalyptic wasteland!



# How Do We Access E-Mail?

- Microsoft Outlook (PC) or Apple Mail on my computer
- Provider website on my PC, phone or tablet
- Default E-Mail app on phone/tablet
- Other App on phone/tablet [ex: Yahoo Mail](#)



# How Do We Access E-Mail?

## POP

Messages are downloaded and stored on your local device and deleted from server when done. Used in the 1990s.

## IMAP

Message headers are downloaded and stored on your local device but the body and attachments are accessed on an 'as needed' basis. Supports access by multiple devices synchronously.

## SMTP

E-Mail Messages are sent using this protocol.



# How Do We Access E-Mail?

These protocols apply only to client applications so if you are accessing e-mail through a browser then this does not apply.

If you are using POP protocol somehow, you want to change that to IMAP.

Most of us access e-mail via a web page so most our discussions will assume this.



# PPCUG Member & Guest E-Mails

5 services comprise 80% of our audience

att.net 2

bellsouth.net 2

benlomand.net 1

comcast.net 19

frontier.com 2

frontiernet.net 9

gmail.com 36

hotmail.com 5

msn.com 3

roadrunner.com 1

sbcglobal.net 2

verizon.net 1

yahoo.com 17

Same

Same





# ATT (Yahoo!) web mail

The screenshot displays the ATT (Yahoo!) web mail interface. The top navigation bar is blue and contains the 'Currently from AT&T' and 'yahoo! mail' logos on the left, a search bar with 'Unread x' and 'Search in unread...' text, an 'Advanced' dropdown menu, and a search icon. On the right side of the top bar, there is a user profile picture for 'George' and a 'Home' button.

The left sidebar is light gray and contains a 'Compose' button at the top. Below it, there are several folders: 'Inbox' (2.3K), 'Unread' (highlighted), 'Starred', 'Drafts', 'Sent', 'Archive', 'Spam', 'Trash', and 'Less'. At the bottom of the sidebar, there are 'Views' (Show) and 'Folders' (Hide) options, followed by a '+ New Folder' button and a list of folders: 'Asian Tech', 'Christ Lutheran Church', 'Electronics', 'Humor', and 'Nature'. A '125' badge is visible at the bottom of the sidebar.

The main content area is white and features a toolbar with icons for 'Archive', 'Move', 'Delete', 'Spam', and a three-dot menu. A 'Sort' dropdown menu is also present. Below the toolbar, the 'Today' section displays a list of unread emails. Each email entry includes a checkbox, a blue dot, the sender, a star icon, the subject, a preview snippet, the recipient, and the time.

Sender	Subject	Preview	Recipient	Time
Electronic Design Test & Measurement ...	Automotive Static Analysis/Developing High-Quality Software/Digital Edge Over Analog	Test & Measure...	Inbox	2:03 PM
Facebook	Ron Brothers commented on M&J Zimbabwe's post you haven't seen	What would you do if that was y...	JoS	1:16 PM
CE Webcasts	How manufacturers are using Edge Computing to foster IT and OT team collaboration	View in browser Br...	Inbox	12:20 PM
Facebook	Your memories on Facebook	See memories to look back on today. On this day: September 5 Hi Jos, You have...	JoS	11:47 AM
Facebook	Zeal Betold recently posted a new photo	Jos, here's Zeal Betold's new photo that he recently posted. Ze...	JoS	11:36 AM
Judy Tylour	APCUG - Digital Photo Contest Submittal Deadline is 9/16/23	View this email in your browser Thank you fo...	Inbox	10:59 AM
B&H Photo Video Pro Audio	Bild Expo Deals! Score Exclusive Savings Now!	Free Shipping on most items Shop   Explora   Used Dept Vie...	Inbox	10:51 AM

At the bottom of the main content area, there is a large, light gray envelope icon.

# Google (Gmail) web mail

The screenshot displays the Gmail web interface. On the left, there is a navigation sidebar with options: Compose, Inbox (15), Starred, Snoozed, Important, Sent, Drafts, Categories, More, Labels (+), and Unwanted. The main area features a search bar at the top with the text "Search mail" and a "Gmail" logo. Below the search bar, there are tabs for "Primary", "Promotions", and "Social". The "Primary" tab is selected, showing a list of 18 emails. The first email is from Google, titled "Recovery email verified for your Google Account". The second is also from Google, titled "Security alert - Recovery phone was changed". The remaining 16 emails are from Tripadvisor and Google Play, with titles such as "Travelers love these spots in Orange Beach...", "Updating our Google Account inactivity policy", "7 bucket list ideas for unforgettable thrills", "Continue planning for St Martin / St Maarten", "Travelers love these spots in St Martin / St Maarten...", "Did you go to Saint-Martin?", "Let's help you plan Saint-Martin", "Now trending: these destinations", "Baie Rouge", "Welcome to better travel", "Updates to Google Play Terms of Service", "Reminder: Decide by September 1, 2022 if you'd like to keep your Location History", "Welcome George, let's get started", "Critical security alert", and "Change saved passwords found online". The interface includes standard email actions like checkboxes, stars, and expand/collapse icons. The bottom of the page shows "Terms - Privacy - Program Policies" and "Last account activity: Aug 8".

Compose

Inbox 15

Starred

Snoozed

Important

Sent

Drafts

Categories

More

Labels +

Unwanted

Search mail

Primary Promotions Social

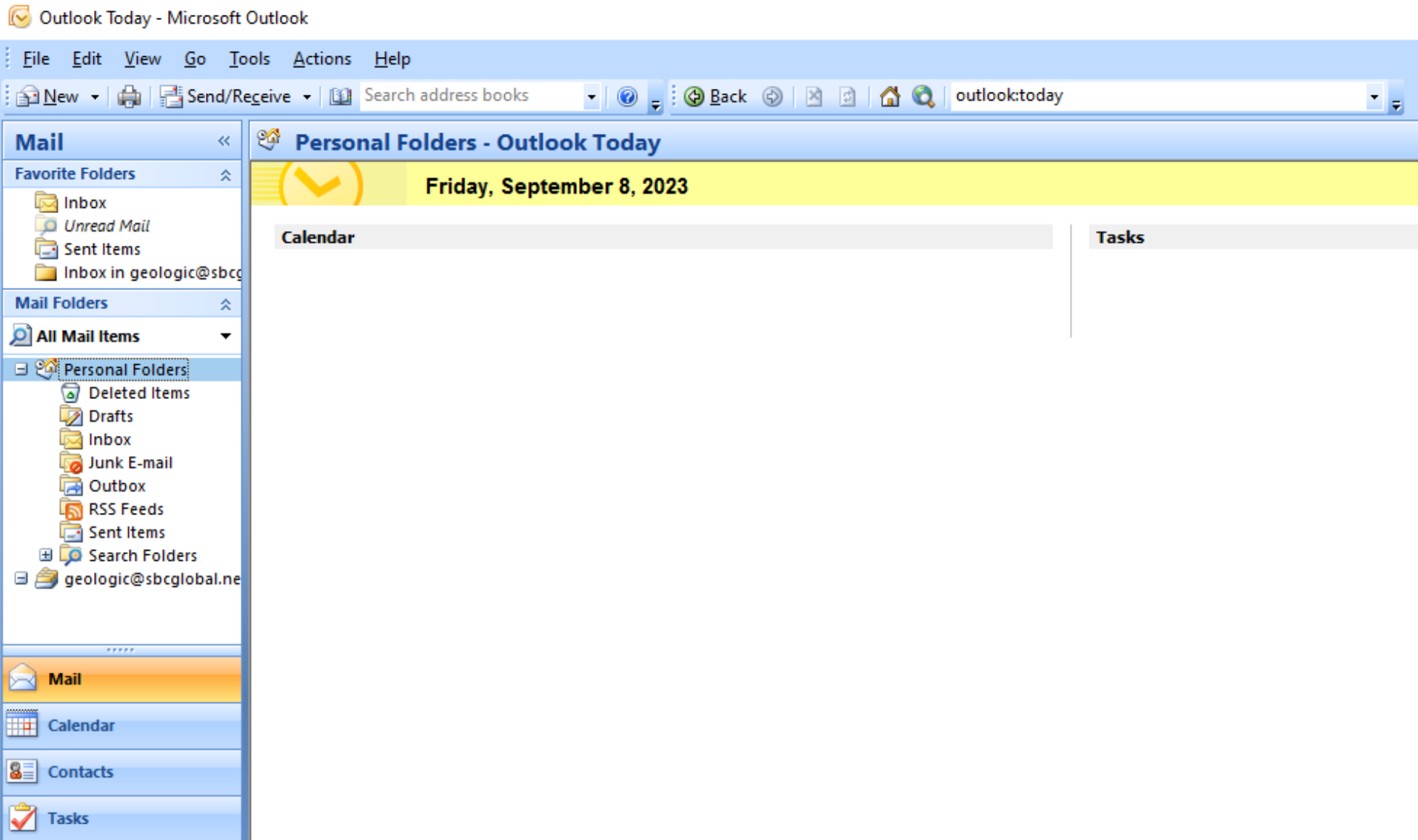
1-18 of 18

Sender	Subject	Date
Google	Recovery email verified for your Google Account - Recovery email was verified for georgesengstock@gmail.com The recovery email geologic@sbcglobal.net was verified for your acco...	2:27 PM
Google 2	Security alert - Recovery phone was changed georgesengstock@gmail.com The recovery phone for your account was changed. If you didn't change it, you should check what happen...	2:27 PM
Tripadvisor	Travelers love these spots in Orange Beach... - Save them for your next trip?	Sep 4
Google Accounts Team	Updating our Google Account inactivity policy - Every day Google works hard to keep you and your private information safe and secure by preventing unauthorized access to your ...	Jul 27
Tripadvisor	7 bucket list ideas for unforgettable thrills - 🏆 Paragliding, whitewater rafting, and more	May 30
Tripadvisor	Continue planning for St Martin / St Maarten - You'll find these recs useful	Apr 27
Tripadvisor	Travelers love these spots in St Martin / St Maarten... - Save them for your next trip?	Apr 24
Tripadvisor	Did you go to Saint-Martin? - Rate this experience you were eyeing in Saint-Martin	Apr 15
Tripadvisor	Let's help you plan Saint-Martin - Traveler-favorite experiences just for you	Apr 8
Tripadvisor	Now trending: these destinations - Explore our 2022 winners	Apr 7
Tripadvisor	Baie Rouge - Pick up where you left off	Apr 2
Tripadvisor	Welcome to better travel - We're here to help you go everywhere	Mar 31
Google Play	Updates to Google Play Terms of Service - Google Play On March 15, 2023, we're making some changes to our Google Play Terms of Service. These changes make it easier for you to...	Feb 8
Google Play	Updates to Google Play Terms of Service - Google Play On December 21, 2022, we're making some changes to our Google Play Terms of Service. These changes make it easier for yo...	11/21/22
Google Location His.	Reminder: Decide by September 1, 2022 if you'd like to keep your Location History - Hi George, This is a reminder that any existing Location History data you have in your Google ...	7/20/22
Tubi	Welcome George, let's get started - Your top titles are ready Tubi Hey George, Thousands of movies and TV shows are here - available anywhere and always free Stream Freely Start ...	6/14/22
Google	Critical security alert - Some of your saved passwords were found online georgesengstock@gmail.com One or more of the passwords stored in your Google Account was found in a dat...	2/26/22
Google	Change saved passwords found online - Change saved passwords that were found online georgesengstock@gmail.com One or more of the passwords saved in your Google Account...	1/23/22

Terms - Privacy - Program Policies

Last account activity: Aug 8

# Microsoft Outlook (2007)



# Basic Must Use Features

(all e-mail apps/sites have)

- ❖ Create and manage folders. Most allow sub-folders too.
- ❖ Selection and deletion of multiple e-mail items using common keyboard and mouse actions.
- ❖ Ability to create groups of contacts.  
Yahoo Mail calls them “Lists”. 🤔
- ❖ Search and sort tools.



# Serious Use Requires a Computer

Most of the following activities are much more efficient using a computer. \*

If you have any heavy cleaning and organizing to do it will be impossible using just a cell phone (or tablet). \*\*



- \* Unless you are a Millennial or Gen-Z
- \*\* Most Millennial and Gen-Z are already in the E-Mail Doom Loop

# Nobody Can Help You

This shall be an activity you cannot really farm out to some one else.

You must decide what stays and what goes and maintain the discipline to continue on.



# Attend to the Inbox at least once a week

- Make time for it.
- Read – Respond – Delete or Move – Next.
- Unsubscribe!
- Save New Contacts Now!
- Move keeper Emails Into Folders.
- Use A Calendar    Reminder or priority feature
- Respond to Emails Within 24 Hours.



# Activities for once a month or so\*

- Check Spam (Junk Mail) Folder.
- Maintain Folders and Contact Groups.
- Clean the Outbox!
- Did you leave any 'Drafts' behind?
- Take out the Trash.
- Set up e-mail rules/filters applies to Outlook or other higher level E-mail Apps only



\* Your mileage may vary



# Should I use the “Archive” Option?

**John Doe** , let's clean your Inbox



You can start with a clean inbox by archiving all 5,035 messages (instead of deleting). Don't worry, to find them later, simply go to the Archive folder.

Archive emails

Cancel

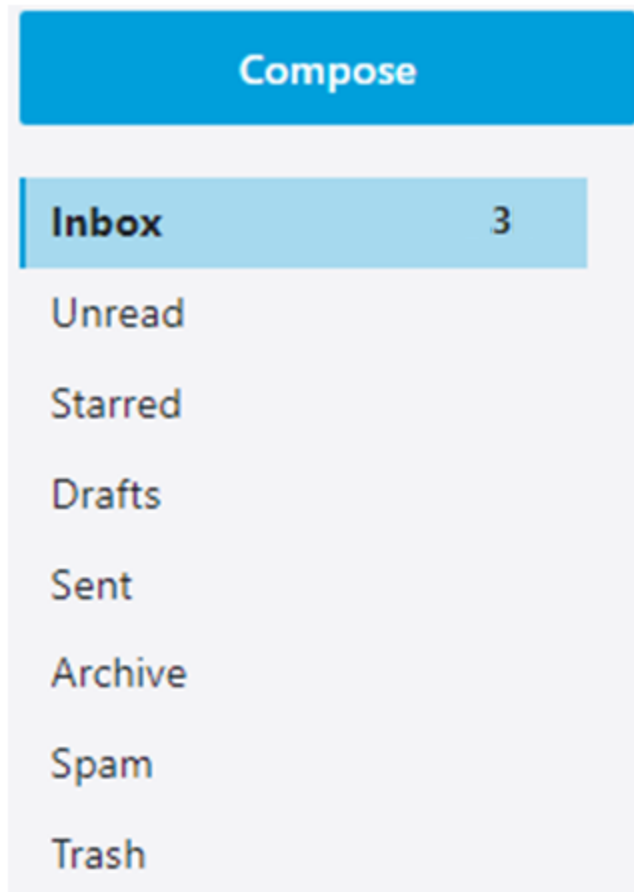
- Moves Inbox items to Archive folder
- You avoid accidentally deleting a new message
- Items deleted from Archive skip the Trash folder

Archiving is a shortcut to do what you should be doing manually anyway.

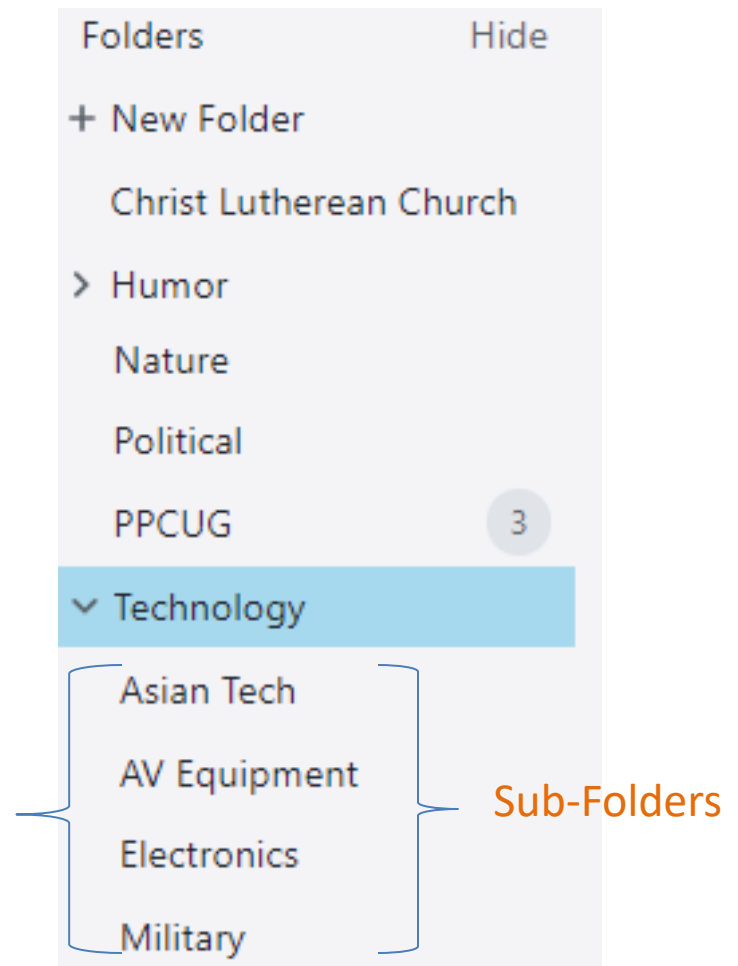


# Mail Folders

## Standard (Built-In)



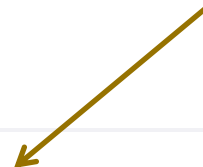
## User Created (Example)



# Contact Groups

🔍 Search contacts

ATT/Yahoo! mail  
calls them "Lists"



Top

All

**Lists**



PPCUG



+ Create list

Christ Lutheran

**PPCUG**

Family



# Find It or Sort It!

Find messages, documents, photos or people

Advanced ▾



Archive Move Delete Spam ...

X Sort ▾

- ✓ Date: Newest on top
- Date: Oldest on top
- Unread
- Starred
- Sender
- Subject
- Attachments





# Advanced Search

Find messages, documents, photos or people

Advanced 

**Search in** All mail 

**From**

**To**

**Subject**

**Keyword**

**Date** Any 

**Contains**

- Attachment
- Photo
- Calendar invite

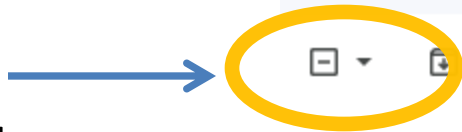
Reset

Search



# Selecting Multiple Items

Selection Box /  
Pull-Down Menu



Selection Status



Search mail

Primary Promotions Soc

<input type="checkbox"/>	☆	›	Tripadvisor	Travelers love these spots in Orange Bea
<input checked="" type="checkbox"/>	☆	›	Google Accounts Team	Updating our Google Account inactivity
<input type="checkbox"/>	☆	›	Tripadvisor	7 bucket list ideas for unforgettable thrill
<input checked="" type="checkbox"/>	☆	›	Tripadvisor	Continue planning for St Martin / St Maa
<input type="checkbox"/>	☆	›	Tripadvisor	Travelers love these spots in St Martin /
<input checked="" type="checkbox"/>	☆	›	Tripadvisor	Did you go to Saint-Martin? - Rate this ex
<input checked="" type="checkbox"/>	☆	›	Tripadvisor	Let's help you plan Saint-Martin - Travele
<input type="checkbox"/>	☆	›	Tripadvisor	Now trending: these destinations - Explo
<input type="checkbox"/>	☆	›	Tripadvisor	Baie Rouge - Pick up where you left off
<input type="checkbox"/>	☆	›	Tripadvisor	Welcome to better travel - We're here to l



# Selecting Multiple Items

In some cases, **CTRL+A**  
Selects All items

“Starred” is the same as  
Follow up or **high-importance**

Selection  
Pull-Down Menu  
(Google and Yahoo are same)

All

None

Read

Unread

Starred

Unstarred




# Selecting Multiple Items

**CTRL+CLICK** toggles the selection

**SHIFT+CLICK** to select a range of items

Use the master selection box to select/unselect all.

- 
- None Selected
  - All Selected
  - Some Selected





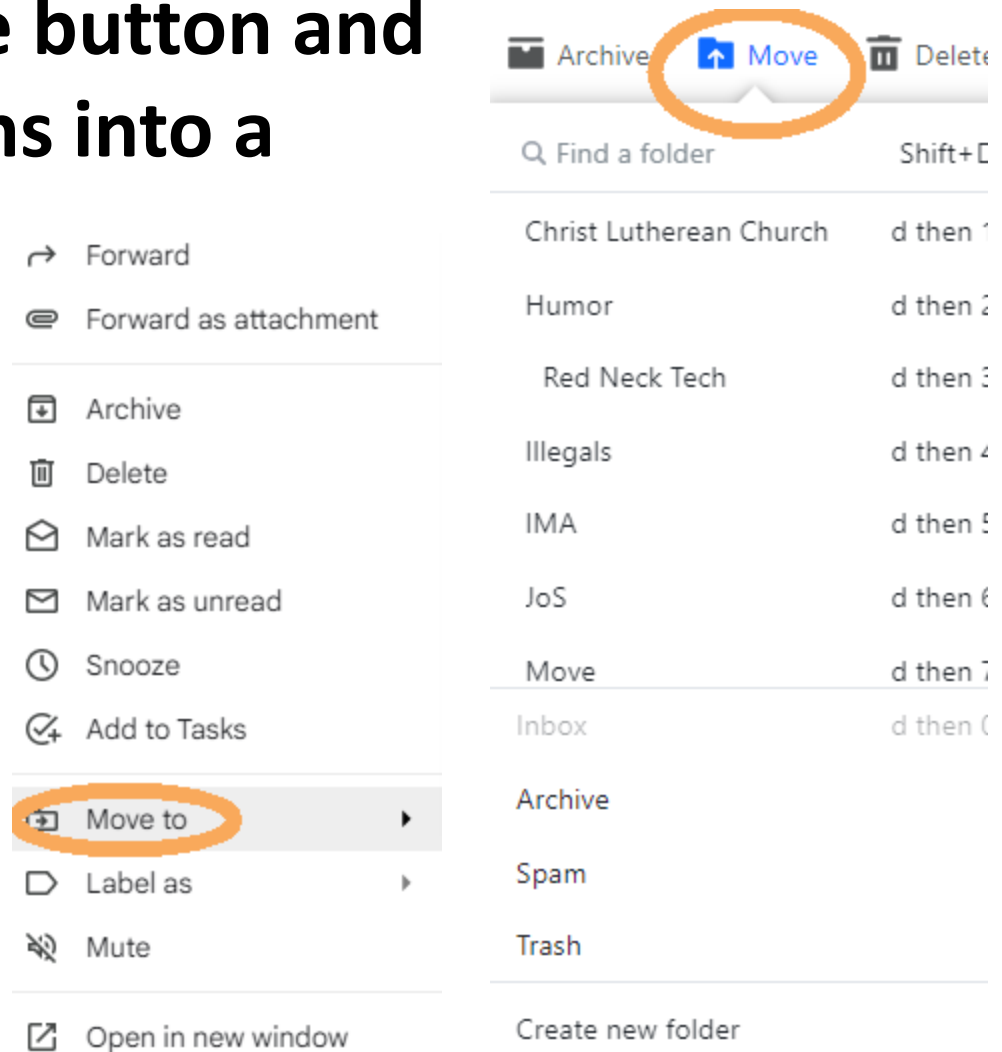
# Moving Items

## Drag & Drop

Hold down the mouse button and drag the selected items into a folder

## MOVE Menu

## Right-Click - Move



The image shows a screenshot of an email client interface. At the top, there is a toolbar with buttons for 'Archive', 'Move', and 'Delete'. The 'Move' button is circled in orange. Below the toolbar, there is a search bar with the text 'Find a folder' and a keyboard shortcut 'Shift+E'. A list of folders is displayed, including 'Christ Lutheran Church', 'Humor', 'Red Neck Tech', 'Illegals', 'IMA', 'JoS', 'Move', 'Inbox', 'Archive', 'Spam', and 'Trash'. The 'Move' folder is circled in orange. Below the folder list, there is a right-click context menu with options: 'Forward', 'Forward as attachment', 'Archive', 'Delete', 'Mark as read', 'Mark as unread', 'Snooze', 'Add to Tasks', 'Move to', 'Label as', 'Mute', and 'Open in new window'. The 'Move to' option is circled in orange.



# UNSUBSCRIBE (The Usual Scenario)

Look for a Unsubscribe link.

Please add news.machinedesign.com and mail.machinedesign.com to your address book or safe sender list to receive our emails in your inbox

[Unsubscribe](#) | [Manage Newsletter Subscriptions](#) | [Forward to a Friend](#) | [Customer Service Center](#) | [Read Privacy Policy](#)

If this email was forwarded to you and you are interested in subscribing, please [click here](#) to sign-up.

If you have trouble with any of these methods, you can reach us toll-free at 800-547-7377.

<https://endeavor.omecl.com/portal/unsubscribeconfirm/?Y229%2BZ4JpOCCFWEvKaKgMMQICVFsqU2GA>

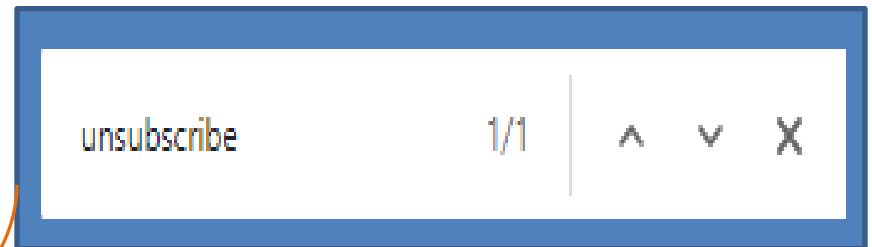
Examine the reported URL as you 'hover' over it.  
Looks OK I guess ..... Click.



# UNSUBSCRIBE (Case #2)

Look for a [Unsubscribe](#) link.

It's there somewhere .... Maybe **CTRL+F** will help. Search for the word unsubscribe, it might be in some very tiny text.



Our Morning Brief newsletter is one of the best ways to receive the most up-to-date information. If you no longer wish to receive these emails, [unsubscribe](#) here.

# UNSUBSCRIBE (Case #2)

## A separate Unsubscribe page appears

THE EPOCH TIMES

### Morning Brief Newsletter

Do you know we've launched our **Weekend Newsletters**?! Instead of receiving the newsletter daily, you can now choose to have it delivered on the weekend only.

Stay just informed, not overwhelmed.

Switch to Weekend Only

#### Unsubscribe

Still prefer to unsubscribe? Please click below.

Email address

epochtimes@sbcbglobal.net

Unsubscribe



### Unsubscribe Successful

You have been removed from: Morning Brief Newsletter.

We are sorry to see you go! If this was by mistake, [click here](#) to re-subscribe.

### Unsubscribe Feedback

[Sign in to Google](#) to save your progress. [Learn more](#)

\* Indicates required question

To help us improve your experience, we would be grateful if you could tell us why:

- Too many emails
- I don't remember signing up for this
- I no longer need it
- Not interested
- Other: \_\_\_\_\_



# SPAM – SPAM - SPAM

❖ Sometimes it is NOT SPAM !

❖ Mark an Inbox message as SPAM

❖ Clean out the SPAM periodically

## Block senders

Please verify that you want to block messages from the following email senders:

unitedairlines@news.united.com

Block all future emails

Delete all existing emails

OK

Cancel



## Add filter

Always move messages from **news@daily.theepochtimes.com** to this folder:

Select folder

[More options](#)

Save

Cancel

Reply

Reply All

Forward

Mark as read

Star

Block senders

Restore to Inbox

Delete

Not Spam

Filter messages like this...

View raw message

Print message

Add Sender to Contacts



# SPAM – SPAM - SPAM

- ❖ The SPAM filter is part of the e-mail server.
- ❖ Report annoying, repeat offenders so the SPAM filter ‘learns’ about the offender.
- ❖ There are 3<sup>rd</sup> party SPAM filters but most of us (hopefully) do not have to go that far.

<https://www.comparitech.com/net-admin/anti-spam-software/>



# Deep Cleaning Steps

## Hopefully a one-time activity

### Build a Structure First

- Create Mail Folders
- Create Contact Groups
- Contact Groups synchronize?



### Sort, Search, Move and Destroy

- By Date
- By Sender
- Spread out this activity and set goals until Nirvana has been achieved



# Deep Cleaning

If you are trying to retain those decade old e-mails to family lost in a sea of junk mail you may want to take an incremental approach.

- Spread the task out into timed sessions, don't over do it.
- This could take a while





# Perhaps you Require a Scorched Earth Approach ?



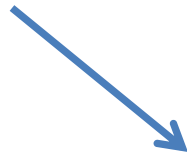
# The Nuclear Option

Your account might be so far gone that it no longer receives new e-mails because the mailbox is full! In this strategy, you save some of the women and children first (based on the From: address or topic) then purge everything else. It is a fast way to Inbox Zero and you can celebrate your new world order.



# The Other Option

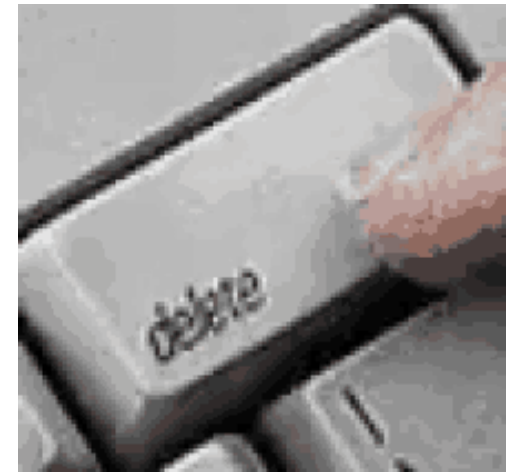
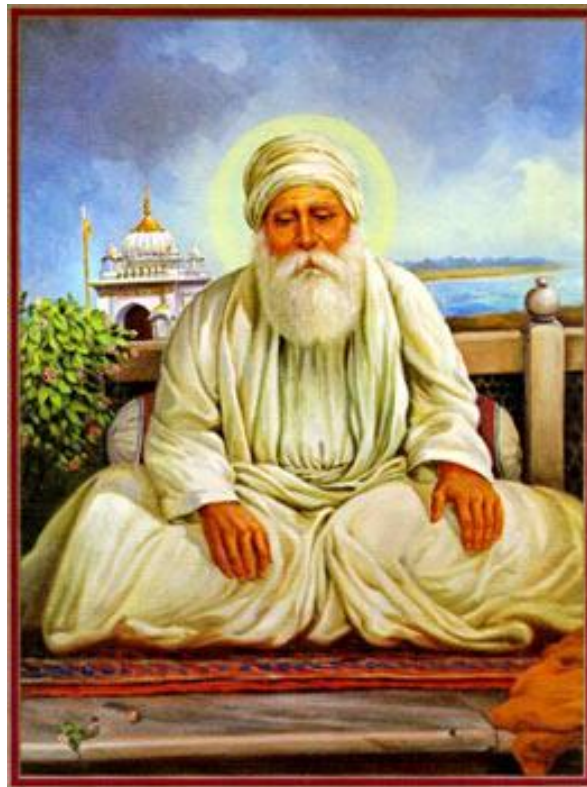
E-Mail Server





# The Bottom Line

At some point, you can achieve e-mail Nirvana and life can be a bit more relaxing



And remember .... The DELETE key is your best friend

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