

This email is being sent to Official Faculty & Official Staff

Wednesday  
October 11  
2023

## Technology Training and Tidbits

Technology training information, updates, and tips for Goucher faculty and staff.

Volume 1  
Issue 10

### 7 Tips for Managing Your Inbox



LOL! Sound familiar? In our fast-paced digital age, our email inboxes can quickly become a chaotic arena of unread messages, spam, and clutter. But don't fret! With a few savvy strategies, you can efficiently manage your emails and regain control of your inbox. Here are 7 tips to help you take charge of your inbox:

- 1. Consider the OHIO Method for Prompt Management:** The OHIO method stands for "Only Handle It Once." It's a simple but effective email management technique that involves dealing with each email as soon as you open it. This means that you should either reply, delete, archive, forward, or set a reminder for each email after you've read it, instead of leaving it in your inbox or marking it as unread. This can help you avoid procrastination and duplication of work.
- 2. Create Email Templates to Save Time:** If you often send similar emails, such as requests, confirmations, or feedback, you can save time by creating email templates that you can reuse and customize as needed. You can [create email templates](#) or [create email signatures](#) in Outlook to help you respond to emails quicker. Insert variables or placeholders for specific information such as names, dates, or numbers.

3. **Use Filters, Folders and Labels to Organize:** Create filters to automatically sort emails into folders based on criteria like sender, subject, or keywords. [Set rules](#) to automatically move new incoming emails into specified folders and use labels to mark the priority, status, or type of each email. This keeps your inbox tidy.
4. **Use the Reminder Feature for Follow-up:** Sometimes you receive an email that requires some action or follow-up, but you don't have time to deal with it right away. Instead of leaving it in your inbox or marking it as unread, you can use the Follow Up flag to [set a reminder](#). This allows you to focus on the most important tasks and avoid forgetting about the less urgent ones.
5. **Archive Emails Instead of Deleting Them:** Afraid to delete that email in case you might need it later? Try [archiving](#) instead of deleting them. You'll then find them in the Archive folder where they are still searchable and retrievable, but no longer clutter your inbox.
6. **Unsubscribe to Subscriptions that No Longer Interest You:** Generally speaking, it is OK to click the unsubscribe link on a legitimate email. But if you think the email is from a sketchy source, try this instead...Log into your [Goucher email online](#) and [block specific emails or domains](#).
7. **Regularly Review and Purge for Consistency:** If all else fails, simply schedule a weekly or monthly review session to clean out your inbox. This helps you develop a routine and ensures you're consistently on top of email management.

With these 7 tips, you can transform your email inbox into an organized, efficient tool that helps you stay productive and reduces the stress associated with email overload. Happy emailing!



Have a topic you would like us to highlight? Well, we would love to know about it. Send us your suggestions and we'll investigate, and feature them in an upcoming issue. Email your suggestions to [ITTraining@Goucher.edu](mailto:ITTraining@Goucher.edu)

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## Quick Tip!


### How to use “Free Up Space” for OneDrive Files

Did you know that OneDrive files on your computer might take up space on your hard drive too? Our tip today is about freeing up space on your computer by keeping files in the cloud only. Read on to learn more about where your files are stored.

#### For Windows Users:

From File Explorer, click *OneDrive – Goucher*. Check the icons next to your files and folders in the Status column. These icons indicate the status, or “location” of the file or folder, either in the cloud, or on your computer. Here's more on the status icons:




  A circle with a check means the file is potentially taking up space on your computer. To change this, you can right click the file or folder and select “Free up space.” This will change the icon to a blue cloud indicating the file is available only on the web.



 A blue cloud indicates files are stored and available via OneDrive on the web. These files do not use computer storage, but you must have an Internet connection to open the file.

For more information on the files status icons in Windows File Explorer, read the Microsoft article, [What do the OneDrive icons mean? - Microsoft Support](#).

### **For Mac Users:**

Open Finder and click *OneDrive – Goucher College*. The icons next to your files and folders indicate the status, or “location” of the file or folder, either in the cloud, or on your Mac. Here’s more on the status icons:

   A circle with a check means the file is potentially taking up space on your computer. To change this, you can right click the file or folder and select “Free up space.” This will change the icon to a blue cloud indicating the file is available only on the web.

  A blue cloud or a cloud with an arrow icon indicates the file is only available via OneDrive on the web. These files do not take up space on your computer, but you must have an Internet connection to open the file.

For more information on the files status icons in Mac Finder, read the Microsoft article, [What do the OneDrive icons mean? - Microsoft Support](#).

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## **IT Training Events**

### **Teams Basics for Online Meetings**

October 25, 2023 / 11:00 - 12:00 p.m. / Online

November 9, 2023 / 1:30 - 2:30 p.m. / Online

November 21, 2023 / 2:00 - 3:00 p.m. / Online

### **One Drive Basics**

October 19, 2023 / 10:00 – 11:00 a.m. / Online

October 25, 2023 / 2:00 – 3:00 p.m. / ATH – Batza 448

November 7, 2023 / 1:00 – 2:00pm / Online

### **Excel Calculations for Beginners**

October 31, 2023 / 1:00 – 2:00 p.m. / ATH 326

November 15, 2023 / 11:00 – 12:00 / Online

[Click here to view course descriptions and register for Teams Basics, One Drive Basics or Excel workshops.](#)

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To view previous editions of the [Training Technology & Tidbits newsletter](#), view training workshop resources, or for IT technologies information, visit the [Goucher College Technology Knowledgebase](#) and enter your area of interest in the search box.

For more information or to make a training request for yourself or your department, please contact the Help Desk at [helpdesk@goucher.edu](mailto:helpdesk@goucher.edu).