

LIONS CLUBS OFFICE 365

Managing Your Inbox

Purpose

Email is an extremely useful communication tool in clubs. Less intrusive than a phone call, email is convenient, fast and cost effective. It empowers Club Leaders to run their Clubs from just about anywhere. But when used inappropriately, email can hinder productivity. Reading and responding to every message can become a drain on time and energy. A cluttered email inbox -- filled with old, unopened or unimportant messages -- will not only frustrate you. It will prevent you from maximising your Service time and distract you from other club obligations.

Organise your Inbox

Although a majority of emails can be deleted, you'll most likely want to retain messages related to key aspects of your club business. Correspondence between MD, District and Club Members can help clarify any miscommunications. Most email programs let users mark messages with specific labels or categories.

Prioritise, group, sort and file messages to keep your inbox organised. The better your filing system, the easier it will be to locate specific emails when you need them. Here are some additional top tips:

1. Only Keep Emails Requiring **Immediate Action** in Your Inbox – Zero Inbox might be a lofty aim but by being ruthless about which messages get to take up real estate in your inbox, you can get pretty close.
2. Create a “**Waiting Folder**” for Action-Pending Emails – A place to keep emails that require action from someone else before you can respond or move forward.
3. Make **Subfolders** or Labels - Creating an easy-to-decode subfolder or label system is important to find things later. Maybe Bunnings BBQ, DG Newsletter or Membership.
4. Set **Inbox Rules** or Filters – This allows you to establish "Rules" that sort email into a particular folder as soon as it comes in
5. Use **Your Calendar to Track Emails** That Require Follow-up – Setting a reminder (see managing your calendar guide)
6. **Don't Let Junk Mail Languish** in Your Inbox - Feel like you're playing whack-a-mole with promotional emails? Be swift with the unsubscribe button.
7. **Create Templates** for Your Go-To Responses - Tailoring a different reply for every email can be a huge time-waster. If you find yourself sending the same type of email over and over again, you may benefit from keeping some stock responses in your drafts that you can easily reuse.
8. **Create a Mailing Group** – Make things simple and set up a group so you don't need to remember everyone email or leave someone out. You can create groups for Special Committees, your Board or the Club.

Remember if the email will take less than two minutes to read and reply to, then take care of it right now, even if it's not a high priority. The idea behind this is that if it takes less than two minutes to action, it takes longer to read and then store the task away “to do later” than it would to just take care of the task now.

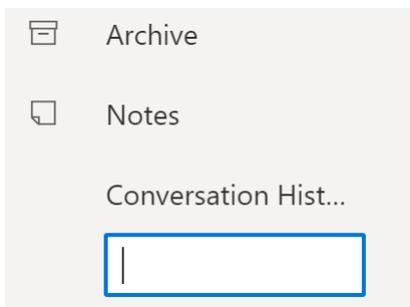
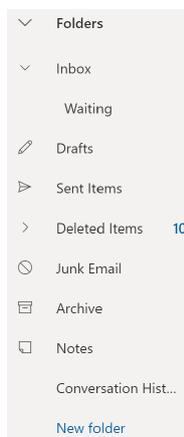
If you use or see your name in the "cc" field instead of the "To" field, chances are it's an FYI email. Consider filing it in a "To Read" folder, and tackle it when you have time



How to

Create a New Folder

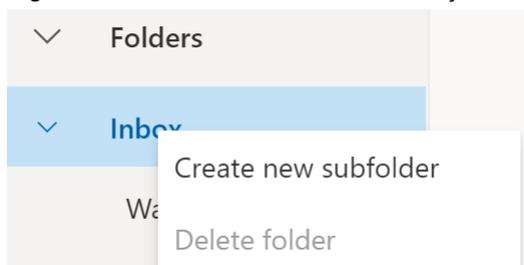
1. **Select New folder.** The New folder link is located at the bottom of your folder list. A blank text box appears at the end of the folders list



2. **Type a name** for the folder.
3. **Press Enter.** Your new folder appears at the bottom of the list.

Create a Sub Folder

1. **Right-click** on the folder under which you want to create the new subfolder.



2. **Select Create new subfolder** from the context menu that appears. A text box appears beneath the folder you right-clicked on.



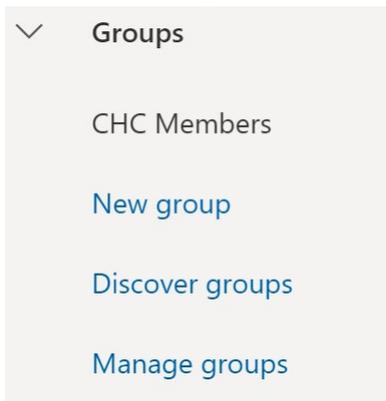
3. **Type a name** for the new folder.
4. **Press Enter** to save the subfolder

You can also drag a folder in the list and drop it on top of a different folder to make it a subfolder.

Remember if you want to delete or rename a folder just right-click on folder you wish to change/delete and select the option rename or delete.

Create a Mailing Group

1. **Select a New Group.** Located under the Groups heading in the left panel.



2. **Complete the details** for the Group. Group Name, a description

New group

Working together on a project or a shared goal? Create a group to give your team a space for conversations, shared files, scheduling events, and more.

Group name
CHCBoard

Email address
chcboard
chcboard@lionsaustralia.onmicrosoft.com

Description
Group for the Brisbane Camp Hill Carindale Board

Settings

Privacy
Private - Only approved members can see what's inside

Members will receive all group conversations and events in their inboxes. They can stop following this group later if they want to.

Fewer settings

Language for group-related notifications
English (Australia)

Create Discard

Your Group email address will be listed in Red. Remember anyone in the club can email all members using this email.

3. **Add the members** to the Group. **Type** in the email address and **press enter** each time. Complete by **selecting Add**.

Add members to CHCBoard

Add members to your group to start collaborating. You can choose to add colleagues, members of existing groups or distribution lists, or guests.

Who is a guest?
Guests are people from outside your organization. Guests will get all email messages sent to the group in their inbox, and can collaborate on files in the group

Add members

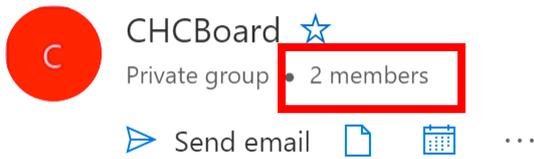
Enter a name or email address

- bruning.ian@gmail.com
- brisbanecampphilcarindale.qld@lions.org.au
- David
- CHC Members
- SharePoint Online
- Glenn Millar

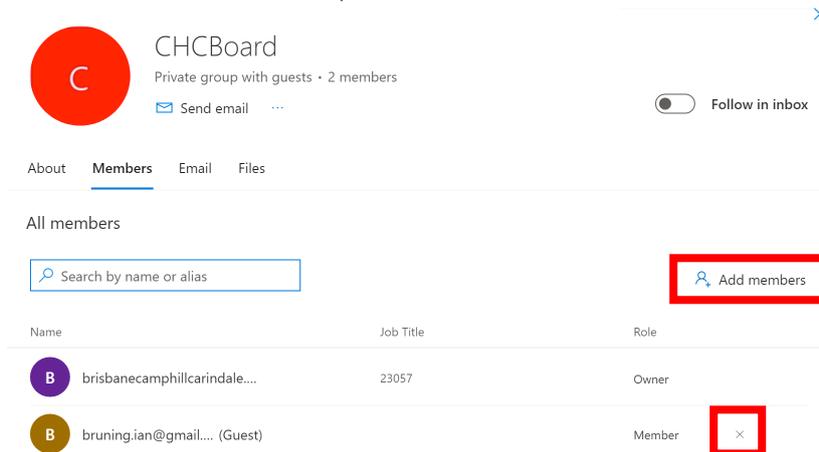
Add Not now

Amend a Mailing Group

1. **Select the Group** you wish to edit. Located under the Groups heading in the left panel.
2. **Click on members**



3. **Add or Delete members** as required.



Remember when you create an Office 365 Mailing Group anyone added can share in the following:

- Outlook group calendar – Great way to add Calendar reminders
- Planner – Club Task Management Tool (To do list)
- Sharepoint – Advanced user only