



RGE Tech Tips from the Field – Client Edition

Topic: Taming Your Email Inbox

Chip's Weekly Cheat Sheet: May-04 🖋️

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1. The "Unsubscribe" Power-Move

- If you're getting too many newsletters, scroll to the very bottom of the email and look for the tiny word "Unsubscribe."
- **Chip's Tip: Don't just delete junk—Unsubscribe! It stops the clutter from coming back tomorrow.**

2. Use the "Search" Bar

- Don't waste time scrolling for an old receipt. Type the sender's name or a keyword (like "Receipt") into the search bar at the top.
- **Chip's Tip: The more specific you are, the faster you'll find it. Try searching for "Verizon March" instead of just "Verizon."**

3. Create a "To-Do" Folder

- If an email needs an answer, don't leave it in your main inbox. Move it to a folder called "Action Required."
- **Chip's Tip: Your main Inbox should only be for new mail. Once you've read it, either file it or delete it!**