Email Overflowing? Get it Under Control

It's spring, and time for annual spring cleaning. Getting the house cleaned? Doing some digital spring cleaning, like updating your passwords, software, and privacy settings on all internet-connected devices? What about your email?

A cluttered Inbox can be stressful and could negatively impact your productivity; don't underestimate what sensitive data a messy mailbox can be hiding, leaving you at risk should your email get compromised. Hackers could gain access and reset your passwords to break into other accounts, access confidential messages, or send phishing emails to all your contacts, or worse.

Start now to declutter and get organized for a more secure and less stressful relationship with your email.

- First, move all your emails into one organizing folder to sort out the mess. Your Inbox should be for short-term use, not archiving.

- Next, focus on what you want/need to KEEP rather than what you want to remove. Think about what Folders you need to create for processing emails, then search and move those emails to their folders.

- Then search for groups you know you can delete (such as no-reply email addresses, automated reminders, calendar invites, or any messages that are too old to be of use), then delete them. The remaining email should now be much easier to sort. Don't stop now; keep clearing!

- Unsubscribing from spam or marketing emails can be a great way to keep your Inbox clean. However, by responding to unwanted emails from just anyone, you confirmed your email address is good and is monitored. This could actually increase the spam or phishing emails you receive, raising your risk of being tricked.

- Unsubscribe from the major brands and marketing providers you know, but not the ones you just got for the first time or don't recognize yet.

- Consider using auto-sort features or other tools your email provider has available to help manage and process your email automatically based on your specific criteria.

- Finally, list any old email accounts you signed up for but no longer use. These accounts may still open, but if you no longer monitor them may be putting your privacy and security at risk. And when something goes wrong, you may not notice until it's too late. Follow up with each one, and depending on your needs, either update and manage or delete them.

Now, breathe a sigh of relief, and enjoy that peace of mind that a clean Inbox brings.

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