
Email Management



Workshop Description

Are you struggling to manage the multitude of emails piling up each day? The **Email Management** workshop offered by the Department of Records Management equips participants with the means necessary to sort through a myriad of messages, focusing on which items to retain and why. By exploring the *Records Management* policy, a framework is provided for the legal and business requirements related to email. Also, several Microsoft Outlook™ functionalities will be discussed such as, but not limited to: rules, sorting, folder structures and categories. Additionally, this workshop provides participants with tangible recommendations for utilizing email management systems as workflow tools, rather than storage repositories.

Learning Outcomes

At the conclusion of this module, participants will:

- Understand the various types of email that enter an inbox.
- Understand how email fits into the various requirements of the *Records Management* and other Information Services policies.
- Be aware of the various functionalities of Microsoft Outlook™ that assist in the management of email.

How to Enroll

This module is available in-person and online. To enroll, complete the application process on Campus Connect. Need a tutorial on how to enroll? [Click here](#).

Need More Information?

For more information, please contact the Department of Records Management at recordsmanagement@depaul.edu

