



Clean Up E-mails in your Inbox



Questions you need to ask yourself about emails

- Do I need to see this email from this sender?
- Do I want see this email in my Inbox?
- Do I want this email/sender to stand out?



Do I need to see this Email from the sender?

No

- Unsubscribe
- Search for Emails and Delete

Thoughtful gifting starts here >> Inbox x

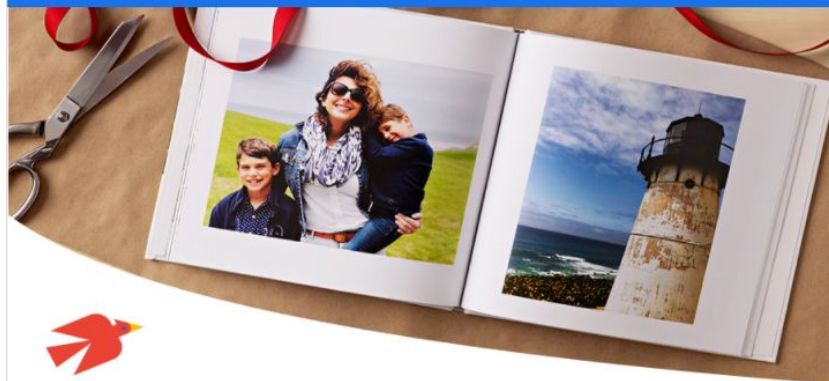


Google Photos <noreply-photos@google.com> [Unsubscribe](#)
to me ▾

Wed, Dec 9, 11:53 AM (5 days ago)

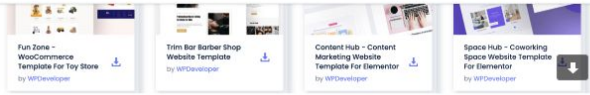


Order early to avoid delays. Get free shipping until Dec. 10th.*



Make a photo book of memories

Share life's moments with the people who matter by
giving a custom photo book this holiday.



If you want to start small, you can grab hundreds of PRO items by getting the monthly package, **starting at \$5.99** only instead of \$19.99 (and yes, you will get this discounted price forever).

Regards,
Team WPDeveloper

P.S. Join our [Facebook Community](#) to get connected with other WordPress experts yourself.

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Because you visited and participated in Live Chat at WPDeveloper

Our mailing address is:
WPDeveloper, Inc.
124 Broadkill Rd #599
Milton, Delaware 19968

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Want to change how you receive these emails?
You can update your preferences or unsubscribe from this list.



Example 2

The Association for Rural & Small Libraries • PO Box 33731, Seattle, Washington 98133, United States • [206-453-3579](tel:206-453-3579)

[Remove My Email](#) • [Privacy Policy](#)

The Association for Rural & Small Libraries • PO Box 33731, Seattle, Washington 98133,

[Remove My Email](#) • [Privacy Policy](#)

received this message in error or do not wish to receive this information via email, please reply to this message.
is spam or offensive, please send e-mail to abuse@sals.edu including the entire contents and subject of the message.
aff and acted upon appropriately.

The Association for Rural & Small Libraries • PO Box 33731, Seattle, Washington 98133,

[Remove My Email](#) • [Privacy Policy](#)

Forward

Unsubscribe

members@arsl.org

Unsubscribe

|

--

Jody Hattrup

SWKLS

Technology Trainer

620-225-1231 Ext. 202

jhattrup@swkls.org

100 Military Ave. Suite 210

Dodge City, Ks 67801



Sans Serif



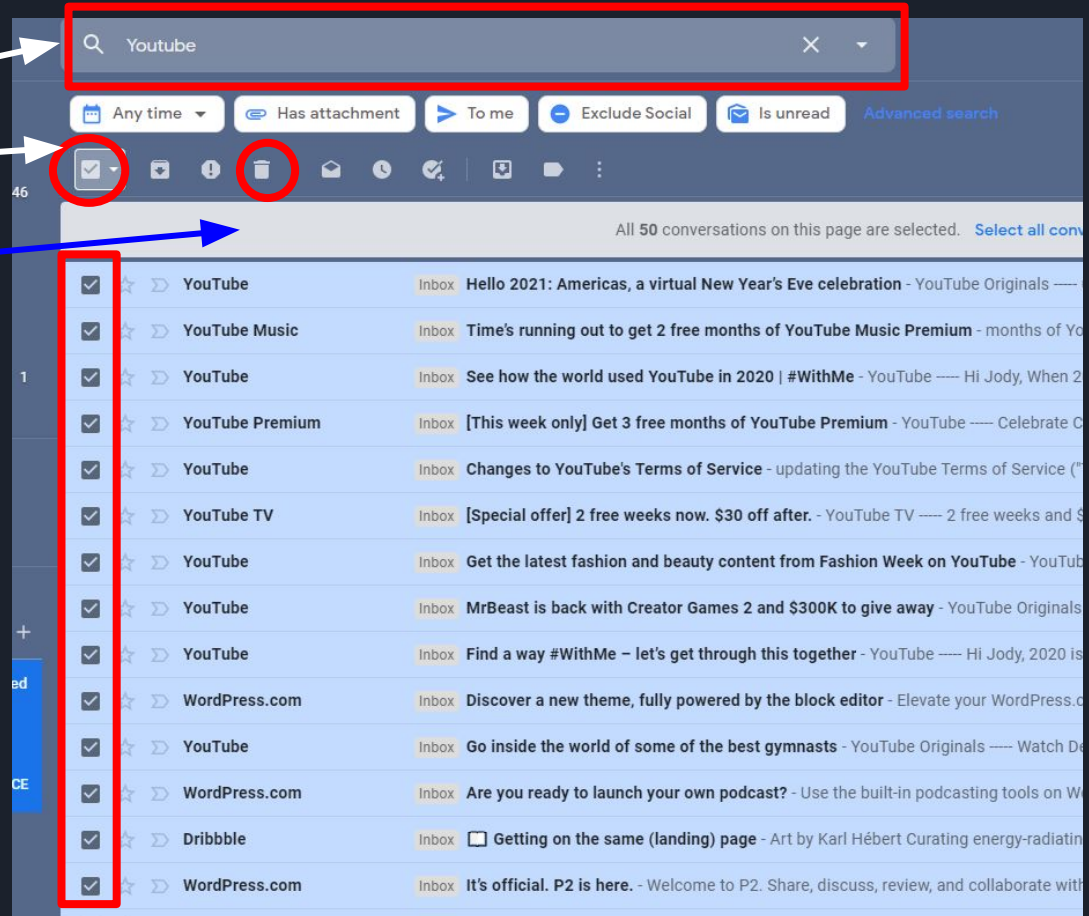
Send



Example 3

Search for Unwanted Emails

1. Search Ex: Youtube
2. See results
3. Click >> Checkbox
Auto check all emails
4. Click >> Delete





Do I need to see this Emails?

No

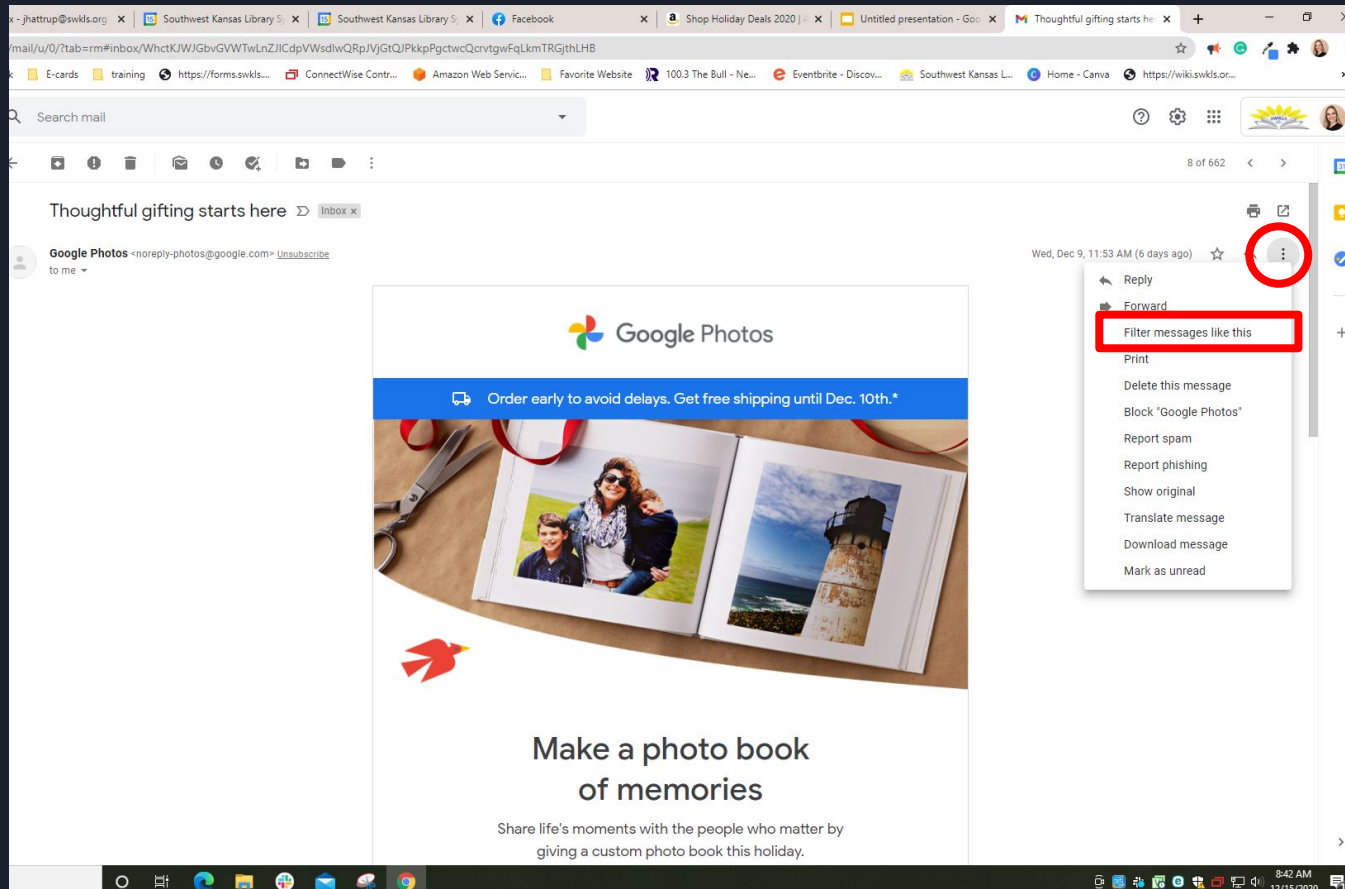
Yes

- Unsubscribe
- Search for them and Delete

Do I want to see this email in my inbox?

No

1. Create a filter
2. Skip inbox
3. Label
4. Repeat (same company different address)



Click on the ellipsis (three dots icon) >> Click >>Filter Message Like This

← When a message is an exact match for your search criteria:

- ☒ Skip the Inbox (Archive it)
- ☐ Mark as read
- ☐ Star it
- ☒ Apply the label: Ads ▼
- ☐ Forward it [Add forwarding address](#)
- ☐ Delete it
- ☐ Never send it to Spam
- ☐ Always mark it as important
- ☐ Never mark it as important
- ☐ Categorize as: Choose category... ▼
- ☒ Also apply filter to 3 matching messages.

[Learn more](#) [Create filter](#)

Choose category...

Primary

Social

Updates

Forums

Promotions

Optional

Compose

← When a message is an exact match for your search criteria:

- ☐ Skip the Inbox (Archive it)
- ☐ Mark as read
- ☐ Star it
- ☐ Apply the label: Choose label... ▼
- ☐ Forward it [Add forwarding address](#)
- ☐ Delete it
- ☐ Never send it to Spam
- ☐ Always mark it as important
- ☐ Never mark it as important
- ☐ Categorize as: Choose category... ▼
- ☐ Also apply filter to # matching messages.

[Learn more](#) [Create filter](#)

Choose label...

New label...

Ads

Archives

ARSL

Class

EverntBrite

KansList

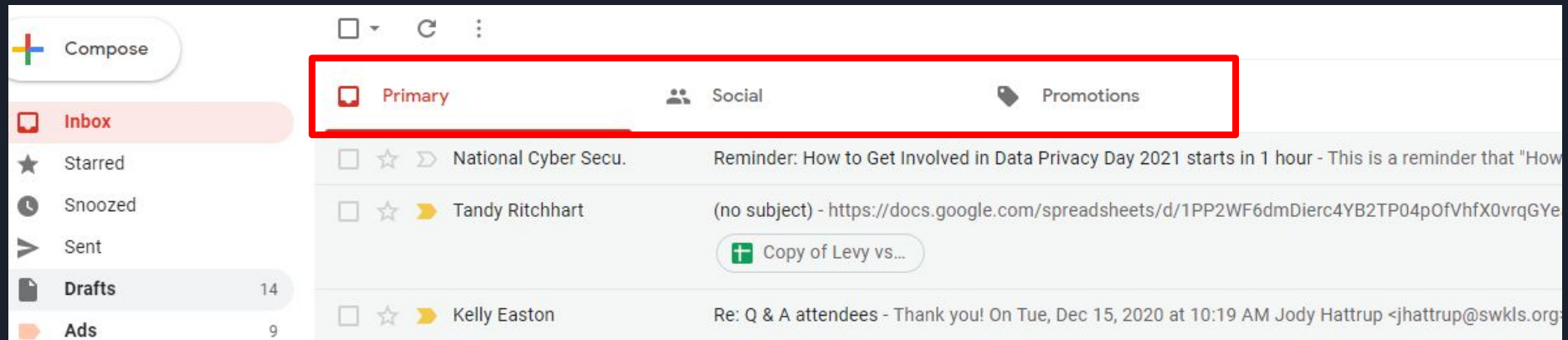
Paycheck

SWKLS


zoom

- ☐ Check>> Skip the Inbox
- ☐ Check >> Apply the label >> Click down arrow >> Choose your label
- ☐ Check >> Also apply filter to # messages

Categories



Filter Email Overview (Printable Notes)

- Open the email >>> Click on the ellipsis (three dots) 
- Click>> Filter message like this
- Check>>Skip the Inbox
- Check >> Apply the Label
 - Arrow down >> to the label you want or create your own
- Check>> Also filter to # matching message
- Click>> Create filter

← When a message is an exact match for your search criteria:

- ☒ Skip the Inbox (Archive it)
- ☐ Mark as read
- ☐ Star it
- ☒ Apply the label: Ads ▾
- ☐ Forward it [Add forwarding address](#)
- ☐ Delete it
- ☐ Never send it to Spam
- ☐ Always mark it as important
- ☐ Never mark it as important
- ☐ Categorize as: Choose category... ▾
- ☒ Also apply filter to 3 matching messages.

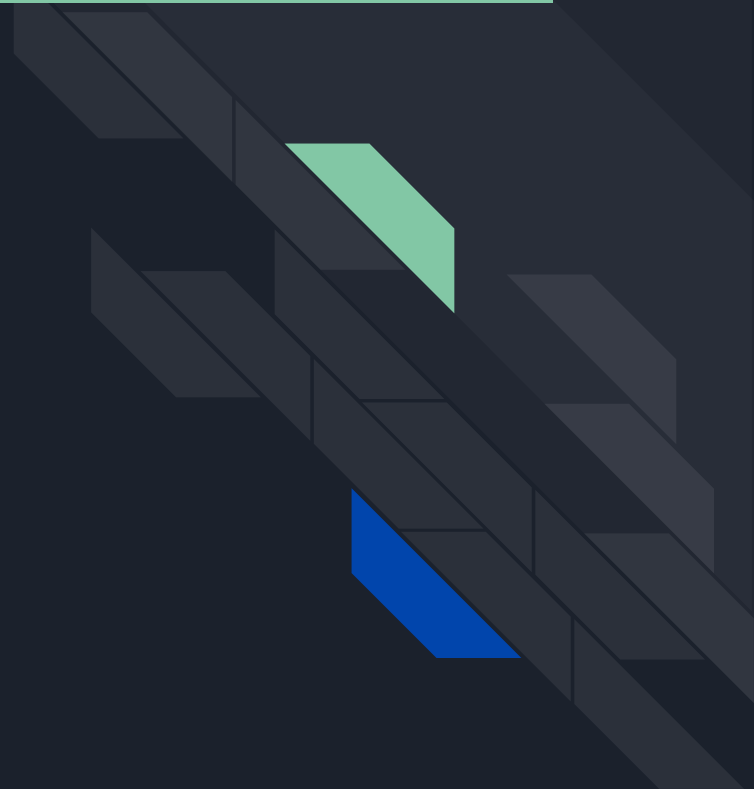
? Learn more

Create filter

Do I want this email/sender to stand out?



Yes



Open the email >>> Click on the ellipsis (three dots) >> Click “Filter messages like this”

The screenshot shows an email client interface. At the top, there's a toolbar with various icons. The email title is "Pay Stub from Southwest Kansas Library System" with sub-headers "Inbox x" and "Paycheck x". The sender is "Zach Schneweis" and the recipient is "to me". The email content includes a greeting "Dear JODY HATTRUP :", a statement "Your pay stub is attached.", and a signature "Sincerely, Southwest Kansas Library System 620-225-1231". A yellow warning banner states: "Encrypted attachment warning - Be careful with this attachment. This message contains 1 encrypted attachment that can't be scanned for malicious content. Avoid downloading it unless you know the email is legitimate." Below the banner is a PDF attachment icon labeled "Paystub_DD1206_f...". At the bottom, there are "Reply" and "Forward" buttons. On the right side, a dropdown menu is open, showing options: "Reply", "Forward", "Filter messages like this" (highlighted with a red rectangle), "Print", "Delete this message", "Block 'Zach Schneweis'", "Report spam", "Report phishing", "Show original", "Translate message", "Download message", and "Mark as unread". A red circle highlights the ellipsis menu icon that triggered this dropdown.

Pay Stub from Southwest Kansas Library System > Inbox x Paycheck x

Zach Schneweis
to me

Dear JODY HATTRUP :

Your pay stub is attached.

Sincerely,

Southwest Kansas Library System
620-225-1231

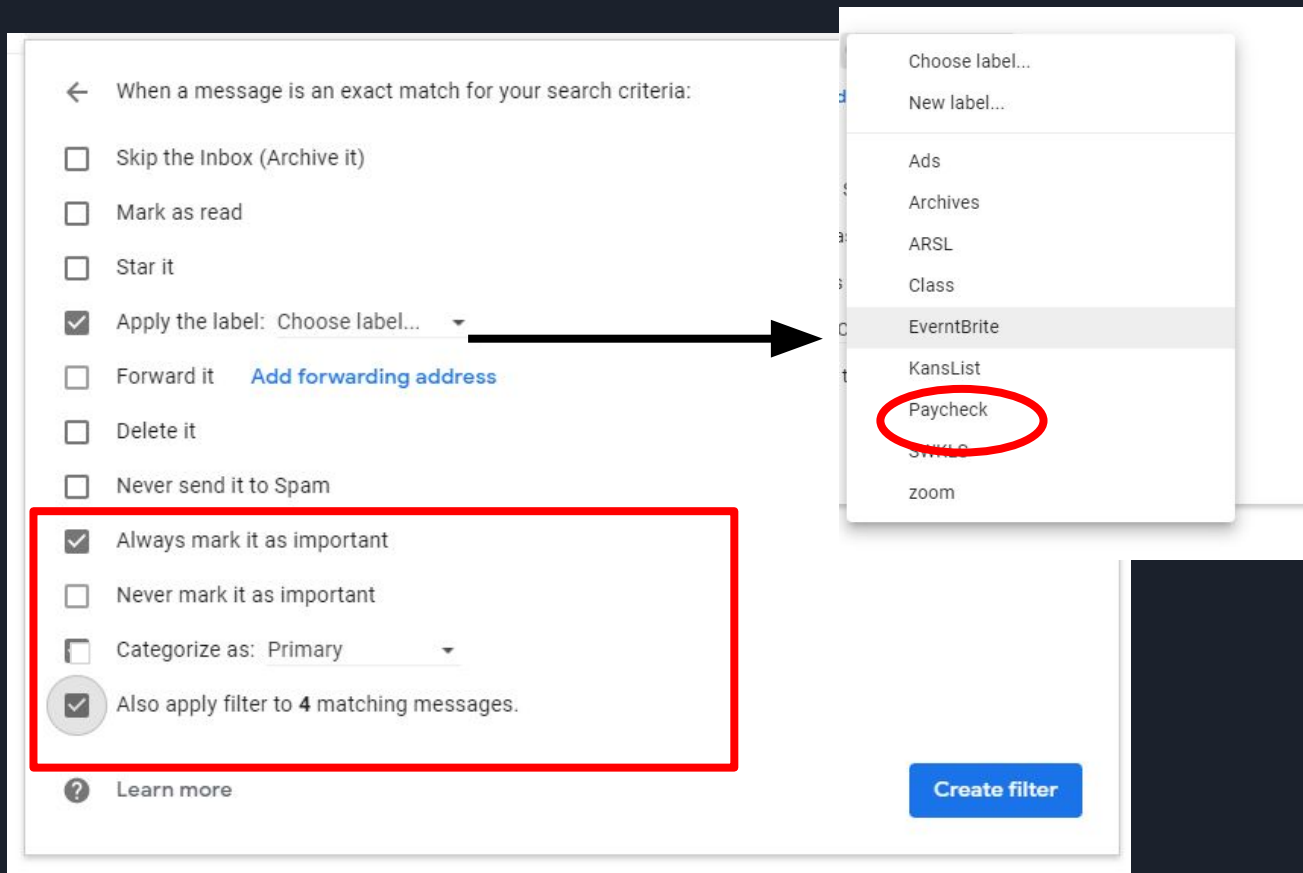
Encrypted attachment warning - Be careful with this attachment. This message contains 1 encrypted attachment that can't be scanned for malicious content. Avoid downloading it unless you know the email is legitimate.

PDF
Paystub_DD1206_f...


Reply Forward

Reply
Forward
Filter messages like this
Print
Delete this message
Block "Zach Schneweis"
Report spam
Report phishing
Show original
Translate message
Download message
Mark as unread

Choose how you want to organize your important E-Mail



← When a message is an exact match for your search criteria:


- ☐ Skip the Inbox (Archive it)
- ☐ Mark as read
- ☐ Star it
- ☒ Apply the label: Choose label... 
- ☐ Forward it [Add forwarding address](#)
- ☐ Delete it
- ☐ Never send it to Spam

☒ Always mark it as important

☐ Never mark it as important

☐ Categorize as: Primary

☒ Also apply filter to 4 matching messages.

 [Learn more](#)

[Create filter](#)

Choose label...

New label...

Ads

Archives

ARSL

Class

EverntBrite

KansList

Paycheck

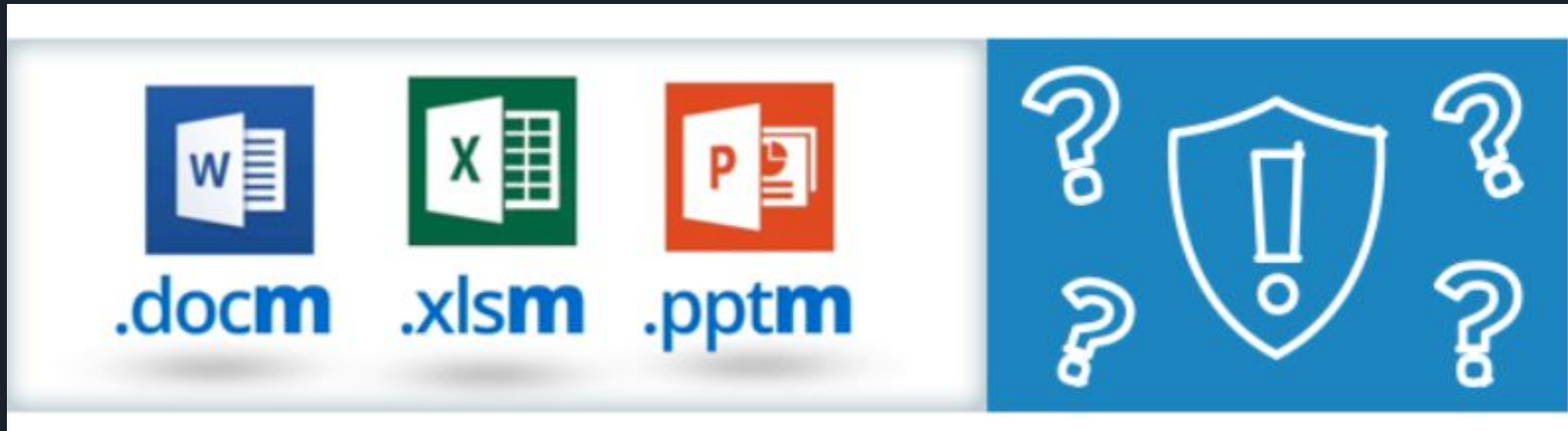
SW/LE

zoom



Rules to Follow

1. Do Not Open Attachments from people you do not know
2. Never Open Attachments ending in
.zip .rar .7z .pptm .docm .xlsm



New project brief

Hi Eric,

I have some great ideas for how I'd like this new project to look, and the client wants us to get started ASAP!

I've attached the brief for you to review.

Take a look at how Know Be 4 does their blog layout. This is what I'd like us to do at knowbe4.com

<http://125609q8ytakingallyourdata.au>



Project-brief.pdf
1.56Mb

© The Security Awareness Company, L

3. Check hyperlink by hovering over the link

Re: Notification from Amazon - Your account settings has been changes on Sunday, 03. 2021. ETC: 50976517



This message was moved to the Junk Email folder because you only trust email from senders in your Safe senders list. [It's not junk](#) | [Show blocked content](#)



A m a z o n <taoeidemlzdmaid-wdqslshckr@kucongblaangg.online>

1/3/2021 5:05 PM

To: customer@live.com



Dear Customer,

We have placed a hold on your Amazon account and all pending orders.

We have taken this step because the billing information you provided does not match the information recorded with the card issuer.

To restore your account, please verify now with the billing name, address, and phone number stored on your credit card. If you've recently moved, you may need to update your address.

[Verify Account](#)

If we are unable to complete the verification process within 3 days, all pending orders will be canceled. You won't be able to access your account until the account is verified. A new order may be delayed.

We appreciate your patience with our security measures. Thank you for your attention.

Sincerely,
Amazon Support.

4. Check spelling, capitalization and spacing
5. Check the time