Outlook Web
Email Housekeeping Tips

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1. Use Folders to Organize Emails

- Create folders for different categories (e.g., Projects, Clients, Internal, Personal).

- Move emails manually or set up rules to do it automatically.

2. Set Up Rules for Automation

- Go to **Settings (⚙) > Mail > Rules**.

- Create rules to automatically move, categorize, or delete emails based on sender, subject, or keywords.

3. Archive Old Emails

- Select emails you no longer need in your inbox but want to keep.

- Click **Archive** to move them out of your inbox without deleting.

4. Use Sweep to Clean Up Bulk Emails

- Select an email from a frequent sender.

- Click **Sweep** to delete or move all emails from that sender at once.

5. Search and Delete Unnecessary Emails

- Use the search bar to find old newsletters, notifications, or large attachments.

- Delete or archive them to free up space.

6. Empty Deleted and Junk Folders Regularly

- Go to **Deleted Items** and **Junk Email** folders.

- Click **Empty folder** to permanently remove emails.

7. Pin Important Emails

- Pin emails you need quick access to at the top of your inbox.

8. Use Categories and Flags

- Right-click an email to assign a **Category** or **Flag** for follow-up.

- Helps prioritize and track tasks.

9. Unsubscribe from Unwanted Newsletters

- Open the email and click **Unsubscribe** (usually at the bottom).

- Or use Sweep to delete future emails from that sender.

10. Schedule Regular Cleanups

- Set a weekly or monthly reminder to review and tidy your inbox.