

Email Management Challenge #2 – Basketball: Department-wide Notifications

Pull up your tube socks and tip-off the ball! This challenge will take approximately 32 minutes to complete.

Department-wide Notifications:

- Director/Dean announcements
- Departmental IT updates
- Self-evaluation reminders
- Committee or forum communications

[*Please note: the person/unit responsible for sending communications should not delete the original; they are official records that must adhere to OSU retention schedules. This challenge only applies to recipients of informational emails.]

Reminder: you do not need approval before deleting transient emails. View the [Challenge Introduction](#) for more information.

TIP:

Spend a few days monitoring your inbox and note common listserv emails. Once you have a list, you can complete this challenge.

If you are leading this challenge in your department, create a list of common listservs and distribute to participants prior to the challenge.

Below is a sample list of OSU department listservs. If you work in one of these departments, bookmark the department news-sharing website and search your inbox for your department’s listserv email address which sends out department-wide announcements. If your department is not listed below, take some time to monitor your inbox for department listserv email addresses.

Announcement Type (Bookmark these links)	Email Addresses
Academic Affairs News	ADMIN-provost@osu.edu equityeducation@osu.edu
ADA Coordinator’s Office	
Administration and Planning News	AP-AllAPStaff@osu.edu

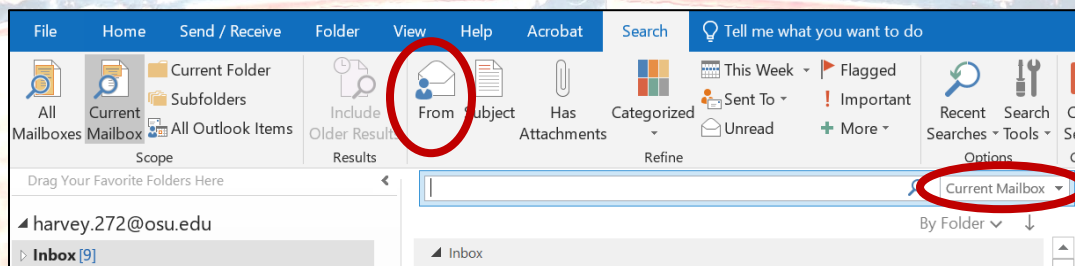
TIP:

Rather than saving department announcements in your email, bookmark your department’s news-sharing webpage in your browser and add important deadlines to your calendar as an Appointment with a reminder.

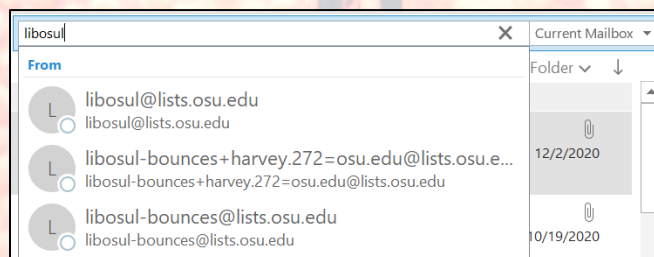
A&P Staff Resources	
Advancement University Communications	UCOM-allstaff@osu.edu
Athletics Updates and Schedules	ATH-AthDept@osu.edu
Business and Finance	BF-AllStaff@osu.edu
Diversity & Inclusion	
Human Resources Office News	
OCIO Tech Community News	cio-all@osu.edu cio-allpersonnel@osu.edu
Research Office	OR- AllOfficeofResearchEmployees@osu.edu
Student Academic Success	OSAS-All@osu.edu
University Libraries IT Hub	LIB-ALL@osu.edu
University Libraries Staff News	LIB-OSUL@osu.edu
Wexner Medical Center Health News	

Steps for deleting mass department administrative email notifications:

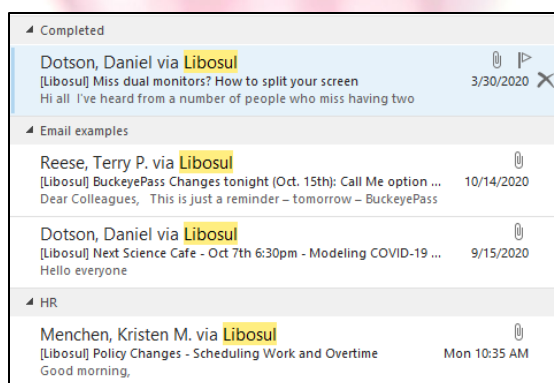
1. Empty your *Deleted Items* folder.
2. Click on your *Inbox* folder. Then click the search bar which opens the **Search** tab. Next to the search tab, confirm the drop-down menu is set to **Current Mailbox**.



3. Click the *From* button. The following prompt will automatically appear in the search bar: **from:"Sender Name"**, with "Sender Name" highlighted. **University Libraries example:** Type: **libosul**. This will prompt the library personnel recipient list libosul@lists.osu.edu to appear in the drop-box below, if you have received email from this sender previously. Click the email address in the drop-box and hit **Enter**.



4. **Do you see results?** Are you only seeing messages that were sent to the listserv for which you searched?



TIP:

Outlook only pulls search results from the last 365 days. To find results older than 1 year old, scroll to the bottom of the search results and click the **MORE** link.

There are more items in this folder on the server
[Click here to view more on Microsoft Exchange](#)

5. **If you got results, now REALLY skim the list.** Do you still need these messages for reference or convenience? Your department most likely has a website where you can find department-related news, announcements, IT updates and deadlines.
6. **Delete all qualifying emails.**
7. **Now repeat steps 2-6 for other types of department mass mailing listservs.** Are there other listservs that are frequently addressed to all employees in your department? Follow the steps above and delete them if you are not required to keep them.
8. **IMPORTANT FINAL STEP: Complete the [Qualtrics](#) survey to record the number of emails moved to the Deleted Items folder and the new Total Folder Sizes for your Inbox, Sent and Archive folders so we can track your team's progress! (*Instructions for clearing your Deleted Items folder and locating your Total Folder Size can be found in the [Challenge Introduction](#)*).**

Slam dunk!

You are now ready for Challenge 3 – Swimming: System-Generated Notifications!

Challenge Wrap-Up: Now that you've learned which department announcements you can delete and how to access the information on your department's website(s), get in the habit of deleting new announcements after reading. You can always access the information on the website later and use your calendar to set up deadline reminders. To learn more strategies for organizing your email, review [Email Management Guidelines](#).