O365 Email Management Challenge #2 – Basketball: Department 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: approval is not required to delete 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, monitor your inbox for department listserv email addresses.

<table>
<thead>
<tr>
<th>Announcement Type (Bookmark these links)</th>
<th>Email Addresses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs News</td>
<td><a href="mailto:ADMIN-provost@osu.edu">ADMIN-provost@osu.edu</a> <a href="mailto:equityeducation@osu.edu">equityeducation@osu.edu</a></td>
</tr>
<tr>
<td>ADA Coordinator’s Office</td>
<td></td>
</tr>
<tr>
<td>Administration and Planning News</td>
<td><a href="mailto:AP-AllAPStaff@osu.edu">AP-AllAPStaff@osu.edu</a></td>
</tr>
<tr>
<td>A&amp;P Staff Resources</td>
<td></td>
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</tbody>
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**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.
Steps for deleting mass department administrative email notifications:

1. **Empty the Deleted Items folder.**

2. **Click on the Inbox folder and then the Search bar.** Type: a listserv email address to which you are subscribed. *(University Libraries example: libosul)* and click the email address that appears in the drop-box below.

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

4. **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.

5. **Delete all qualifying emails.**

6. **Now repeat steps 2-5 for other types of department mass mailing listservs.** Are there other listserv announcements sent frequently to all department personnel? Follow the steps above and delete them if you are not required to keep them.
7. **IMPORTANT FINAL STEP:** Complete the Qualtrics survey to record the number of emails moved to the Deleted Items folder and the new storage usage for your Inbox so we can track your team’s progress! *(Instructions for clearing your Deleted Items folder and locating your storage usage 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 email, review Email Management Guidelines.