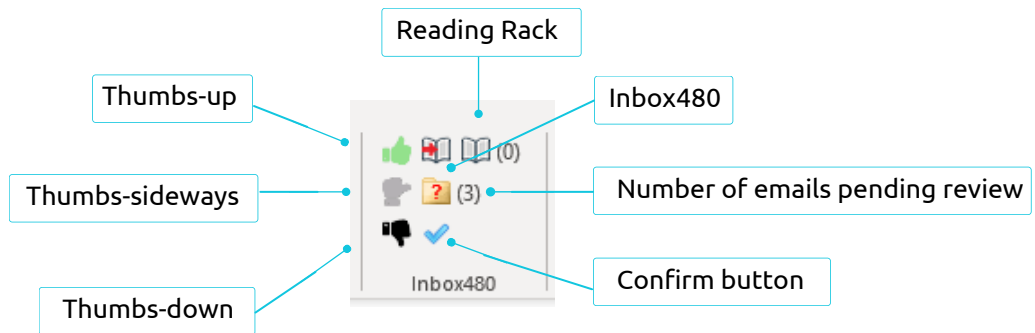


Cheat Sheet - LeanMail Inbox480

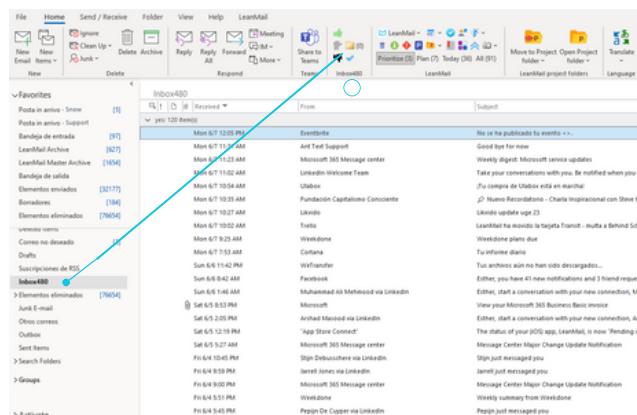
Inbox480 Toolbar



Inbox480 Buttons

- Thumbs-up** - Marks email as Essential
- Thumbs-sideways** - marks emails as Non-essential
- Thumbs-down** - marks emails as Junk or Spam
- Inbox480** - Folder containing non essential emails
- Confirm button** - Confirm remaining mails as Non-essential
- Reading Rack** - To store newsletters and other subscriptions

Inbox480 Folder contains all Non-essential emails and emails pending review



How to use Inbox480

1. Senders not on your Essential senders list will be routed to Inbox480. A question mark over the Inbox480 folder and a number next to the folder in parentheses indicates that requires you to make a decision on that number of emails.
2. To mark a sender as Essential, click on the "Thumbs-up" icon. From that point on, mails from these senders will come directly to your Inbox and be placed in the "Confirmed non-essential" group of emails. You don't have to take any action on Non-Essential senders. Just leave them where they are.
3. Once you have completed marking any emails as Essential, click on the blue check mark next to the Inbox480 folder to indicate that all other mails are Non-essential and mark all mails as read. From that point on, mails from these senders will continue to be directed to Inbox480, however, you will not receive an indication that mails from these senders have arrived.