LeanMail
Breaking email

Solution: **LeanMail Prioritize**

Get the most important things done, not the latest things.

LeanMail prerequisites: None

Technical Requirements involved: The LeanMail add-in is designed for computers running Outlook 2010 - 2016 (32 and 64 bit versions) and Microsoft365 on Windows 8-10. Available for the Mac version of Outlook by the end of 2021. For more information see the document, *LeanMail Add-in Description and Technical Information.*

Description:

LeanMail Prioritize is for any Microsoft Outlook user who wants to ensure the most important mails are completed in an organized fashion, while maintaining an overview of their mails according to priority.

Problems solved:

- Emails are sorted by received date (unhelpful) instead of priority
- Outlook users are feeding off the top of their inbox instead of working by priority
- Outlook does not offer a way to prioritize incoming emails
- There is no way to maintain important emails at the top of the inbox
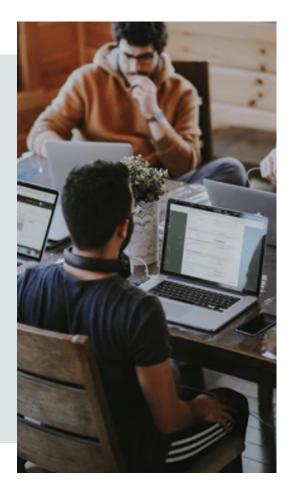- Outlook users click on the same emails over and over again

![LeanMail — Breaking email]

Personal benefits:

- Extremely easy to use
- Organizes your inbox by priority rather than arrival time
- Makes it virtually impossible to miss important emails
- Prioritize directly from your keyboard
- Priorities take center stage rather than the senders'
- Based on Pareto Principle (80/20 rule)
- Begin each email management session by getting an overview of new emails

Benefits to the organization:

- Bolts seamlessly on to your existing Outlook with no connection to external servers
- Ensures employees systematically work by priority in their inbox
- Teaches best practices, especially working according to Pareto Principle
- Employees are less stressed by managing email
- Can be pushed out centrally by IT
- Installing one add-in gives users access to all bite-size LeanMail products on demand
- Personal, Virtual, eLearning and free video tutorials available
- 24/7 support

Features
and functionality:

Priority view
Shows all new mails that have not been prioritized, deleted or archived.

All view
Shows all emails in order of priority.

Separate their priority from your priority
See the priority of the sender but work according to your priority.

Single click prioritizing
Choose between four icons to put all your mails in proper order — or better, do it directly from your keyboard.

Prioritizing
Instead of responding "last in, first out", you will be answering your most important mails first.

Keep your mails sorted
Your mails will be sorted in the right order: High, Normal and Personal.

LeanMail
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Kokkedal , Denmark
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Email:info@leanmail.com
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Training:

The following forms of training for LeanMail are available:

On-demand

- Video tutorials
- eLearning tutorials and complete training

Group

- Virtual and live
- Corporate complete training and coaching
- Ad-hoc complete training and coaching

Personal

- Virtual and live complete training and coaching

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