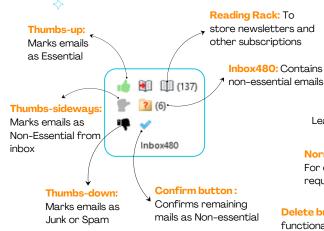


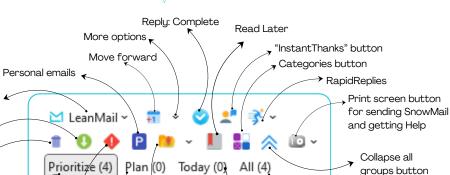
LeanMail Quick-Start Guide

→ Inbox48O Buttons



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

Toolbar



Prioritize view:

LeanMail options

Normal priority:

For emails that

redure action

Delete button: Same

your keyboard

functionally as delete on

dropdown

Shows emails requiring prioritization

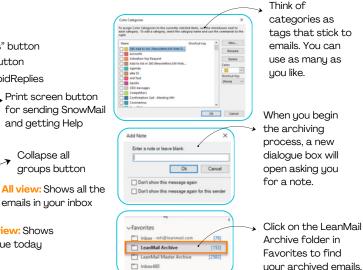
High prioritu: For emails that require action and are veru important (not necessarily urgent)

button / Click to file Plan view: Shows emails that are missing next actions and When dates

◄ InstantArchive

LeanMail

Categories



Inbox480

- 1. 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.
- 2. 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 Nonessential 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.

If you find a mail in your inbox that belongs in Inbox480. click on the thumbs sideways button.

LeanMail Prioritize

- 1. Select the Prioritize view.
- 2. Starting at the top of your inbox, assign a priority, • High, • Normal, Personal, Delete, or Archive to each email until all emails have been processed. You may answer any mails that take less than 10 seconds, but don't get off track. Prioritize all uour mails.
- 3. The view will switch to the Plan view once completed.
- 4. Continue processing your email in the Plan view.

LeanMail InstantArchive

→ emails in your inbox

→ Todau view: Shows

emails due todau

- 1. Click on the InstantArchive button or, if you have configured the quick access buttons, tap Alt+1.
- 2. Choose a category by typing the first few letters from your keyboard. Tap the space bar to check the box, then click Enter.
- 3. If the category doesn't exist hit your tab key once, then Enter. Type the name of the categoru, then Enter.
- 4. Enter a note (a unique identifier of 1 to 5 words, then click OK.

LeanMail Plan

- 1. Select the Plan view if it is not already selected.
- 2. Starting from the top, work your way to the bottom by answering or taking action on any emails that take less than two minutes. Enter a Next action and a When date on those that take more time. Use your tab key to navigate across the columns.
- 3. The Plan view will automatically change to the Today view once the last email has been processed.
- 4. In the Today view, ensure that you don't have too many items due today (i.e. more than 15-20), and that all uour Next actions are clear - meaning you don't have to re-read the email to know what to do next.
- 5. Process your emails from the Today view. Repeat two to five times per day depending on your job function.