



LeanMail Quick-Start Guide

Inbox480 Buttons

Thumbs-up: Marks emails as Essential

Thumbs-down: Marks emails as Junk or Spam

Thumbs-sideways: Marks emails as Non-Essential from inbox

Reading Rack: To store newsletters and other subscriptions

Inbox480: Contains non-essential emails

Confirm button: Confirms remaining mails as Non-essential

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

LeanMail options dropdown

Normal priority: For emails that require action

Delete button: Same functionally as delete on your keyboard

Prioritize view: Shows emails requiring prioritization

High priority: For emails that require action and are very important (not necessarily urgent)

Plan view: Shows emails that are missing next actions and When dates

InstantArchive button / Click to file

Today view: Shows emails due today

All view: Shows all the emails in your inbox

LeanMail

Personal emails

More options

Move forward

Reply: Complete

Read Later

"InstantThanks" button

Categories button

RapidReplies

Print screen button for sending SnowMail and getting Help

Collapse all groups button

Categories

Think of categories as tags that stick to emails. You can use as many as you like.

When you begin the archiving process, a new dialogue box will open asking you for a note.

Click on the LeanMail Archive folder in Favorites to find your archived emails.

Inbox480

- 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.

- 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.

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

LeanMail Prioritize

- Select the **Prioritize view**.
- 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 your mails.
- The view will switch to the **Plan view** once completed.
- Continue processing your email in the Plan view.

LeanMail InstantArchive

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

LeanMail Plan

- Select the **Plan view** if it is not already selected.
- 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.
- The **Plan view** will automatically change to the **Today view** once the last email has been processed.
- In the **Today view**, ensure that you don't have too many items due today (i.e. more than 15-20), and that all your Next actions are clear - meaning you don't have to re-read the email to know what to do next.
- Process your emails from the **Today view**. Repeat two to five times per day depending on your job function.