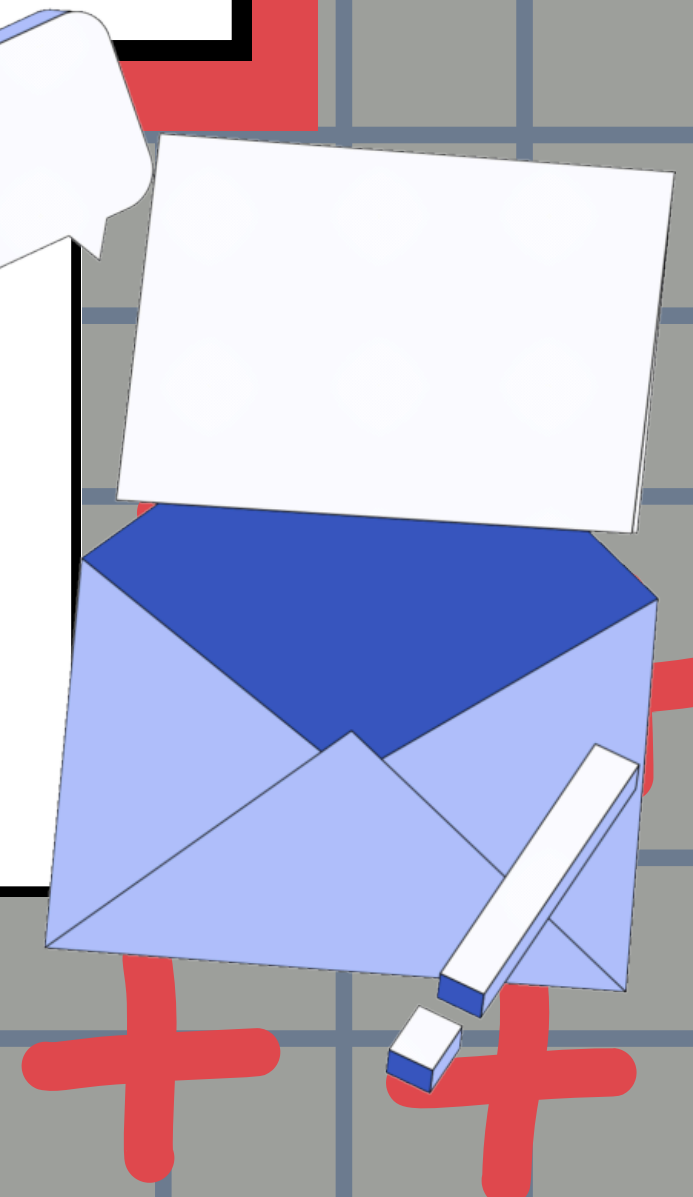


Email Made Easy: Confidently Use Email for Work & Life

Presented by
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Codeforce Digital Consulting





Icebreaker

What's the very first email account you ever had?

Mine was AOL!

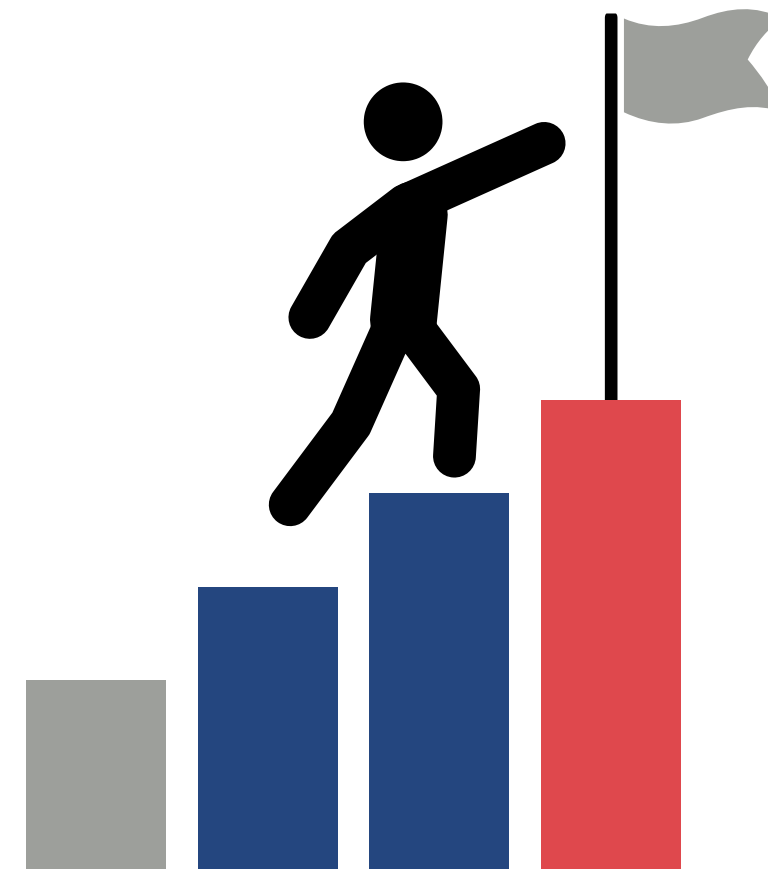
Why Email Matters Today

- Still essential for jobs, sign-ups, communication
- Personal vs professional uses



Setting Up Accounts

- Choosing a provider (Gmail, Outlook, Yahoo)
- Professional vs personal addresses
- Strong passwords & recovery options

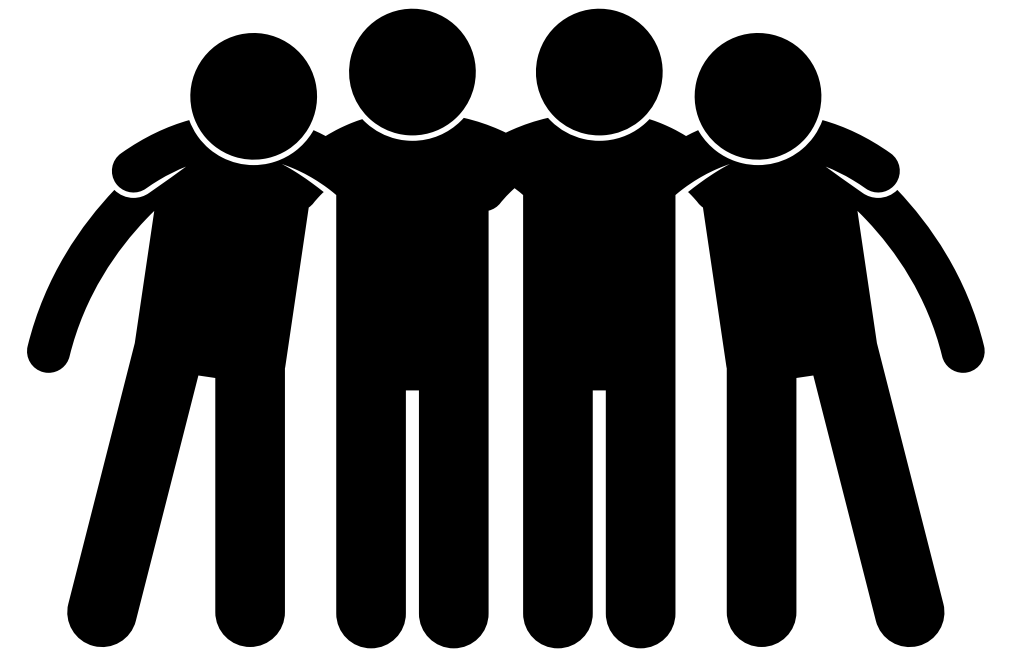


Sending Group Messages

- CC (Carbon Copy): Everyone sees all recipients; good for transparent teamwork.
- BCC (Blind Carbon Copy): Hides addresses; best for large groups or privacy.
- To field: Use for the main recipient(s) only.

Group Email Etiquette

- Keep subject lines clear (e.g., "Meeting Update – Oct 2").
- Keep replies relevant — avoid "Reply All" unless needed.
- Use BCC for large lists to protect privacy.
- Double-check recipients before hitting send.



Adding Attachments

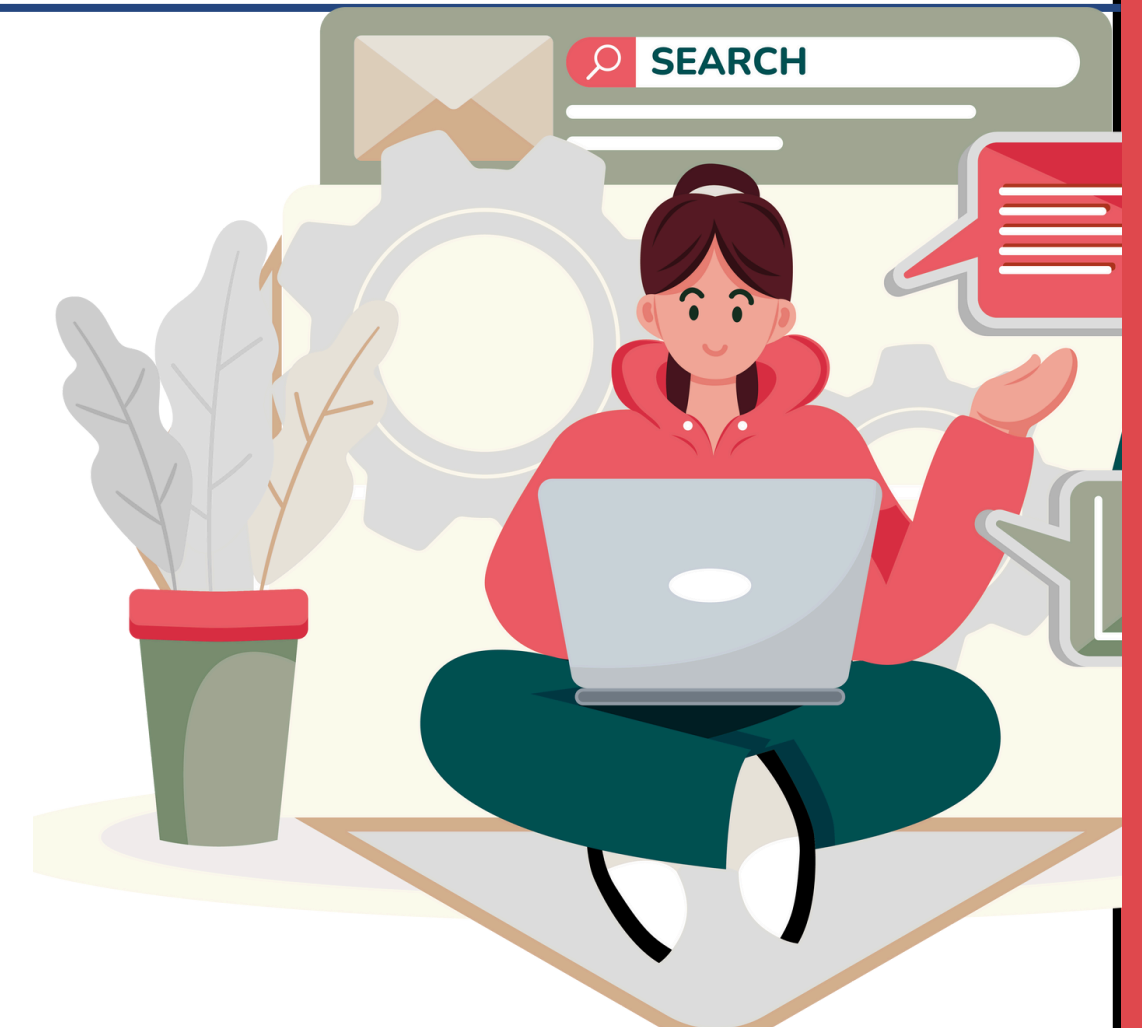
-  Look for the paperclip icon in your email editor.
-  Attach files from your computer (Word, PDF, photos, etc.).
-  Use cloud links (Google Drive, OneDrive, Dropbox) for large files.
-  Best practices:
 - Mention the attachment in the body ("See file attached").
 - Double-check the correct file is attached before sending.
 - Keep file sizes under 25MB when possible.



How to Unsubscribe

- Stop the flow at the source
- Look for “Unsubscribe” or “Manage Preferences”
- Search & bulk delete old mail:
from:@brand.com

Activity: Pick 3 newsletters to unsubscribe from today.



Searching Tips

 Search operators save time and make cleanup faster.

Examples:

- from:mary@... → all from Mary
- subject:invoice → billing emails
- has:attachment → files only
- older_than:6m → bulk clean
- unsubscribe → find newsletters/promos fast
- is:unread → see only unread emails

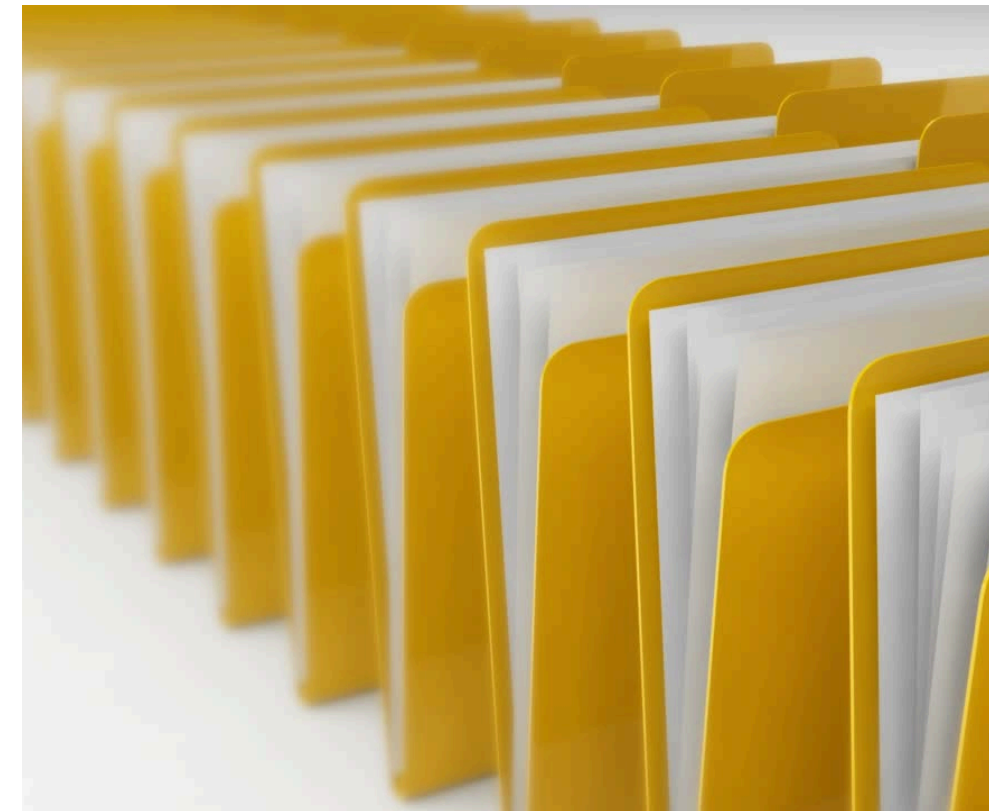
 Tip: Combine searches — e.g. from:@amazon.com is:unread

Activity: Try 1 search right now and either move, delete, or folder those results.

Using Folders & Labels

-  Work
-  Personal
-  Bills/Receipts
-  Waiting Response (follow-up tracker)

Activity: Create 1 folder & move 5 emails.





DELETE

Delete & Archive

- If unread 6+ months → archive/delete
- Use search + “select all” for speed
- Goal: Clear 100 emails in 5 minutes

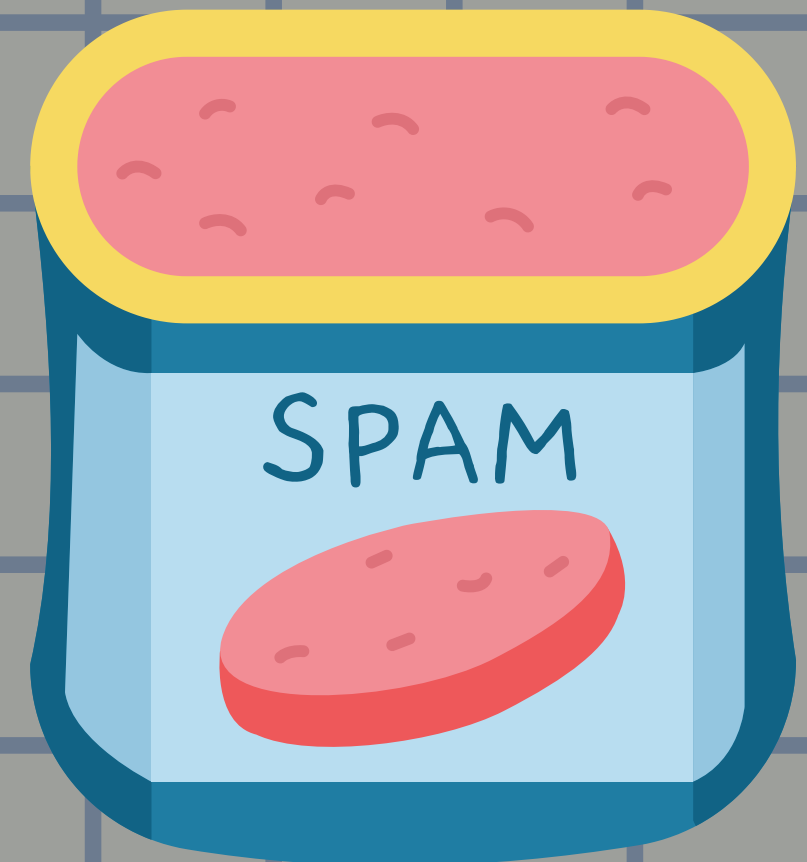
Activity: Bulk delete/archive right now

Spam & Phishing

▶ Red flags:

- Urgent threats ("Your account will close!")
- Bad spelling/grammar
- Unknown or strange sender addresses
- Links that don't match the real site

✓ Always mark as Spam/Junk, not just delete.



Spam & Phishing



What to do:

- Always mark as Spam/Junk, not just delete
- Never click links or download attachments if unsure
- Double-check sender email before responding
- If it looks suspicious, delete it safely

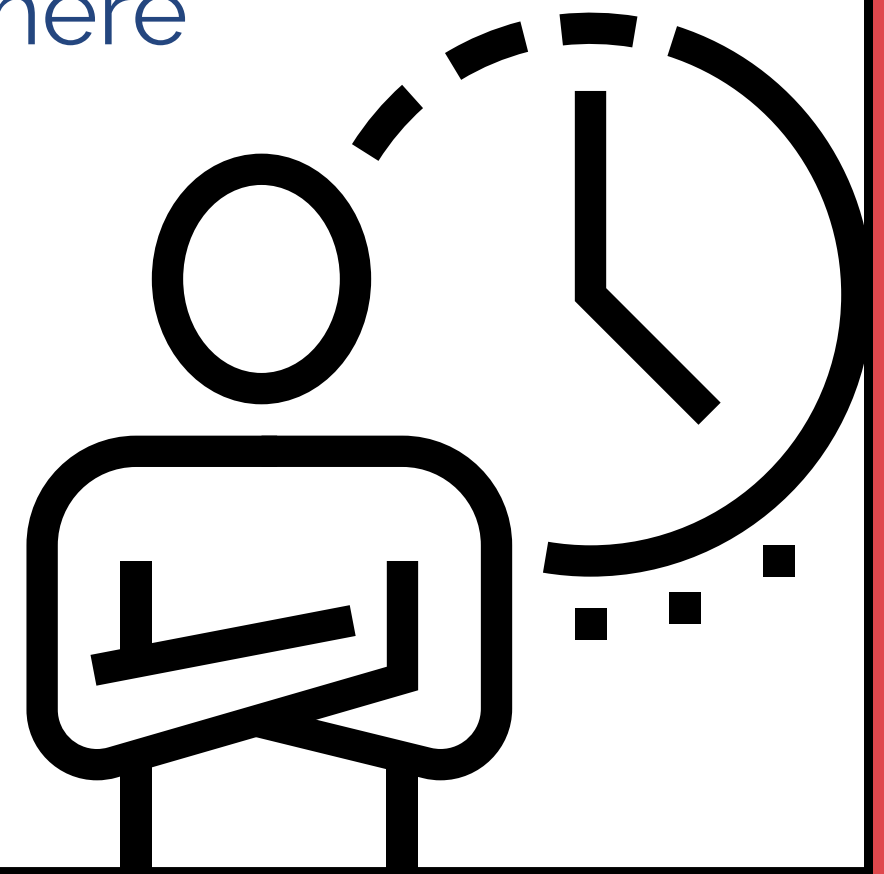
Activity: Open your Spam folder. Find 1 example of a phishing/scam attempt. Discuss why it looks unsafe.



Tip: Waiting Response Folder

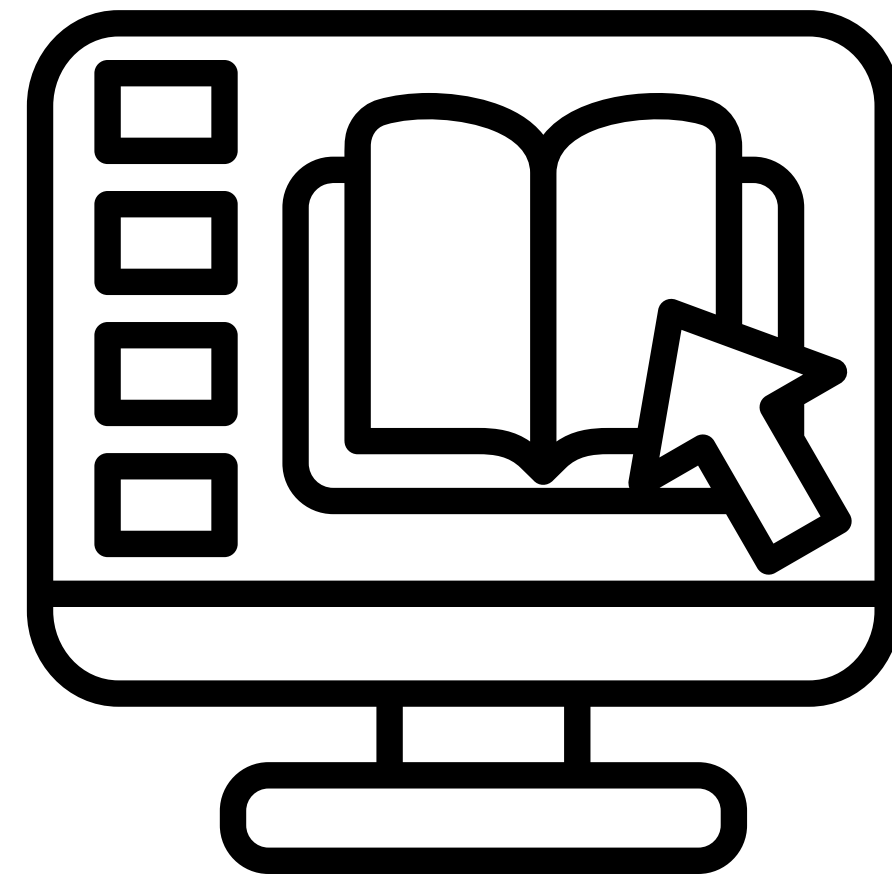
- Move a copy of every “important sent email” here
- Easy tracker: what you’re waiting for
- Clear it when the reply arrives

Activity: Move 2 emails you’re waiting on.



Resources

- Gmail & Outlook guides
- Tools: Clean Email, Unroll.me
- Codeforce.us for more help
- Your quick reference sheets in folder



Thank You & Q&A



Achieve Inbox Zen

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Questions?