



# LeanMail Quick-Start Guide

## INBOX480 Buttons

**Thumbs-up:**  
Marks emails as Essential

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

**Thumbs-down:**  
Marks emails as Junk or Spam

**Reading Rack:** To store newsletters and other subscriptions

**Inbox480:** Folder containing non-essential emails

**Confirm button:**  
Confirm 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

Personal or things to do at home

More options

Move forward

Reply: Complete

Read later

InstantThanks button

Categories button

RapidReplies

Printscreen button (customer service) / for sending SnowMail and Help

Collapse all groups button

**All view:** Shows all the emails in your inbox

LeanMail

Prioritize (4)

Plan (0)

Today (0)

All (4)

InstantArchive button / Click to file

**Today view:** Shows emails due today

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

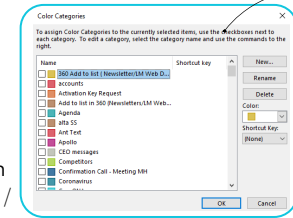
**Normal priority:** For emails that require action

**Delete button:** Same as functionally delete from your keyboard

**Prioritize view:** Shows emails needing prioritization

**High priority:** For emails that require action and are very important

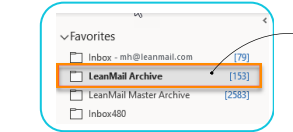
## Categories



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. If the notes option is activated.



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

### 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 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.

### LeanMail Prioritize

1. Select the **Prioritize view**.
2. Starting at the top of your inbox, assign a priority, **High**, **Normal**, **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.
3. The view will switch to the **Plan view** once completed.
4. Continue processing your email in the Plan view.

### 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 your 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.

### LeanMail InstantArchive

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 category, then Enter.
4. Enter a note (a unique identifier of 1 to 4 or 5 words), then click OK.