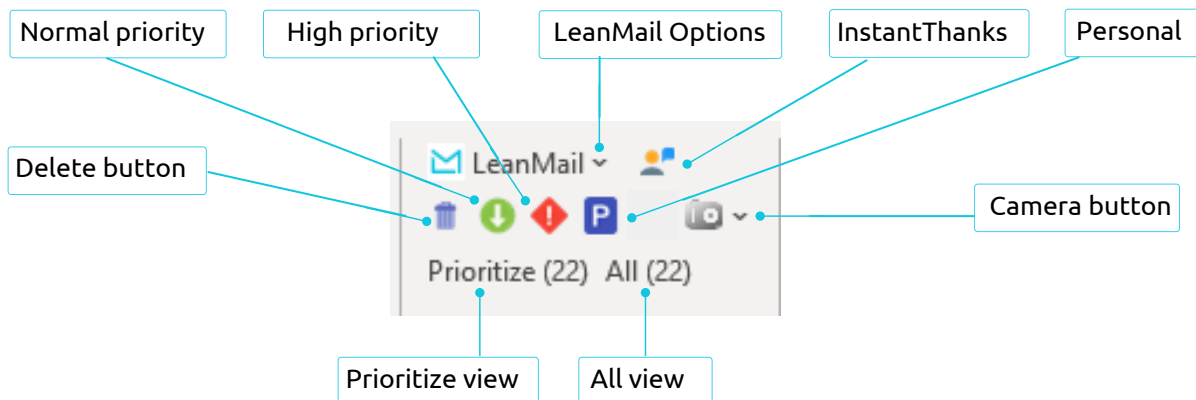







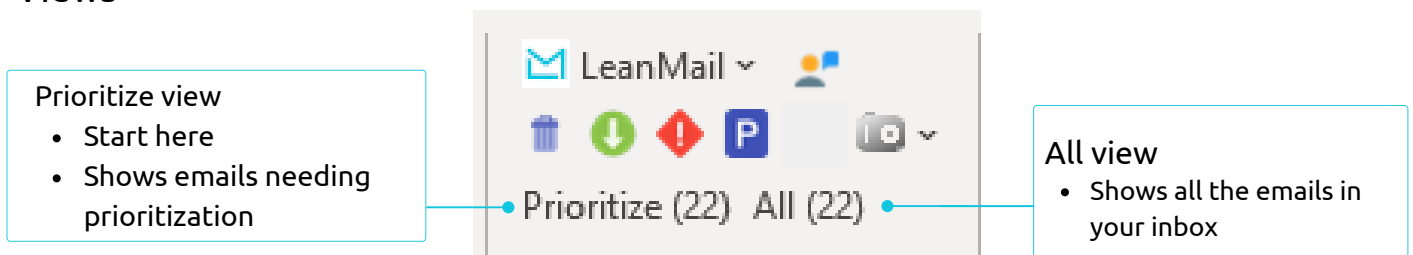
## Prioritize Toolbar



## Prioritize Buttons

	<b>Delete</b> - Same as functionality delete from your keyboard
	<b>Normal priority</b> - For emails that need action
	<b>High priority</b> - For emails that need action and very important
	<b>Personal</b> - Personal or things to do at home
	<b>Camera button</b> - Snowmail, print screen and help

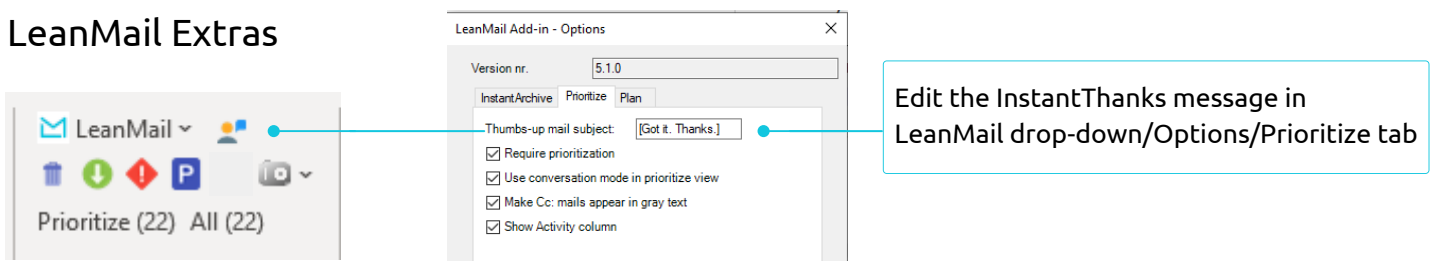
## Views



The diagram shows the Prioritize and All views with the following callouts:

- Prioritize view**
  - Start here
  - Shows emails needing prioritization
- All view**
  - Shows all the emails in your inbox

## LeanMail Extras



The diagram shows the LeanMail Extras options window with the following callouts:

- Edit the InstantThanks message in LeanMail drop-down/Options/Prioritize tab

## How to Prioritize

1. Select the **Prioritize view**.
2. Starting at the top of your inbox, assign a priority, (High, Normal), delete, or archive each email until all emails have been processed. The view will switch to the **All view** once this has been completed.
3. Work according to your priorities from the **All view**.