

IM Month 2021: Declutter Challenge



Challenge 3: Personal Emails

April 6



Declutter Challenge – Personal Emails

Personal emails can clutter up our email. Email messages from family/friends/colleagues confirming lunch plans, car pool changes or who will be picking up the kids are just some examples of emails that can be routinely deleted.

Sort your Inbox by From and Sent Items by To to easily find and remove these messages.

If you have emails that are personal that you wish to keep consider these options:

- forward them to your personal email account and then remove them from your work email; or
- create a folder and label it Personal and ensure all messages are placed in this folder noting that a regular review to clean-up information no longer needed is still required.

If the person you are communicating with also happens to have a government-issued email address consider using Skype for Business where possible to send these types of messages

Remember it is best practice to not use your government-issued email for personal use.

Resources:

[Directive - Acceptable Use of the Government Network and/or Government Information Technology Assets](#)