A project by

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GUIDE 1

CLEAN UP YOUR EMAILS

NB: Before starting your CleanUp, you will need to have the **Quantitative Grid** within reach.

There, you will have to remember to **mark the number of deleted items** (e.g., 50 emails) and the **deleted memory volume** (e.g., 50 megabytes), this last step is the subtraction between the memory before and after deleting the data.

Without this information it won't be possible to calculate your positive impact.

1. UNDERSTAND

Understand the impact of emails

Did you know?

What do you think is the average distance an e-mail travel?
15,000 km!

- 306.4 billion emails are sent every day worldwide in 2020. Source

- **An email emits an average of 10 g of CO2**, the same carbon footprint as a plastic bag and an energy-efficient light bulb turned on for 3 hours. Source An email with lots of text and a large attachment can release up to 50g of CO2. Source

- What percentage of emails do you think are never opened? 60%! Source
- A person receives an average of 936 newsletters per year, or **9.36 kg of CO2 per year**. Source

- **Spam,** even if you don't open it, emits 0.3 g of CO2. Source

- Nearly 62 trillion spam messages are sent each year, which has a footprint equivalent to the annual emissions of 3.1 million cars. Source

The impact of sending an email depends on:

➔ On the weight of the accessories;

➔ On the retention time;

➔ On the number of recipients. Source

Measure your impact

To measure the current size of your inbox, find the information in your *"Settings"*, via your computer. Remember this well to be able to measure the impact of your cleanse and be able to share your effort later. The path varies depending on the mailboxes you use, but usually you can find this data in the parameters. Whether you use Gmail, Outlook, Lotus Notes, Lilo, Orange, Free or Thunderbird, you can find this information in just a few clicks.

Some examples on the following pages**.**

Outlook

On web mode:

- Click on the scroll wheel in the upper right corner, then on "*Show all settings. Outlook*", located at the bottom right

- In Settings, click on "*General*" > "*Storage*".
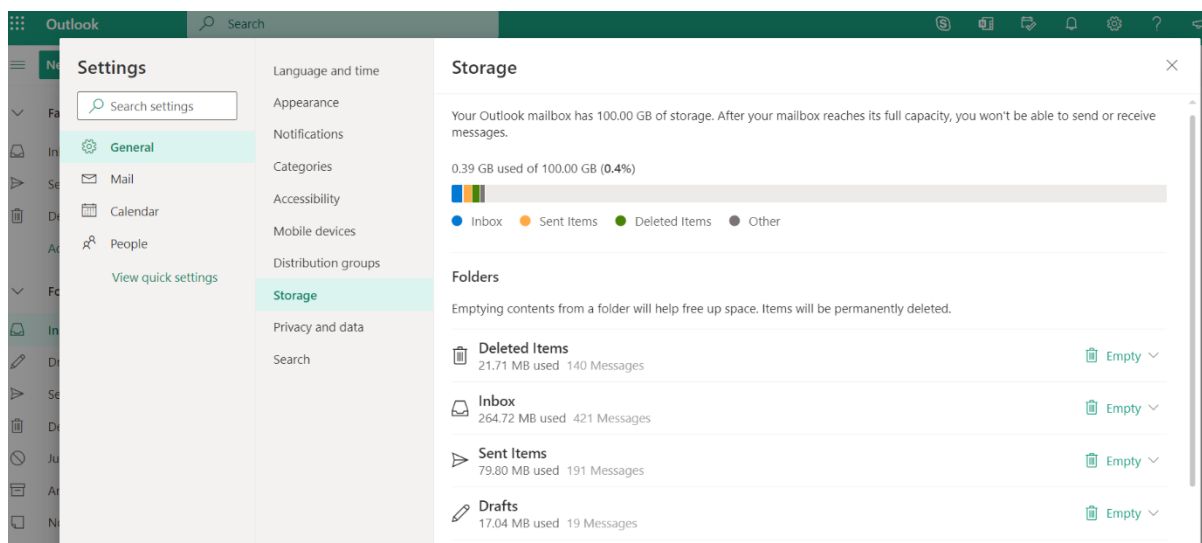
On the app mode:

- Click on "*File*", and after "*Tools*", the memory used is displayed,
- By expanding the tool list and clicking on "*Clean mailbox*", then "*View mailbox size*", you get the detail you want.
- You can also point to a mail folder and by "*right click*" / "*Properties*" to get the weight.
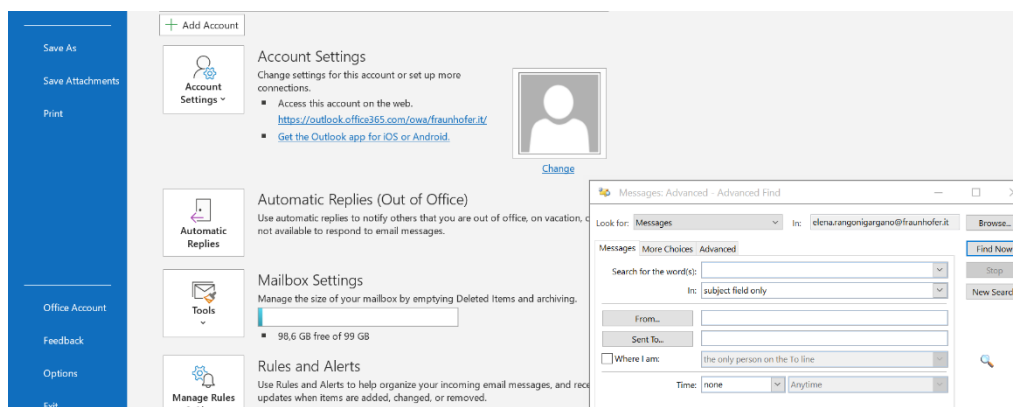
Gmail

- Click on your profile picture in the upper right-hand corner and then on "*Manage your account*".
- Go to the "*Storage space associated with your account*" section, then click on the "*Manage Storage Space*" link. If a graph appears showing you the "*Total storage*", below the graph, click on the "*Show Details*" link.
- Please note: Storage space usage is also displayed at the bottom of the Gmail screen:
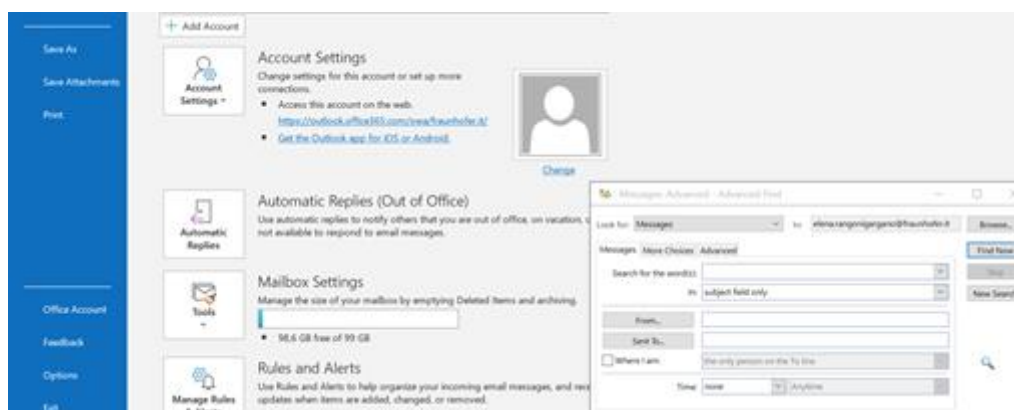
Now that you know the weight of your files, **you are ready to take action**!

2. TAKE ACTION

### Clean your mailbox: step by step

#1 Sort your e-mails

Use the filters available by clicking on the down arrow to the right of your search bar, located at the top of your inbox.

You can sort them by:

- Date: to delete the oldest messages;

- Size: to identify emails that take up the most space in your inbox;

- Sender's name or subject: to identify similar emails, the "FYI" or those that contain only "OK" or "Thank you".

Example:

On **Outlook**
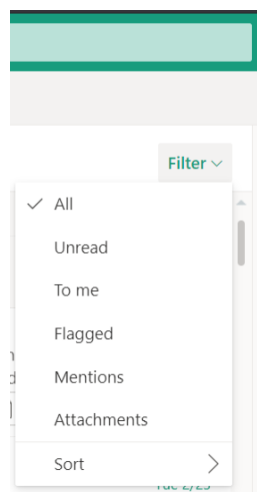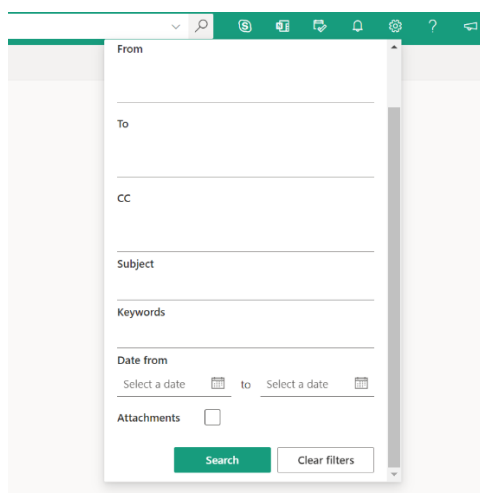
OR by clicking on "*Filter*" then "*Order*" then on the criterion of your choice.

#2 Delete filtered messages and clean up conversations

Once filtered, select the messages you want to delete and click on simply delete. In the case of long conversations, to limit the storage of redundant messages, remember to select the most recent message and delete the old ones. If you use your e-mail locally, clean up duplicates related to synchronization.

For **Outlook** locally, go to "*File*" > "*Tools*" > "*Clean mailbox*" > "*Delete*" under "*Delete all other versions of items in your mailbox*".

#3 Calendar cleaning

As with e-mail, it is possible to filter the calendar events attached to your inbox and delete them. On the left, you will also find the list of shared calendars or diaries. Select the ones you no longer need and delete them.

On **Outlook**, moving the mouse to the right of the calendar title, three dots appear: click on them. In the drop-down menu click on "*Delete*".

On **Gmail**, moving the mouse to the right of the calendar title, three dots appear: click on them. Click on "*Settings*" then scroll down to the bottom of the page and click on "*Unsubscribe*" on the "*Delete Calendar*" section.

#4 Restrict receiving unwanted e-mail

Have you subscribed to newsletters, but you don't read them anymore? Unsubscribe!

At the bottom of each newsletter, you will find an "*Unsubscribe*" bottom or link, written in lowercase. Pay attention to the page you will be redirected to, because sometimes you need to fill out a form to truly unsubscribe.

If you identify unwanted senders, you can block them.

On **Outlook**, go to "*Settings*" > "*Mail*" > "*Junk*" > "*Add*".

On **Gmail**, go to "*Settings*" > "*Filters and blocked addresses*".

#5 Automate the emptying of your trash

You just deleted a lot of e-mail and they were put into the trash. It can be emptied manually by right-clicking on the "*Trash*" tab > "*Empty the garbage*".

You can also automate this operation:
On **Outlook**, go to "*Settings*" > "*Mail*" > "*Mail management*". In the category "*Message options*" > tick the box "*Empty the Delete Items folder*".
On **Gmail**, the trash or spam is deleted after 30 days.

Checklist

- Sort the incoming e-mails
- Delete archived and sent messages
- Clear the conversation history
- Clear the synchronisation problem
- Clear the calendar
- Unsubscirbe from unread newsletters
- Block unwanted e-mail senders
- Empty the trash and automate its cleaning

Well done!
You have cleaned up your e-mail!

Again, go back to your metrics to measure your impact.

3. GO FURTHER

Now that you have done the cleaning of your e-mail, would you like it to stay clean all year round? Here are some tips to help you better manage them.

- o **Write light e-mails**.

- o Favor the instant messaging apps.

- o **Use RSS feeds** instead of newsletters.

- o **Adopt the Inbox Zero method**:
    - Delete messages that do not require any action on your part and are not worth keeping;
    - Immediately reply to messages that do not require any work from you and whose response takes no more than 2 minutes;
    - Do what you can do at the moment;
    - Archive or postpone messages that take longer and additional information.

4. SOURCES

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