

Good Email Usage Habits

For Improved Efficiency, Security, and Space Management

Purpose of This Guide

This document outlines recommended practices for responsible email usage. Adhering to these habits will help:

- Save mailbox and server space
 - Improve system performance
 - Minimize risk of email blacklisting
 - Reduce exposure to phishing and malicious attacks
-

1. Clean Up Your Mailbox Regularly

- **Delete Unnecessary Emails:** Remove outdated or irrelevant emails from all folders — Inbox, Sent, Drafts, and Trash.
 - **Review the Sent Folder:** Old sent emails, especially those with large attachments, take up significant space and should be deleted if no longer needed.
 - **Empty the Trash & Spam Folders:** These still consume storage until permanently deleted.
 - **Unsubscribe from Unused Lists:** Avoid accumulating unneeded messages from newsletters and promotions.
-

2. Use Offline Archiving (e.g., MailStore Home)

- **Archive Old Emails Using MailStore Home:** MailStore Home is a free tool that lets you back up and search your email archives locally.
 - **Reduce Online Mailbox Size:** After backing up older emails, you can safely delete them from the server to save space.
 - **Searchable and Accessible:** Archived emails are easy to search and retrieve even when offline.
-

3. Manage Attachments Wisely

- **Avoid Sending Large Files via Email:** Use cloud links instead (e.g., Google Drive, OneDrive).
 - **Delete Old Emails with Large Attachments:** These take up substantial space, especially in the Sent folder.
 - **Use File Compression:** Compress large documents before attaching.
-

4. Prevent Blacklisting & Maintain Reputation

- **Do Not Send Mass or Spam-like Emails:** This may get your domain blacklisted.
 - **Write Clear Subject Lines:** Avoid clickbait and vague phrases.
 - **Include Contact Info in Signatures:** Helps verify legitimacy and improves trust.
-

5. Protect Yourself from Phishing

- **Avoid Clicking Suspicious Links:** Hover over links to verify them.
 - **Report Phishing Attempts:** Use your mail client's "Report" function or notify IT.
 - **Enable Multi-Factor Authentication (MFA):** Adds security to your account.
-

6. Follow Company Email Usage Policies

- **Keep Work and Personal Emails Separate:** This reduces security risk and clutter.
 - **Avoid Forwarding Chain Emails:** These contribute to unnecessary traffic and can be harmful.
-

Summary Checklist

Habit	Benefit
Delete old and unwanted emails	Frees up storage
Clear Sent folder with large attachments	Reduces clutter and saves space
Use MailStore Home for backups	Keeps mailbox light and accessible
Use cloud services for attachments	Improves delivery and saves space
Avoid mass email behavior	Prevents blacklisting
Be cautious of links	Prevents phishing
Follow email policy	Ensures compliance

