

From: dopmannouncement
Sent: Thursday, September 27, 2018 12:39 PM
To: DOPM All Users
Subject: Computer Tip of the Week -- "Reply & Delete"

Reply & Delete

Brought to you by
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- DOPM HelpDesk Triage and
Computer Tech in MT-403



SITUATION:

Once I reply to an email I want an easy way to get it out of my inbox.

SOLUTION:

This 1-minute video shows how to do a "Reply & Delete" the original message at the same time:
<https://www.youtube.com/watch?v=uh2kbhcLd54>

You can also easily:

- customize that to something like
[Reply & Move to my "I-have-now-replied-to-this" folder]
(or to whatever folder)
- create a "Quick Step" Shortcut (like Ctrl+Shift+1) to do it.

I've experimented and it works great.

A longer video and more details and other options if interested:

<https://www.youtube.com/watch?v=dmnjg6LRRaA>

Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?

Let us know at dopmHelp@uabmc.edu

To see an archive of past Tips of the Week: <http://www.uab.edu/medicine/dopm/help/totw>