

Digital Cleanup of the e-mail inbox



1. Clean out your email inbox

- Delete messages from the "sent" or "sent items" folder
- Empty your digital trash
- Delete messages in your inbox that you no longer need.
- Pay special attention to emails with large data attachments, as these have up to five times the environmental impact.

Climate fact:
Only about one in three
newsletters is opened in
Germany

2. Manage your subscriptions

- Unsubscribe from newsletters, that you don't read



3. Set reminder dates

- Schedule fixed e-mail times, e.g., every 14 days or every month, that you use to clean up your inbox
- A folder system can be helpful:
 - unprocessed e-mails
 - processed e-mails that are still to be kept. These can be archived offline and then no longer need to be permanently provided by a server.



Tip:
Instructions for
archiving e-mails can
be found on the data
center's pages [here](#).