

Tech Talk

ONE CLICK FIX

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Cleaning Up Gmail Inbox

Filter the emails you want to get rid of.

- In my case, I wanted all of the unread ones since I knew they were junk.
- In the top search bar, search for "label:unread" (hit enter) and select all emails on the page

A popup bar appears above the emails (in between the emails and the icon row) that says "all 50 conversations on this page are selected"

- Select all conversations that match this search

A popup will appear that says "confirm bulk action" and hit yes. Done!

you can sort them a ton of different ways,. For example, to delete all large emails, search for "size:25M" or to delete old emails, search for "older_than:3y"

Apps to help you clean up:

DeleteMe is a legitimate data removal service that helps users remove their personally identifiable information from over 750 data broker websites across the internet.[1][2] The service automates the process of finding and requesting the removal of your personal data, such as your name, email addresses, phone numbers, and home addresses. While DeleteMe cannot directly remove search engine results, by removing your data from data brokers, it can indirectly reduce your online presence and visibility.

Unroll.me is an app that helps unsubscribe you from unwanted email subscriptions and automatically trashes future emails from those senders.

Google Photos provides free, unlimited storage for photos and videos, and allows you to easily search and organize your photo library.

Importance of Cleaning Up

Boosts productivity - Digital clutter can make it harder to find files and information, wasting time and reducing efficiency. Decluttering helps you spend less time searching and more time working. Reduces stress and improves focus - A cluttered digital environment can be mentally draining and make it harder to concentrate. Decluttering creates a calmer, more organized digital space. Enhances security - The more digital data and unused apps/accounts you have, the greater the cybersecurity risks. Decluttering reduces your attack surface



Amy's Corner: Where to start cleaning up:

Decluttering your digital life can have a significant impact on your productivity, focus, and overall well-being.

Start by organizing your computer's files and folders, deleting unused apps and documents, and clearing out your email inbox.

Consider unsubscribing from newsletters and mailing lists you no longer find valuable. Review your social media accounts and remove connections or content that no longer serve you.

Finally, establish a regular backup routine to protect your important data. By taking these steps, you can create a more streamlined and efficient digital environment, allowing you to better navigate the online world and focus on what truly matters.



ONECLICKFIX



*Cleaning up your
digital life can simplify
yours.*

WE DO ONSITES OR REMOTES 24 / 7/365

We're there when you need us - onsite or by remote - highly skilled, friendly service that gets it done. We take care of your servers, desktops, laptops, network, internet, and more. Addressing small problems before they become issues. And if your internet goes down, we address it immediately.



ENTERPRISE CIO SERVICES

Have an issue? Let us know, instantly, through our email ticketing system or helpdesk phone. We can also receive alerts regarding your various systems in real time. Not only can you treat us just like an internal IT department, but we can act as your CIO. We provide vision and oversight for your IT - making sure you're using it as a competitive advantage, ensuring your projects stay on budget, and helping you become compliant with industry regulations.



CYBER SECURITY CAN SAVE YOU \$\$\$

Cyber security controls don't have to be expensive, and they can actually save you money. When we implement security controls, not only is your data safer, but so are your employees' actions. Having proper controls can help prevent a breach, which shuts most businesses down as they cannot pay the fines or cannot recover from the client-trust impact. Additionally, security controls can lower cyber security insurance costs!

