

Emails, Deadlines, Productivity

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Terms

- IMAP (preferred)
- POP
- SMTP
- Ports

Applications

- Mozilla Thunderbird
- Microsoft Office Outlook
- Mozilla Firefox
- Google Chrome

Linux

```
sudo apt-get install thunderbird  
sudo yum install thunderbird  
sudo pacman -S thunderbird
```

Rest

<https://www.mozilla.org/de/thunderbird/>

All

Install Lightning addon

Add email address

Add @inf email address

Filter basics

- client-side
 - must be repeated on each client
 - useful for (additional) junk filter
- server-side
 - setup once, use on each client
 - preferred way

Webmail

- 1 Open browser
- 2 Navigate to <https://webmail.informatik.uni-hamburg.de>
- 3 Login with @inf credentials
- 4 Navigate to “Ordner”
- 5 Create one folder for each mailing list (e.g. mafia@inf, stud@inf, bacc@inf, fs-inf@inf)
- 6 Navigate to “Filter”
- 7 Create one rule for each mailing list
- 8 Repeat above steps whenever you join a new mailing list

Thunderbird

- 1 Click on header of mail account
- 2 Click on “Manage message filters”
- 3 Create the filters you want

Basics

- CALDav
- iCal
- Calendars are extremely useful

Mafiasi calendars

- KBS¹
- Fachschaft²
- Spieleabend³

¹<https://sogo.mafiasi.de/SOGo/dav/mafiasi/Calendar/51B8-5425D480-5-7ED00B00/>

²<https://sogo.mafiasi.de/SOGo/dav/mafiasi/Calendar/51B8-5425D400-3-7ED00B00/>

³<https://sogo.mafiasi.de/SOGo/dav/mafiasi/Calendar/51B8-5425D380-1-7ED00B00/>

Lightning

- Thunderbird addon
- understands CALDav
- tasks
- events (invite others)

Thunderbird

- text-only mails
- begin answer below quote
- don't show alert if new message
- don't play sound if new message
- check for missing attachment
- automatically add outgoing mails to my "Collected Addresses"
- tell sites you don't want to be tracked
- mark messages marked as junk as read
- enable adaptive junk filter logging
- move junk messages to "Junk" folder
- don't mark messages automatically as read
- don't only show display name for people in your address book

Workflow

- 1 have mail client open all the time
- 2 don't look at it all the time
- 3 whenever you have time, look at it
- 4 scan new/unread mails (info mails, action mails and general mails, personal mails)
- 5 answer all action mails that require less than 5 minutes time
- 6 once answered, mark them as read
- 7 leave mails, you still have to respond to, marked as unread

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- 1 use a mail client (Thunderbird)
- 2 use a local calendar (e.g. Lightning addon for Thunderbird)
- 3 read your mails at least daily (part of workflow)
- 4 be productive
- 5 be better

Contact

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