



The E-mail Sanity Expert's[®]



YouTube Viewing Guide



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Randy Dean

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Use this guide to view and learn from my favorite YouTube productivity videos for my course attendees and followers.

Outlook Videos:

Converting e-mails to task, calendar, contacts: <https://youtu.be/YMhkNcBt9k4>

Signatures, Drafts & Quick Parts: Automate! <https://youtu.be/zOOGIXMt7xg>

Get to Your Folders Faster in Outlook, Windows, and Even Gmail: <https://youtu.be/Fujr1B21pHI>

My Favorite "Right-Click" E-mail Options: <https://youtu.be/BJaNieVTOWw>

My Favorite Task View in Outlook: Today's Tasks https://youtu.be/Vbqtd_NQ9FA

New Changes in Outlook Search: <https://youtu.be/DYcDTOf781M>

Gmail/Google Videos:

Converting Gmails into G Task, Calendar, & Contacts: <https://youtu.be/ijlKr8D4Bjq>

Gmail Templates to Automate Message Responses: <https://youtu.be/I9NtJFdHKrg>

Gmail Tips: 3 Favorites: <https://youtu.be/5Y4cxK4ap-Y>

A New Change to Gmail Settings: <https://youtu.be/Dpb2XslcxR0>

A Useful Chrome Add-on: Google Shortcuts: <https://youtu.be/TPc-sOmwel8>

E-mail Strategy/Tip Videos/Vlogs:

BRAND NEW: 60-min Taming E-mail Interview: <https://youtu.be/leeXwkRyFT0>

How we manage e-mail, projects & tasks "backwards": <https://youtu.be/THtjMGAV9ko>

Three philosophies for e-mail folder design: <https://youtu.be/ErAw1ZUYXS4>

Cleaning up a MESSY inbox! <https://youtu.be/yEyxLPSq6q8>

Using "Delayed Send" in Outlook/Gmail: <https://youtu.be/3YT-caFXNwM>

The Compelling Case for Shorter E-mails: <https://youtu.be/vRYYkjqKbsA>

OneNote, OneDrive, Office Lens (NEW!)

My Favorite OneNote Tips and Strategies: <https://youtu.be/m4OwLOGPYag>

OneDrive, OneDrive Live, and Office Lens: <https://youtu.be/M2Avj7AU-1A>

Continued on next page ...

NEWEST VIDEO:

[Creating a Group Distribution \(E-mail List in Microsoft Outlook and/or Gmail\)](#)

Zoom & GoToMeeting/Webinar Tips

GoToMeeting/GoToWebinar tips: <https://youtu.be/-Psr4ObS7Vc>

Favorite Zoom Videoconferencing Tips: <https://youtu.be/UBAzKSxG5eo>

Using Blank Wall as Zoom Green Screen: <https://youtu.be/69ZqRsM7YXk>

Zoom White Board/Interactive Brainstorm: <https://youtu.be/rkNqVCQ6N9Q>

Other Strategy/Tip Videos/Vlogs:

Super Simple Tip for Reducing Start-of-Day Distraction (by adjusting settings in Outlook & Google/Gmail): <https://youtu.be/oCsDDIQodD4>

Office/Desk Clutter Clean-up Recommended Process: <https://youtu.be/ez-v5nILB9Q>

Two Suggested Meetings to Make Your Teams and Meetings Both Work Better! <https://youtu.be/zyGZBto7LMs>

Adjusting Windows Settings for “Tired Eyes”: <https://youtu.be/wssqb1HGp6I>

Just for Fun:

Yellowstone National Park: My Personal Top Ten (This is actually my most viewed video on my channel!): <https://youtu.be/0K2W7ryn3C0>

My 14 Minute Demo Video: Live Showcase Event: <https://youtu.be/Csu1qjNRedI>

Four Beach Trip “Life Hacks” (this was fun): https://youtu.be/-ZE_2RlrRfl

One of my very first YouTube videos: How the “Totally Obsessed” Time Management Guy Does His Leaves Each Fall: <https://youtu.be/8Qn04PBtKfl>

More?

Yes, I’ll be making a LOT more videos in coming years. I’m planning to add more videos on 365 tools & tips, Google Suite tools, more Vlogs (video blog posts), as well as redoing some of my more popular but older tech videos for Outlook and Gmail.

If you would like to get first access to these videos when they are posted, you have three easy options:

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3. [Link up on LinkedIn](#): I post my new e-news and videos to LinkedIn regularly.
4. Join my free monthly E-news: [Click this link to send me an e-mail](#) – put Subscribe in the subject line – you’ll get one tip, one app, and one “life hack” per month!



Remember, I also have an [e-Learning Channel](#) with full-length training programs for a fee. If you want to build deep expertise, I recommend you look at the options available [here](#).

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