Microsoft Teams to reduce Email Clutter

Does your business send too many emails? Email overload is a common problem in many offices.

Inboxes get filled with duplicate content from email reply-all chains, and finding out the Important emails from the spam can drain the productivity. Email has gone from an effective form of communication in its earlier days, to now being cumbersome and time-consuming. The Microsoft Teams will reduce the email inefficiency. Check out the ways to minimize the email clutter. For Microsoft Teams Adoption, contact TechnomaX, the Microsoft Gold Partner in Dubai, UAE.

TEAMS

HELPS REDUCE

E-MAIL

WAYS TO MINIMIZE EMAIL CLUTTER

Teams	E-mail
Teams gives a group email id. forward the discussion to this id & carry out the discussion as chat	Reduces unnecessary reply all communication
Share content (word, ppt, excel etc) and discuss in teams	An area where email communication is not required at all.
Set your work routing (Out of Office, Working from Home) in teams and notify the team	Avoid email communication to notify the same
A simple	

acknowledgement is a read receipt. "Like" or with "read receipt" enabled, acknowledgement is simple

Avoid waiting for read receipt

Followup alerts/notifications/ ticketing system in Teams. MS Flow can direct to teams

Clean inbox for messages and reduce clutter

A simple ok, like, yes, no - one word replies with emoji's Teams

Proper replies & a neat inbox