**Email Management Policies and Procedures**

# Policies

* Barrington Cafe employees and personnel will only use the provided Gmail account when sending official digital communications to fellow employees, clients, and other internal and external stakeholders.
* Emails with attachments will only be limited to files that are relevant to Barrington Cafe.
* Attachments must not exceed the file size limit set by Gmail.
* Email with attachments must always include a brief description of the file/s attached in the body of the email.
* All employees must confirm they received emails by responding to the email, unless it is a general workplace email blast, which does not require a response.
* Issues or concerns brought up over email are considered official documentation and may serve as evidence if needed when resolving the issue.
* Emails that can be archived can be any email that has already been resolved.
  + Note: Resolving emails will be done through providing an appropriate response to each email.
* All unimportant emails or emails with outdated information may be deleted.
* Unimportant emails (which include spam emails) may be permanently deleted.

# Procedures

1. Storing Emails with Attachments:
   * Login to Gmail account
   * Select Compose
   * Write recipient/s of the email
   * Write the subject of the email
   * Write the necessary details
   * Attach file/s
   * Send email to relevant receipt
2. Emptying Inboxes:
   * Login to Gmail account
   * Select an inbox (Primary, Social, Promotions, etc.)
   * Select emails to be deleted
   * Click Delete
3. Archiving Inboxes:
   * Login to Gmail account
   * Select emails to be archived
   * Click Archive
4. Permanently Deleting Emails:
   * Login to Gmail account
   * Select emails to be deleted
   * Click Delete
   * Go to Trash
   * Select emails to be deleted
   * Click Delete