



# The E-mail Sanity Expert's<sup>®</sup> 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/zOOGIXMt7xq>

*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 Outlook Calendar Views/Hacks/Tips:* <https://youtu.be/EF5WEALORvc>

*My Favorite Task View in Outlook: Today's Tasks* [https://youtu.be/Vbqtd\\_NQ9FA](https://youtu.be/Vbqtd_NQ9FA)

*Three Other Outlook Task Views I Use:* <https://youtu.be/j1eX4t91OAw>

*New Changes in Outlook Search:* <https://youtu.be/DYcDToF781M>

*How to Use Categories in Outlook:* [https://youtu.be/sV4pjjLZI\\_k](https://youtu.be/sV4pjjLZI_k)

## Gmail/Google Videos:

*Converting Gmails into G Task, Calendar, & Contacts:* <https://youtu.be/KtaeEzbWZh8>

*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>

*Google Tasks: A Deeper Dive for Higher Usage:* <https://youtu.be/qVuiVznLpXw>

*How I use Google Keep for Note Management:* <https://youtu.be/oQAqrWZFKjY>

*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>

*Creating a Group Distribution List – Outlook & Gmail:* <https://youtu.be/duhaxwGt96A>

*Dark side of "Unsubscribe": could make spam worse!* [https://youtu.be/9Co\\_jWsqCuk](https://youtu.be/9Co_jWsqCuk)

Continued on next page ...

## OneNote, OneDrive, Microsoft Teams, Office Lens (NEW!)

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

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

*Using Blur & Backgrounds in MS Teams:* <https://youtu.be/i343kzsvlbk>

*Setting up New Teams & Channels in Teams:* [https://youtu.be/JwtkO7\\_fgMQ](https://youtu.be/JwtkO7_fgMQ)

## Zoom & GoToMeeting/Webinar Tips

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

*Favorite Zoom Videoconferencing Tips:* <https://youtu.be/UBAzkSxG5e0>

*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>

*Smart Phone Favorite Reference Apps:* <https://youtu.be/argXROFkt-E>

*Value of Prep, Post, and Planning Lists:* <https://youtu.be/u1mzK7YfeKc>

## Just for Fun:

*Five Minutes of Random Tech Tips:* <https://youtu.be/ES1cw4KGpv4>

*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](https://youtu.be/-ZE_2RlrRfl)

## 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:

1. [Subscribe to my channel!](#) (Use the link and hit Subscribe. Recommend you also turn on the Notification bell to know when new videos get posted.)
2. [Support me on Patreon](#) (Special bonuses, content, and offers for my supporters!)
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!

*Learn about my new "microlearning" video tips on next page ...*

### FEATURED VIDEOS:

Your Computer Clipboard:  
Changing settings to use multiple items at once:

<https://youtu.be/cUkaF6MMgJw>

Brand New Video:  
Five Key Reasons for a Messy Inbox (and My Recommended Solutions!)

<https://youtu.be/Vut5ZLLqwAo>



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](#).

**Special Pricing Now due to Coronavirus!**

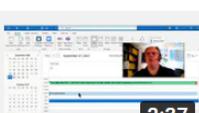
Or, review my [subscription options and bonuses for supporters through my Patreon.com account](#).

# SOMETHING NEW!

## “Microlearning” Videos

“Microlearning” is a concept in training that due to today’s “challenged” attention spans, working adults have a hard time focusing on full-length training programs. Instead, they might do better with MUCH shorter training tips that they are exposed to more frequently, but that only provide one or two tips per lesson. As such, I’m now creating a series of microlearning videos that will be posted on my YouTube channel but also added as additional bonus content to my full length, multi-part video-based e-learning programs on my e-Learning Academy: <https://randy-deans-e-learning-academy.thinkific.com/>

*Note that all of these components (videos below, full-length video training, my other YouTube video lessons on the previous pages, and related PDF handouts files and bonus files) could be added to your organization’s LMS or promoted as bonus content following a live in-person or webinar session (creating a “blended learning” experience for your team/members/attendees.)*

	<b>Microlearning New Email to Person in Inbox Using Quick Contact Info in both Outlook and Gmail</b> Randy Dean
	<b>Microlearning Video: "Code wording" E-mail Subject Lines Before Filing in Outlook for Better Search</b> Randy Dean
	<b>A New Microlearning Video: Setting Up and Using Out of Office Autoreply in Microsoft Outlook</b> Randy Dean
	<b>Next Microlearning Video: Setting up Gmail Out of Office Autoreply</b> Randy Dean
	<b>Micro Tip: Get to Your Outlook E-mail Folders Faster! (When you have opened way too many!)</b> Randy Dean
	<b>Microlearning Tip (2 Min) Outlook Calendar -- How to Show Multiple Time Zones on Calendar View</b> Randy Dean
	<b>Microsoft Outlook Calendar Microlearning Video: Setting "Always on" Default Reminders for New Items</b> Randy Dean
	<b>Microlearning Video: Outlook Calendar Changing Time Slot Views (with a special "wiggiebutt" guest)</b> Randy Dean

**[This is just a sampling of the microlearning videos already created. Click here to see the full playlist on YouTube](#)**

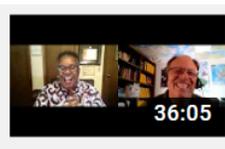
# SOMETHING ELSE NEW!

## “Espresso with the Experts”

I have been a professional speaker and trainer now for 17+ years. In that time, I've met other speakers, experts, and authors that also have outstanding content and delivery. This year, I decided to showcase some of these wonderful resources in a new podcast series, “Espresso with the Experts”. *NOTE: If you know of someone that would make a great guest on my series, please [send me an e-mail](#) so I can learn a bit more about them.*



A New Feature Podcast: Espresso with the Experts featuring Laurie Guest CSP -- Customer Service Guru  
Randy Dean



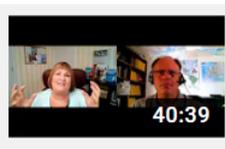
Bernadette Johnson Espresso with Experts: Leaders Make a Difference by BEing the Difference  
Randy Dean



John Kennedy Espresso w/ The Experts: "If Better is Possible, Good Isn't Enough."  
Randy Dean



Jeff Tobe Espresso w Experts: "Coloring Outside the Lines" from Cust. Service to Customer Experience  
Randy Dean



Dr. Sherene McHenry: The People IQ Expert(R) -- Espresso with Experts Podcast w/ Randy Dean  
Randy Dean

I will continue adding more expert interviews over time. [Bookmark the playlist here on my YouTube channel](#) to see more interviews as they are posted.

You could also [join me on LinkedIn](#) to get notifications when I post these and other new videos as well as my monthly e-newsletter, Timely Tips. (You can also subscribe by sending me an e-mail at [randy@randalldean.com](mailto:randy@randalldean.com) and putting “Subscribe” in the subject line.)

*Finally, this will be a free course on my [e-Learning Academy](#) so I can make the knowledge of these experts something my clients, course attendees, and viewers can continue to benefit from in the future.*