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5 TIPS FOR SHARED INBOX MANAGEMENT

There's an abundance of collaborative email platforms that offer a variety of functionalities and tools, but what's most important is finding the right solution that best fits your maritime shipping needs.

Read these 5 tips on how to better manage your team's shared inbox!

1. Set-Up Automatic Filters

Setting up automatic filters will help pull up important information quickly and even allow you to auto-archive emails with predefined filters. This helps keep your shared inbox clean.

2. Improve Visability

Your collaborative email software should offer tracking and audit capabilities, so you can see who opened an email, when they did it and what actions were taken. This helps keep projects on track.

3. Promote Accountability

Due to the high volume of emails in the maritime industry, projects can often get buried. By assigning tasks or to-do lists, managing shared inboxes becomes much easier and helps to promote accountability among employees.

4. Streamline Communication

The comment function allows for streamlined collaboration within your shared inbox. Teams can quickly resolve issues by just viewing comments on emails instead of searching through a long string of email threads.

5. Leverage Search Capabilities

Find emails in seconds in your shared inbox with a robust search capability. Email tools that come with boolean search functionalities allow for search across millions of emails, even from years back.

Looking to improve team communication? Talk to our team at reMARK.

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