



The E-mail Sanity Expert's® YouTube Channel Guide

RANDY
DEAN



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Randy Dean

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Randy Dean, MBA

The E-mail Sanity Expert®
<http://www.randalldean.com>
517-896-6611
Randy@Randalldean.com

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

Videos for New/Web Outlook Users

Gmail & Google Tips Next Page...

Converting E-mails to Calendar & Task Items (EASY!): <https://youtu.be/GwAjcL9rB2Y>

Creating/Editing a Contact in New/Web Outlook: <https://youtu.be/8JbhpKQXfU>

Using Your Signature Tool as an Automated Response/Template Tool:
<https://youtu.be/TcNMzT-M0I>

New/Web Outlook Home Screen layout options: https://youtu.be/4chg_ORlrUw

Set Up Your Categories (Labels!) for Clean Inbox? https://youtu.be/vPy_wQdOlGg

WATCH for MORE New/Web Outlook Videos Coming Soon – use link at left to subscribe

Videos for Classic Outlook Users:

Converting e-mails to task, calendar, contacts: <https://youtu.be/Lbcg4f68XaA>

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

Big Change to Outlook Signature Tool: https://youtu.be/bN_sGE7vOpY

Home Screen Layout Features: Inbox & Calendar: https://youtu.be/4aHk_BHO1fU

Outlook E-mail: Should the Reading Pane be open? <https://youtu.be/-E0cFbYs7o8>

Outlook's Automation Tools: Rules, QuickSteps, & Quick Access <https://youtu.be/ZnLACVvO6A8>

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

Right-Click Options & Email Rules for Peak Productivity: <https://youtu.be/0r09B-mQt0w>

New Outlook Home Screen Layout Feature: "The Peek" <https://youtu.be/Ud942Gb-dq4>

Big Recent Change to Outlook Home Screen: <https://youtu.be/hmZnmSZWDXE>

What version of Outlook are you using? <https://youtu.be/xafJslqb9ac>

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

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

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

Find Your E-mails in Outlook: Keywords, Labels, Search: <https://youtu.be/8lvrZVX402M>

How to Use Categories in Outlook: https://youtu.be/sV4pjlZL_k

Two Buttons You Need to Know in Outlook Contacts: <https://youtu.be/ZESe1os2aAc>

Microsoft Outlook as CRM? YES! (Well, maybe ...) <https://youtu.be/8tm0reXubGc>

Quick Tips for Outlook & 365 Users (From Live Session!): <https://youtu.be/sEeV69FF0t4>

NEW! Videos on Microsoft Planner:

Microsoft Planner Basics: Better Manage Your Projects, Teams, People:
<https://youtu.be/1PziW6olbQQ>

Microsoft Planner Part 2: Ideas for Supervisors and Projects with Stages:
<https://youtu.be/f5UpvtAiOfo>

FEATURED

Gmail/Google videos:

A New Full-Page Task View in Google Calendar:
<https://youtu.be/gvkBKhtjZd4>

Three Newer Features in Gmail/Google Settings:
<https://youtu.be/gYRJWEMVuMU>

USEFUL Setting in Gmail for Auto-Creation of New Contacts:
<https://youtu.be/La mtflQ5yfY>

Super Simple File/Folder Naming Tip to Save TIME! (Works in Outlook, Gmail, Drive, & More)
https://youtu.be/Ou nNB-aMBv4?si=Dt_XTYllrt SQPD4Z

NEW VIDEO!

“Seamless” Start-of-Day & “Throughout the Day” Productivity (19:27)

[Click Here](#)

Videos for Gmail/Google Workspace Users:

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

Gmail: Are the Folders and Labels the Same Thing? https://youtu.be/B0E_XvM1AE4

Gamebreaker Change to Gmail Signatures! <https://youtu.be/eW5ehKSNQ7w>

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

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

Gmail Search & Filter Tips: <https://youtu.be/UO013W4pknQ>

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

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

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

A Useful Chrome Add-on: Google Shortcuts: <https://youtu.be/TPc-sOmweI8>

“Codewording” in Gmail for easier search: https://youtu.be/ZObxcxjiS1Y?si=SfHMXJgd_Qvbs5v-

Quick Tips for Gmail & Workspace Users (From Live Session!): <https://youtu.be/sOb-Piju8Nk>

Generic E-mail Strategy/Tip Videos/Vlogs:

60-min Taming E-mail “Live @ 9” Interview: <https://youtu.be/leeXwkRyFT0>

Your First E-mail Mistake: Marking Unread, Flagging & Stars: <https://youtu.be/Q7IBzqUCnF8>

How we manage e-mail/projects/tasks “backwards”: <https://youtu.be/THtjMGAV9ko>

Master e-mail efficiency by switching to a “task” mindset: <https://youtu.be/OZWewKyQJn0>

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

5 Reasons for a Messy Inbox (and my solutions!) <https://youtu.be/Vut5ZLLqWao>

Cleaning up a MESSY inbox! <https://youtu.be/yEyxLPSg6q8>

Maybe you DON’T need to file your e-mails (only for the brave) <https://youtu.be/fqSQ7SG2XsE>

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

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

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

Dark side of “Unsubscribe”: could make spam worse! https://youtu.be/9Co_iWsgCuk

E-mail Etiquette Microlearning Series

E-mail Etiquette Video #1: K.I.S.S. (and why) https://youtu.be/BQ3xu94j_Mo

Writing Better Subject Lines AND Sending Urgent E-mail: <https://youtu.be/LqjTq2EwtmY>

The Four W’s of Effective E-mail Composition: <https://youtu.be/vUxmZhTgDNI>

The Ridiculousness of Reply All: <https://youtu.be/uX7MmN2NIXY>

Be Careful Communicating with BCC! https://youtu.be/_4GBaQbjALY

When and how to use To: CC: and BCC: (including BCC watch out!) <https://youtu.be/NqRCFQtWVYw>

What makes a lousy e-mail (and what makes a great one!) <https://youtu.be/LkkMjfiXcYq>

Smart “little white lie”: Quick Tip on Voicemail & E-mail Out of Office: <https://youtu.be/S1rZilHVEjg>

Super Short E-mail Etiquette Tip – Hit “Save” not “Send” when upset:

<https://youtube.com/shorts/iVwuxETa9Uc?feature=share>

Tricky or complex? Use attachments to get recipient to slow down:

https://youtube.com/shorts/7ejWWWmZ_as?feature=share

New!
**Taming the E-mail
 Beast REBOOT e-
 book ...**
 With integrated
 videos from my
 YouTube channel!



**Now available on
 Amazon** (free for
 Kindle Unlimited
 subscribers)

You can also get a
 complimentary copy
 by [subscribing to
 Randy's no-cost
 monthly e-news:
 Timely Tips ...](#)
 You can of course
 unsubscribe any
 time.

Tips on Other Microsoft 365 Apps Including Copilot:

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

OneNote for Less E-mail & Better Team Management? <https://youtu.be/zitFFUaNeG0>

How I used Copilot & ChatGPT for Quick Research: <https://youtu.be/nojVipcZZVo>

Two Quick AI Time Savers: Book Summaries & Perf. Appraisals? <https://youtu.be/DEoXS2FZONE>

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

Using Blur & Backgrounds in MS Teams: <https://youtu.be/i343kzzv1bk>

Setting up New Teams & Channels in Teams: https://youtu.be/JwtK07_fgMQ

PowerPoint Quick Tip for Adding Pictures/Videos Quickly: <https://youtu.be/LtJ0jBNHcw>

My Most Frequently Used Excel Tip (1 Min): Column Resizing: <https://youtu.be/kcLTh-4e1Ks>

Microsoft Data: Understanding Backups vs. Online Sync: <https://youtu.be/wr80BNUom-s>

Zoom & GoToMeeting/Webinar Tips

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

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

Ending Zoom "Control Bar" Interference: <https://youtu.be/Hun1Io2oROc>

Using Blank Wall as Zoom Green Screen: <https://youtu.be/69ZgRsM7YXk>

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

Other Strategy/Tip Videos/Vlogs:

Distracted to Productive "Highlights" From Live Recording: <https://youtu.be/SIBXmw3I2UU>

Are you making a daily "start up" mistake? <https://youtu.be/LPChjoSabnk>

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>

Overwhelming Task List? Possible "Relief Valve" Option: <https://youtu.be/2qWBZNEZqDq>

Two Suggested Meetings to Make Your Teams and Meetings Both Work Better!

<https://youtu.be/zyGZBto7LMs>

MindMaps: Fun, Somewhat Organized Brainstorm Technique:

<https://youtube.com/shorts/msCeDOq92ic?feature=share>

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>

The Apps to Make Phone a Full Remote Office: 365 & Google https://youtu.be/swPMur2P_PI

A Simple Smart Way to Get Better at AI Every Day: <https://youtube.com/shorts/FzpKhtEPGFs>

Learn more about Randy's "in-production" Mastering Microsoft Outlook & 365 10-Video learning series:

Link to 30-minute series "overview" video: <https://youtu.be/rFmF8KHMjz0>

Video Series "Pre-launch" Info Page: <http://spot.fund/MasteringMicrosoftVideoSet>



Remember, I also lead programs for companies, governmental agencies, universities, and for association clients.

I am a popular speaker at conferences, conventions, and meetings, as well as on-site and webinar training programs and workshops.

To learn more, visit my site at <https://randalldean.com>

Just for Fun:

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

Did you know this iPhone Flashlight hack? <https://youtube.com/shorts/iVwuxETa9Uc?feature=share>

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>

What I learned renting my first EV: <https://youtu.be/aQ5rbxFqEpk>

I turned a free pallet into a lawn tool organizer:
<https://youtube.com/shorts/NZIJ0HGAYf4?feature=share>

And a bike rack: <https://youtube.com/shorts/vl3NQwo9dK4?feature=share>

Dog Thoughts: Owners Return from Weekend Away:
<https://youtube.com/shorts/0BKWQHNIqE0?feature=share>

Four Beach Trip "Life Hacks" (this was fun): https://youtu.be/-ZE_2RlrRfI

Science fun with dry ice: <https://youtube.com/shorts/Op6xBf2iow8?feature=share>

DON'T do this – I put dry ice down my disposal (but it was sort of cool!):
<https://youtube.com/shorts/Pl8CrC5276A?feature=share>

When I thought I was Luke Skywalker: <https://youtube.com/shorts/uFSzk-iOnuo?feature=share>

My family laughs at my rock obsession: <https://youtube.com/shorts/3Aji-dBryio?feature=share>

Dad Joke Warning: Road Construction: https://youtube.com/shorts/R_Xvjv6ro_c?feature=share

More?

Yes, I'll be making a LOT more videos in coming years. I'm planning to add more videos on 365 tools & tips including Copilot, New & Web Outlook, Google Workspace tools including Gemini, 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 YouTube channel!](#) (Use the link and hit Subscribe. Recommend you also turn on the Notification bell to know when new videos get posted.)
2. [Link up on LinkedIn:](#) I post my new e-news and videos to LinkedIn regularly.
3. 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! **And, you'll get a complimentary copy of my Taming E-mail e-book.** You can also submit this online form: <https://randalldean.com/contact/>

Interested in my full-length programs?

I have full-length video courses available on several online Continuing Education sites – some that allow for CPE credit for accounting, finance and other professionals. I am also in the process of creating a new video series for Microsoft 365 users. This multi-video series is in production now: <http://spot.fund/MasteringMicrosoftVideoSet>

Obviously, I speak at conferences, events, company training programs, and lead live webinar programs (I have a Certified Virtual Presenter designation by eSpeakers). [Contact me for more information.](#)

And my new "Reboot" version of my former bestseller, *Taming the E-mail Beast*, is now available in e-book version on Amazon (with direct links to videos on my YouTube channel) – if you are a Kindle Unlimited subscriber, you can read for free: <https://www.amazon.com/Taming-mail-Beast-Mini-Guide-Professional-ebook/dp/BOBNK5MJL4/> (Note: I can make this e-book available as a bonus for attendees at my paid client events.)

There are a slew of "microlearning" video tips on the next page ...

SOMETHING NEW!

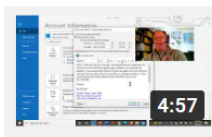
“Microlearning” and “Did You Know” Shorts Videos

“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/>

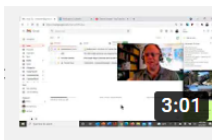
Note that all of these components (videos below, full-length video training, my other YouTube video lessons on the previous pages, and related PDF handouts files and bonus files) could be added to your organization’s LMS or promoted as bonus content following a live in-person or webinar session (creating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



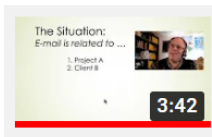
Are You Making A Daily Startup Mistake? How many of you start your day checking your e-mail?
4:11 Randy Dean



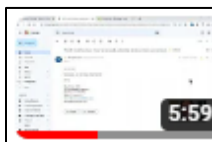
A New Microlearning Video: Setting Up and Using Out of Office Autoreply in Microsoft Outlook
4:57 Randy Dean



Microlearning New Email to Person in Inbox Using Quick Contact Info in both Outlook and Gmail
3:01 Randy Dean



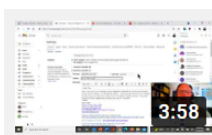
Microlearning Video: "Code wording" E-mail Subject Lines Before Filing in Outlook for Better Search
3:42 Randy Dean



#Gmail: Are the Folders and Labels the Same Thing? Yes, and it is GENIUS! (Confusion be GONE!)
5:59 Randy Dean



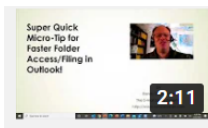
Gmail Search and Filter Tips -- Have More Confidence in Filing, Finding Your Emails, & Using Filters
7:51 Randy Dean



Next Microlearning Video: Setting up Gmail Out of Office Autoreply
3:58 Randy Dean

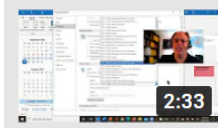


"Gamebreaker" Change to the Signature Options in Gmail: This Could Save You a TON of Time!
4:24 Randy Dean



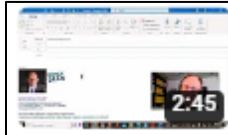
Micro Tip: Get to Your Outlook E-mail Folders Faster! (When you have opened way too many!)

Randy Dean



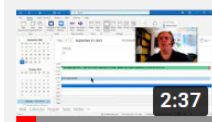
Microlearning Tip (2 Min) Outlook Calendar -- How to Show Multiple Time Zones on Calendar View

Randy Dean



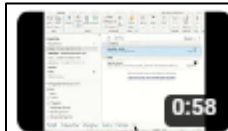
Microlearning Video: Adding BCC to Your Microsoft Outlook E-mails ... an Easy and Quick Option

Randy Dean



Microsoft Outlook Calendar Microlearning Video: Setting "Always on" Default Reminders for New Items

Randy Dean



Did You Know? A YouTube Shorts Series -- How to get Microsoft Outlook Words Instead of Icons

Randy Dean



Microlearning Video: Outlook Calendar Changing Time Slot Views (with a special "wigglybutt" guest)

Randy Dean



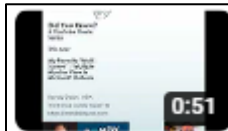
Did You Know YouTube Shorts Microsoft Excel Sheets Column Size Tip (Works on Google Sheets Too!)

Randy Dean



YouTube Shorts Did You Know Series: Favorite Google Workspace Multiple Monitors View in Chrome

Randy Dean



YouTube Shorts Did You Know Series: My Favorite Microsoft Outlook Multiple Monitors View

Randy Dean



Did You Know? A YouTube Shorts Series -- This one on the Windows "Triple Click" in Word, Email, More

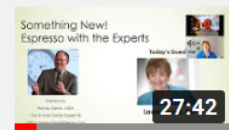
Randy Dean

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

SOMETHING ELSE NEW!

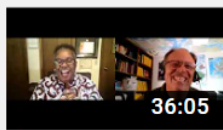
“Espresso with the Experts”

I have been a professional speaker and trainer now for 19+ 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



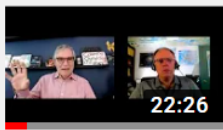
Bernadette Johnson Espresso with Experts: Leaders Make a Difference by BEing the Difference

Randy Dean



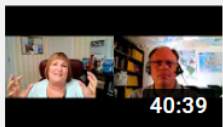
John Kennedy Espresso w/ The Experts: "If Better is Possible, Good Isn't Enough."

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 and putting “Subscribe” in the subject line.)

Thank you for your support of my work and my channel!

Please feel free to share with anyone you think could benefit from this content!