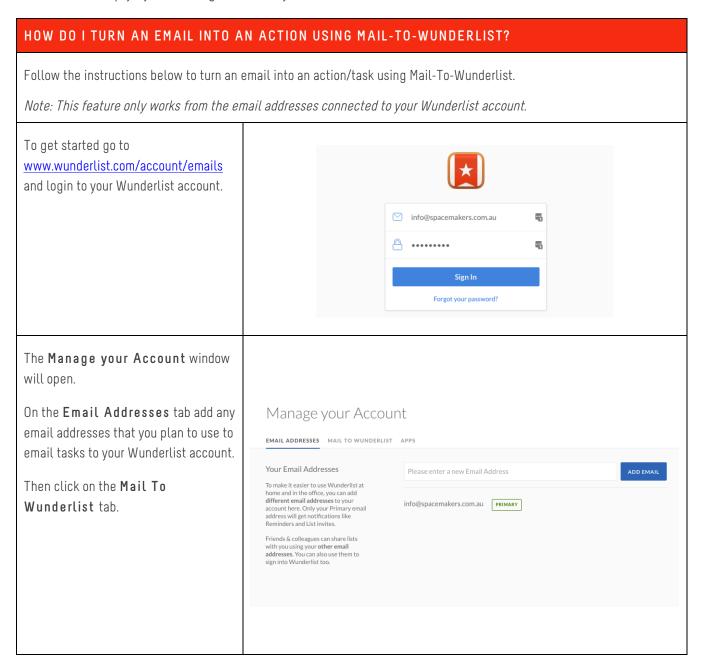




MAIL TO WUNDERLIST

Wunderlist is a personal to-do app that allows you to organise your projects and tasks across work and life.

The Mail-To-Wunderlist feature allows you to quickly and easily convert emails into an action/task in Wunderlist, simply by forwarding them from your email account.



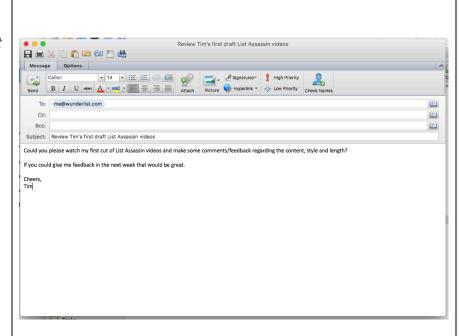
Tick the checkbox next to Enable Mail to Wunderlist for your account. Manage your Account Then ensure that you have Inbox EMAIL ADDRESSES MAIL TO WUNDERLIST APPS selected under Goes To... for each Mail to Wunderlist Enable Mail to Wunderlist for your account email address. You can turn emails into to-dos in Wunderlist, by forwarding them to me@wunderlist.com with the addresses listed here. To add more, EMAIL GOES TO ... click here. You can also choose which list each to-do lands in on the right. info@spacemakers.com.au PRIMARY Inhox Tip: Before forwarding your email, add Ilp: Before forwarding your email, add words like 'Tomorrow' or 'Next Week' to the subject line to trigger Smart Due Dates. With a little Wunderlist magic, a Due Date will be automatically added to your new to-do. info@spacemakers.com.au Inbox Next go to your email program, open the email you wish to send to Mikala Gr Review Tim's first draft List Assassin videos - - Waiting b 🚔 🖄 🚳 🛅 Wunderlist and click Forward. **1** Delete Reply Are Forw Forward this item Review Tim's first draft List Assassin videos Tim Hynes Sent: Thursday, 14 July 2016 at 12:13 PM To: Mikala Grosse Show Forward Hi Mik, Could you please watch my first cut of List Assassin videos and make some comments/feedback regarding the content, style and length? If you could give me feedback in the next week that would be great. TIM HYNES | Director e: tim@spacemakers.com.au w: www.spacemakers.com.au & www.emailninja.com.au p: 0497 640 457 **Spacemakers*** In the To: section type me@wunderlist.com Calibri ▼ 14 ▼ |= 3= 4= 2= ##__ B I U ABG A V ABG V E E E (This is the email address that you Send need to use every time you forward me@wunderlist.com To: yourself an email action/task). Cc: Bcc:

Before pressing **Send**, change the **Subject** of the email to the name of your to-do (eg. "Review Tim's first draft of List Assassin videos").

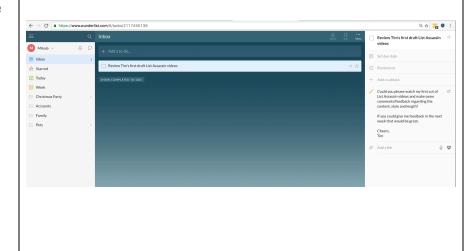
Then delete any information or attachments from the body of the email that isn't useful (such as the signatures and headers) as this will end up in the notes and attachments section of your to-do.

Then press **Send**.

(These two tips are not essential, yet will improve the quality of the information hitting your to-do list, saving you time in the long run).



The email will then appear in your Wunderlist Inbox ready for you to schedule and move to the appropriate list or project for actioning.



Want to learn more about how to use an online, integrated to-do list?

Then contact us at info@spacemakers.com.au to book a List Assassin® productivity training or coaching session with us.

INFO@SPACEMAKERS.COM.AU ABN 86 606 391 262 SPACEMAKERS.COM.AU