

Step-by-Step Guide: Using AI for Inbox Cleanup with Clean Email

1. Sign Up and Connect Your Email Account

- Go to the Clean Email website and sign up for an account.
- Once logged in, connect the email account(s) you want to clean. Clean Email supports popular providers like Gmail, Outlook, Yahoo, etc.
- Grant the tool permission to access the inbox for scanning and organizing emails.

2. Analyze Your Inbox

- After setup, Clean Email will analyze your inbox, categorizing emails into groups like: Social Media Notifications, Newsletters, Promotional Offers, Personal Emails, Work/Client Emails.
- The AI tool identifies patterns in your inbox, so you don't have to manually sort through everything.

3. Bulk Unsubscribe from Unwanted Newsletters

- Clean Email will show you a list of newsletters you've subscribed to. You can unsubscribe from them with a single click.
- You can choose to keep subscriptions that are still relevant and move them to a folder for better organization.

4. Delete Irrelevant Emails

- Use the 'Smart Clean' feature to remove old or irrelevant emails in bulk.
- Set up filters to automatically delete specific types of emails (e.g., from certain senders or containing specific keywords).

5. Create Smart Filters and Folders

- Set up custom filters to categorize emails by sender, subject, or keyword.
- Automatically file emails into folders for specific topics or projects.

6. Block and Report Spam

- Clean Email detects spam and phishing emails, which can be flagged and blocked in just a click.



- It will learn which senders to block, reducing unwanted messages in the future.

7. Review and Archive Emails

- Once emails are cleaned, use the archiving feature to keep important emails without cluttering your inbox.
- You can archive entire conversations with a single click.

8. Set Up Future Cleanups

- Set up automatic cleanups on a weekly or monthly basis.
- Clean Email can run cleanups based on your preferences, keeping the inbox under control.

9. Use AI to Sort New Emails

- Clean Email uses AI to categorize new emails as they arrive.
- It will also suggest new rules based on your activity to streamline inbox management.

10. Monitor and Adjust Filters Regularly

- Periodically review the tool's settings to ensure everything is still working well.
- Fine-tune filters, unsubscribe lists, and auto-clean rules as needed.

What Happens If You Cancel Your Paid Plan?

If you cancel your paid plan with Clean Email after completing the big initial cleanup, here's what will happen:

- **Work Done Will Remain Intact:** The organization, categorization, and other clean-up actions that were completed will stay in place. You won't lose any of the work done during the paid period.
- **Limited Features with Free Plan:** You will lose access to premium features, including:
 - Unlimited Email Cleanup
 - Advanced Filtering and Rules
 - Automatic Email Cleanup Scheduling
 - Bulk Newsletter Unsubscribing
 - Smart Clean Functionality
 - Increased Storage/Archiving

******There are multiple tools like this one if you don't care for this. I chose the most widely used program at this point in time. AI is getting better every day. I hope this helps you. Enjoy!