



# EDGE for Android

## Why?

In today's information overloaded workplace and our culture of 24/7 connectedness, it is no surprise that many of us rely heavily on our mobile devices to stay connected on the go. Just like your EDGE system on your desktop was designed to help you stay focused, eliminate distractions and promote clarity, we can apply many of those same principles and functions to your Android device.

Throughout this guide, we will show you how to remove distractions, how to view and add to your Task List and Calendar, in addition to applying the 4 D's for processing e-mail on your Android. As a disclaimer, due to the fact that there are many models that use the Android operating system, some of the steps throughout this resource could be different on your particular device.

## Eliminate Distractions

It is worthwhile to eliminate distractions on your Android, because each distraction you face can cost you up to four full minutes of refocusing time.

### 1) Turn OFF e-mail notifications.

- From your Home screen, click on "E-MAIL"
- Click on your work account
- Tap "MENU" and then tap "MORE"
- Choose "ACCOUNT SETTINGS"
- Under "Notification Settings" uncheck the e-mail notifications box

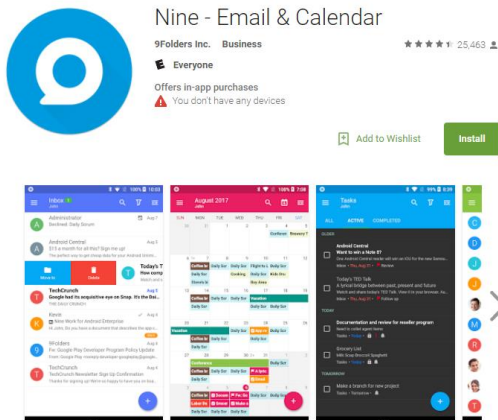
### 2) Disable alerts/badges in other apps (ie: LinkedIn, Pinterest, news sources, etc.).

- From your Home screen, click on "SETTINGS"
- Choose "SOUND AND NOTIFICATION"
- Select "APP NOTIFICATIONS"
- Tap the app you want to stop
- Tap the toggle for BLOCK, which will stop all notifications from this app

### 3) Consider putting away or silencing your device during periods where you want deep and uninterrupted focus.

# View your Outlook Task list on your Android:

On an Android operating system, a 3rd party app is required in order to view your Outlook Task list. There are many app options available for download in the Google Play store. We recommend **"Nine- Email & Calendar."**



- Highly rated in Google Play store
- Free 2-week trial available, annual license fee of \$14.99 (as of March 2018)
- Direct Push Synchronization with Exchange ActiveSync
- Can sync Outlook Inbox, Calendar, Task List, Notes, and Contacts
- Can add to Task List and Calendar from within app
- Can customize the appearance of your Task List to more closely resemble your desktop version of Outlook

## TO TURN OFF E-MAIL NOTIFICATIONS WITHIN NINE- EMAIL & CALENDAR APP:

- Select "NINE SETTINGS"
- Click on your account
- Tap "NOTIFICATIONS"
- Select "E-MAIL/INCOMING"
- Turn the switch on top to OFF

## TO VIEW TASKS IN NINE- EMAIL & CALENDAR APP:

- Swipe your finger from the left side of the app to the right to display the Navigation Drawer
- Tap on the "Tasks" icon at the bottom (checkmark).
- Access official Nine App user guide for assistance in sorting your Task List views by category, due date, etc.: <http://www.9folders.com/download/user-guide/>

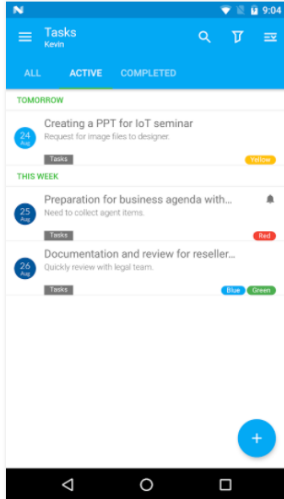
## TO ADD TASKS IN NINE- EMAIL & CALENDAR APP:

- Tap large blue + sign in lower right corner
- Type in your action, input Due Date
- Click "SAVE" in upper right corner

## CONVERT E-MAILS TO TASKS & CALENDAR APPOINTMENTS:

### Disclaimer:

Although it is possible to convert an e-mail to a task on your Android, there are a couple disclaimers to be aware of should you choose to utilize this option:



- When converting an e-mail to a task or calendar event on your mobile device, attachments are not transferred over to the Task List or Calendar (i.e.: the e-mail that contained a spreadsheet for your review will not be displayed in your Task List or in your Calendar, both on your device and on your desktop)
- On the mobile platform, only the individual e-mail will be transferred over to the Task List or Calendar, not the entire e-mail thread
- You may find that this is a helpful strategy solely for e-mails that do not contain attachments, or where there is not a valuable thread history. For e-mails that do not meet that criteria, we have outlined another option in the section titled "USING THE 4 D'S IN YOUR ANDROID INBOX" under "DEFER.")

## CONVERT E-MAILS TO TASKS ON YOUR ANDROID:

- Click on and open the e-mail you would like to convert to a Task
- In the open e-mail, click on the 3-dot menu appearing in the upper right corner
- Tap "CREATE A TASK"
- In the new task, edit the subject line, select a due date and click "SAVE"

## CONVERT E-MAILS TO CALENDAR EVENTS ON YOUR ANDROID:

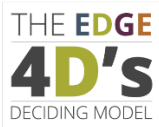
- Click on and open the e-mail you would like to convert to a Calendar Event
- In the open e-mail, click on the 3-dot menu appearing in the upper right corner
- Tap "CREATE AN EVENT"

## OUTLOOK TODAY VIEW:

- In the calendar section of the Nine- Email & Calendar app, you can view both your daily appointments and active tasks placed on your calendar for that specific day.
- To see your tasks due today, click "Active Tasks" tab in Tasks section.
- Daily tasks that have reminders set to them will also appear in the top bar of your home screen on your Android

# Using the 4 D's in your Android Inbox:

## Effective **EDGE**



Though mobile devices do not have the full functionality and ease that a desktop Outlook version has, it is still possible to maintain an empty inbox on the go by using the 4 D's (DELETE, DO, DELEGATE, DEFER)

### Delete

- To delete an e-mail, simply swipe for "Delete" option, or click on the icon of the trash can

### Do

- Take the 2-minutes or less to quickly take action (reply to the message, file it away, confirm the appointment, etc.)

### Delegate

- Reply to and/or forward the e-mail to the person you are delegating to, and be clear about what you want them to do, in addition to how and by when you want them to do it

### Defer

- You cannot convert an email into a task on a mobile device without losing attachments and thread history (as outlined above). An alternative approach to this, to ensure attachments and conversation history are not lost, while still allowing you to take action, is to create an inbox folder (viewable on your device) called ".Mobile Defer". We then advise that you move or drag actionable e-mails that require more than 2 minutes of your time and that cannot be delegated to that folder. Then, when you are back at your desktop (or even as part of your Morning Routine), check that folder and convert any e-mails to tasks using your desktop Quick Steps. You may even consider creating a daily recurring task to remind yourself to check the .Mobile Defer folder.

## Additional Support:

- Official “Nine- Email & Calendar” app Customer Support Team Contact:  
Email: [support@9folders.com](mailto:support@9folders.com)
- “Nine- Email & Calendar” app details and update information on Google Play:  
<https://play.google.com/store/apps/details?id=com.ninefolders.hd3>
- “Nine- Email & Calendar” official user guide (contains TONS of additional information of how to customize your Task List and manage different app settings):  
<http://www.9folders.com/download/user-guide/>

