



How to Get Started with 3 Sanebox Advanced Filtering Techniques



Advanced Filtering Techniques can be found in the Trainings tab in your Sanebox dashboard. I've spent so much time setting things up in the basic area that I have only gotten started with these techniques. So I decided to put this together to help you get started with these three techniques today.

1. SaneVIP

This area allows you to train VIP emails, where auto-replies should go so they don't clutter your inbox, and more. I like how you can set it up so it moves any flagged or starred items to your inbox.

Here's How I Got Started

I emailed select individuals the keyword they should use to ensure their email goes right to my inbox and stays there until I deal with it. The word I chose was **ATTENTION**.

2.

SaneSubjects

With this training feature I can tell Sanebox what subjects are important and which ones aren't. It's kind of like having another boundary set up in my Sanebox workflow – one that I've created and can trust.

Here's How I Got Started

I wanted to make sure all emails with the word “coaching” in the subject line went straight to my inbox. The same thing goes with any email with “The Productivityist Weekly” in the subject.

3.

Manual Domain Filtering

This is my least-used training in Sanebox, but I do like how it allows you to automatically file emails from specific domains into one of your folders. This feature even recommends relevant domain names for you to choose from.

Here's How I Got Started

There were plenty of domains that Sanebox considered relevant when I went into the Trainings area. I filtered my own domain in there and added Skillshare's domain as well. There were more options here but I didn't filter too many of these.