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Taming the MailBox Monster

By Gail Hornback

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If you use Outlook Express to manage all of your email accounts, be sure that you are taking advantage of using its ability to sort your mail for you!

Using the Folders and Message Rule options can be a great way to save you time and confusion when going through your mountains of Email.

First of all, decide the categories you need for your Folders. Of course, if you receive emails from various domains and locations, this would be an obvious choice for some of your categories. You're the boss! There are all kinds of ways to sort!

To set up folders:

1. Click File/Folder/New

(You should see the outline of existing folders in front of you.)

2. Highlight the folder under which you would like your new category. You will probably want to start out placing new ones under "Local Folders". This way you will see them when you are working in OE.

3. Type in your chosen Folder Name, and click OK.

After you have created all of your folders, you are now ready to assign message rules to your incoming mail.

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The easiest way to create them is by using existing mail to create the rules from. For example, I participate in a number of Get Paid to REad Email programs. I set up a folder which I call GPTREM. It is easiest to click through them if they are all in one folder, and I do it one day a week. But it is tedious to look through daily mail, and move them to that folder as they come in one at a time. Go through the process below one time, and they will go there automatically from then on.

If you have numerous emails that come from the same place, and would like them automatically collected into a folder to be read at

a later date, this is a great time saver.

1. The next time you get one of these emails, highlight it.
2. Click Message/Create Rule from Message
3. You'll see a screen with check boxes beside assorted instructions for you to choose from. As you check these boxes, you will see the rule being created in the lower box. Since you are creating a rule from an existing message, the first box will already be checked, and the information inserted, highlighted in blue.
4. In the second box down, click where you want the message to go. This will place a blue highlighted word in the rule box. Click on that highlighted word, and select the destination.
5. **VERY IMPORTANT!** Name your rule at the bottom of the page. (#4)
If you do not name the rule, it will not be saved. (I was doing this for a long time, and couldn't figure out why it wasn't working.)
6. After you have named and saved your rule, you can apply the rule to existing messages.

Click Tools/Message Rules/Mail.
7. Highlight the rule you want to apply, and Click Apply Now, over to the right.
8. Click Browse, and choose the area or folders you would like to apply the rule to.
9. Click Apply, and watch your mail sort itself.

10. Next time a message comes in from that location, it will automatically be placed in that folder.

You are on your way to a much more organized daily mailbox experience!!

If you have any questions, please feel free to write:
mailto:mentor@makemoneyhowto.com

Happy Mailing!
Gail

Gail Hornback is owner of WebWorksAtHome.com , <http://webworksathome.com> and partners with Michael Smith in Coyote Marketing, (CM/YMTC), where you can get Your Own 4–page customizeable E–Business Website For Pocket Change. Learn HOWto Launch Your Own E–Business, NOT someone

else's mirror site!<http://cmymtc.com/index1.htm>

How To Choose Locking Mailboxes

By Charles & Susan Truett

Do you need a decorative, quality, recessed locking mailbox for your home? There is a large selection of mailboxes from which to choose, and you may wonder which is the right mailbox for you. A recessed locking mailbox is a perfect way to keep your mail safe from prying eyes, and can be installed on the exterior of your home or as part of a freestanding mailbox. A recessed mailbox will blend in perfectly with the decor of your home and you will have the added security of a locking door that can only be accessed by you. Additional decorative designs will make your mailbox unique, and still give you the safety that you need.

A decorative recessed locking mailbox gives you peace of mind and the typically large storage capacity means you will be able to go on vacation or business trips and not worry about your mail overflowing. With all these features and the added decorative design, you may think that you will spend a fortune on a quality mailbox, but the prices for a top of the line decorative recessed locking mailbox are extremely reasonable and shipping is fast. Your new mailbox can be installed easily and will arrive with the necessary hardware included.

Decorative recessed locking mailboxes offer you access to your mail only with a key, have adequate storage for large volumes of mail, are resistant to theft and vandalism, have the ability to accept large packages, and offer a weatherproof, rust resistant finish. The USPS has approved recessed locking mailboxes as a safe and reliable way to receive you mail, even if you are out of town for several days. Decorative touches and stylish designs will make your mailbox beautiful as well as durable. Check into a decorative recessed locking mailbox for your home or business. You will be impressed with the contemporary styles and the affordable prices.

You can now buy

online! To view our complete and comprehensive selection of

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