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WORK EMAIL LIKE A PRO

By Marie Williams

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TIME WASTER. Do you find yourself constantly checking your mail? Are you sick and tired of responding to the same old requests? Or do you simply get to the end of the day and wonder where all your time has gone? By working a little smarter, you can gain at least an hour a day — or 15.2 days every single year!

TOP TOOL. Any good email program will allow you to organize and filter your mail, and create standard letter templates. Eudora Pro (<http://www.eudora.com/>), in particular, makes light work of managing your mail at a very affordable price.

BOX CLEVER. Create a simple filing system by organising your incoming mail into folders — this saves you valuable searching time. Examples of folders include Work, Personal, Ezines, Articles, and To Do. You can also use your email program like a Filofax storing draft messages and reminders in your Monday through Sunday or To Do folders.

DIRECT MAIL. Filters can redirect your incoming emails into specific folders. Your ezine subscriptions, for instance, can be sent straight to your Ezines folder. Automatic filtering makes it easy for you to stash, trash, or act on your mail with a minimum of fuss and time.

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FILTER CLEAN. Professional email clients have a whole range of filtering options. You can command Eudora to play a "warning" sound when invoices arrive, transfer all your ezines to your "To Read" folder, or label emails from your friends and family with your favourite colour. The choices are vast.

PUT IT ALL ON AUTO. Some filters can act like autoresponders by replying with a pre-written message or template whenever you process your mail. Eudora Pro will set up an unlimited number of these. So, if you've asked people to place "info" in the subject bar, just set up your filter to reply with the "info" stationery.

Think how much time this neat little feature will save you!

WRITE RIGHT. Stationery files are templates for outgoing messages. If you find yourself repeatedly writing the same thing, just save the message as a stationery file -- ready to send when needed. This way you don't have to start all over when you get a similar request or query. And you can always personalise and edit the stationery as necessary.

YOU'VE GOT MAIL! Get into the habit of only checking your mail twice a day. There's nothing to be gained from checking it more often -- you're simply wasting time and lessening your productivity.

STASH OR TRASH? Act immediately on all your incoming emails. By scanning the subject bar you'll find some that can be trashed at once. Don't even bother opening emails like this:

- ✕ Earn \$??? the Easy Way!
- ✕ Make \$??? on every Sale!
- ✕ Earn \$??? while You Sleep!
- ✕ 1000% Profits Selling ?

These are SPAM should be trashed at once. If you're plagued with spam, you can set up filters to

automatically delete messages with certain keywords.

Open the rest of your emails. Some may simply require filing into particular folders while others may need a response. Simple responses should always be dealt with straight away, while more complex replies can be filed into your To Do folder.

FANCY A BREAK? If you start working email like a pro, you'll easily save enough time for a two week holiday. I've already planned mine — have you?

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How To Stop Unwanted Emails!

By Doyle Beitz

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This is down to earth, no nonsense, just the facts type of information. What are the benefits that you gain by reading my article. Anyone using Microsoft Outlook or Outlook express runs the risk of infection if they use the preview pane which most people do.

Virtually anyone with up to date anti virus protection software found the virus relatively easy to stop before the virus infected their system, however dealing with a virus is highly inconvenient and a waste of time.

Every time you get an infected email you will have to stop and clean it up. I finally got tired and decided to look for a program that would let me check my email before I even downloaded it through my regular email program, Outlook express. I was in search of an email checker program that I could use to stop viruses and emails before they got downloaded to my computer. I choose the MailWasher Pro as I have multiple email accounts to check.

So I went to my favorite search engine to look for a free program that would let me preview my email on my mail server without downloading the actual email message.

After doing my research I discovered a program called MailWasher Pro they have a free program, which allows you to check the headers in your email inbox before downloading to your computer.

You can see who sent the email, the subject line (which is a spam tip off), the size of the email with any attachments, and date.

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Now this solution won't apply in every situation (no solution can guarantee this) but it helped me out this time.

Yet, I soon noticed that there was an added benefit ! I was able to eliminate the majority of spam emails that was in my inbox. I just clicked blacklisting most of the offending emails without downloading the email. This has been quite a time saver!

You should update your anti virus protection weekly and check you email before you download it to your computer. You must make it your responsibility to protect your own computer, data, and personal information against loss, by backing up your files.

MailWasher Pro analyses each email as it arrives and warns you if it is suspected junk mail or a virus, at which point you can choose to blacklist it, that it will get bounced back to the sender, so they will delete it from their mailing list as a inactive email address.

You can use the Free MailWasher Pro download this is a 30 day trail version you will need the pro version if you have multiple email accounts, however you can use MailWasher Free here which is good for one email account.

In Closing you will need to have all this information to run your own legitimate home based small business. I recommend you do your research well, as you don't want to find yourself with the wrong email program.

Doyle Beitz writes the syndicated Skynote.com Newsletter helping non technical people understand and use the Internet better! Get the best online news, tips, tricks & more FREE by email, in your inbox every week! Subscribe by sending a blank email to optin@skynote.com with "subscribe me" in the subject line. Skynote.com



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