

Cry for Help

Computer Tips & Tricks for
the novice to the advanced.

eMail

Whether you use Microsoft Outlook, Outlook Express or any other E-Mail editor – the following applies equally.

You should think of your E-Mail Inbox and Outbox as replicas of the big business model of having an “In Tray” and “Out Tray” on your desk. In those days, one of your main goals was to always keep the “In Tray” as empty as possible. So too with E-Mail.

You should consider any items in your inbox as unfinished business. If possible you should read each E-Mail once and deal with it on the spot. This might mean that it can be deleted immediately, or for important correspondence it should be filed away in an appropriate folder. Either way it is gone from your inbox. As long as there are only a few E-Mails that can't be dealt with immediately, then they can stay in your Inbox as a reminder to deal with them when you next start up your E-Mail. If however there are lots of these messages then consider using a special folder called “Pending” or “Needs Action”. To create a new folder simply right click on the “Personal Folders” icon at the left of your list of messages. Then click on “New Folder” and give the folder the name you require. Finally to move E-Mails into these new folders just click and drag them from the Inbox to the new folder. Good Luck.



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