

Cry for Help

Computer Tips & Tricks

eMail Efficiencies

I know you probably already use eMail, but like most people you also begrudge the time you spend managing your eMail, so here are 5 tips that will give you back tons of TIME.

1) Read each eMail once.

deal with it, delete it or file it, but don't read it a second time tomorrow if you don't have to.

2) Process all unread messages.

Start with the oldest unread message, then once replied, filed or deleted, you will be given the next most recent eMail to read. This ensures that you don't miss any.

3) Inbox maximum 6 messages.

Inbox is shorthand for unfinished business. So once you have dealt with the eMail it will be no-longer in this folder.

3) Archive eMails.

Do this every year, with eMails that are older than 12 months. It doesn't matter if it is a calendar or financial year, but this will keep your "Current Folders" data file down to a manageable size.

4) Clear Deleted folder regularly.

5) To POP or to IMAP.

Choose carefully between POP and IMAP, because they each have their strengths and weaknesses.

POP means you have the mail on your computer, to backup and access even when the internet is down.

IMAP means you see all the mail on the server, and your device is continually synchronising with the server. You must have a good internet connection. Over time, quantity and total size of the mail will need to be managed with your provider.

Both systems benefit greatly from deleting what you don't need, and if it is JUNK, you instead need to BLOCK SENDER.

Jonathan Harris
JNH Software P/L
0417 33 66 21

