Managing Your Email

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Create a Functional Filing System

- Keep it simple
- Reduce the number of times you "touch" messages [1]
- For an extreme system, see The 4-Hour Workweek

[2, 3]

Reducing Unwanted Messages

- Wabash licenses Postini for campus-wide spam filtering
  - Oct 20-Nov 20: blocked 1,560,154 messages, quarantined 449,468, delivered 366,204
- http://www.wabash.edu/spam
- Tune your spam filter settings
- Add addresses to blocked sender list to keep messages from reaching your inbox

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Filtering Messages

- http://www.wabash.edu/mailboxmanager
- Set rules to automatically file or forward email messages

Know Your Email Client

- Master the following tools:
  – Search messages
  – Sort messages
  – Create a folder
  – Create "smart folders" / "search folders"
  – Delete trash
  – Check quota

Managing Your Quota

- Students 200Mb, Faculty/staff 500Mb
- Local folders don't count against quota
- Attachments are the big problem
- Watch the size of the sent folder (sent attachments count too)
- Delete attachments but keep the message
- Empty trash regularly

Webmail

- Convenient, but not very efficient
- Use desktop client (Thunderbird, Eudora, Mac Mail, etc.) from office and home computer
  - See knowledge base for instructions
- Webmail and desktop clients are generally synchronized

Email Attachments

- Use Moodle to collect assignments and distribute documents, rather than email
- Use shared folders to share documents rather than sending email attachments
- Consider attachment type: not everyone can read Office 2007 docs; .pdf most universal
- Mailing lists have very small attachment limits

Help Others: Be a Good Sender

- Ask someone else to proof messages that you send to mail lists
- Use the smallest mailing list possible
- When possible, send links to large documents rather than as attachments
- For event notices, send at most one announcement and one reminder

Help Others (continued)

- Be careful of "Reply All"
- Be careful with carbon copies
- Use vacation notices with extreme caution
- Avoid forwarding chain messages, jokes, etc.
- Use good subject lines
- Keep messages short, and provide most important information first

Other Tips

- Keep your inbox small to speed up email performance
- If an email correspondence exceeds two replies, pick up the phone
- Keep your Wabash and personal correspondence separate – sign up for a free email account from Google or Yahoo
- Close your email client and avoid compulsively checking your email
- Watch for phishing email and other scams