

## Managing Your Email

Tech Talk, November 25  
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### Create a Functional Filing System

- Keep inbox empty
- Reduce the number of times you “touch” a message

### 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