

Power E-mail

Use e-mail that can be checked from anywhere.

- Microsoft Exchange using Outlook Web Access.
- POP3 e-mail.
- Web-based e-mail.



Use e-mail filters to automatically organize incoming messages from regular correspondents, including e-mail discussion lists and news resources.

Think twice about sending attachments.

- If you are sending a document that contains only text and is less than a page, consider sending it in the body of the e-mail rather than as an attachment.
- Remove unnecessary graphics from a document to reduce its size.
- Use Winzip or Aladdin's Stuffit to reduce file size. Just because you can send over a broadband Internet connection does not mean your recipient has the same access.

Automate entries to your address book.

- Where possible, share addresses with your entire law office.
- Configure your e-mail program to add e-mail addresses automatically for people to whom you respond.

Handle each e-mail only once.

- Open each message only when you are ready to deal with it.
- Use a preview function to discern the gist of the message contents without opening the message.
- Read the message and respond, file, or delete the message before moving on to the next task.

Confirm with each client about transmitting confidential information via e-mail

- Use encryption software (like "Pretty Good Privacy") with clients who want encrypted transmissions and have technical support
- Use secure document delivery (like UPS) for less technically sophisticated clients

Secure your documents before sending them.

- Use your word processors "protect" feature, with a password, to block document alterations
- Use Adobe Acrobat to protect the look and text of a document from alteration.

On Your Own

Download PGPFreeware to practice encrypting e-mail

<http://www.softseek.com>

Try out UPS Document Exchange:

<http://www.exchange.ups.com>

Create a free Adobe PDF file:

<http://createpdf.adobe.com>

Eudora User Tips

<http://www.eudora.com/techsupport/tutorials/>

Microsoft Outlook / Exchange Tips

<http://www.slipstick.com/user.htm>

Organizing E-mail

<http://www.abanet.org/journal/may00/02tkdave.html>