Managing Your Email

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Create a Functional Filing System

- Keep inbox empty
- Reduce the number of times you "touch" a message
- One method: Managing Email Easy as 1, 2, 3
- For an extreme system, see The 4 Hour Workweek

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