TeamLogicIT®
Your Technology Advisor

Quick Tips for Managing Business Email

1 **Establish email policies for all employees**—Create and enforce policies, from time management rules to security precautions.

2 **Communicate and publish policies**—Include electronic messaging rules in employee handbook and communicate specifics on a regular basis.

3 **Implement spam filters**—Reduce the time spent reviewing email and related security issues by removing unwanted messages.

4 **Establish email archiving needs**—Understand your company's compliance and business needs and set goals for storage and retrieval methodologies.

5 **Regulate employee use of alternate email**—Security procedures must also be followed when opening email attachments and filtering spam in Gmail, Yahoo and other accounts.

6 **Consult an experienced email professional**—Engaging an expert is the fastest and least frustrating way to ensure your compliance and business needs are being addressed.

7 **Ensure continued support**—Email management requires constant focus and continual enhancements from network specialists.

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