

We all know that email can be the bane of modern life but without some networking in email you'll be out of the loop on information and loose touch with friends these days. Rather than throwing the baby out with the bath water I came up with a way to set up my mailbox so that I can handle email easily and efficiently without eliminating my friends from my communications just because I have a stack of email every morning. BTW no one except The White House receives more email than I do. My spam folder on weekdays loads about 300 emails in the morning and 300 in the evening. I spend 15 minutes in the morning and I'm done (except for doing demos for friends on how to do like this one) because almost all of my business and friends are filtered into folders, making them easy to find. A quick glance at the inbox reveals any new contacts which get added to the business folder

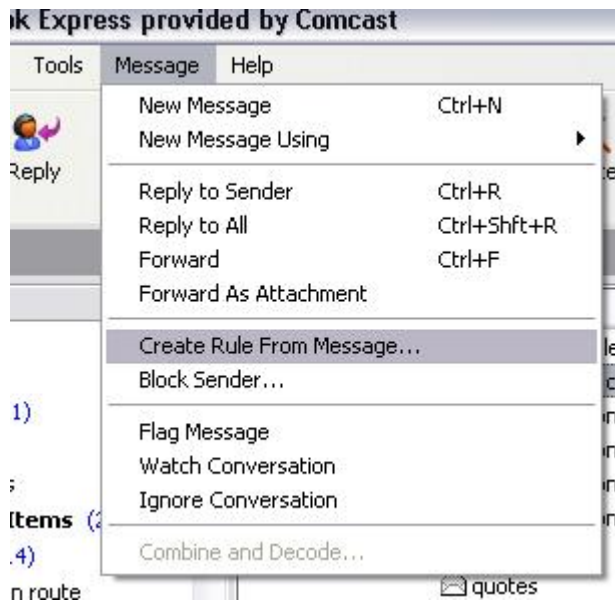
The following demo is how I created a friends folder in my email program. Sounds simple but it is surprising how few people do this, they'd rather complain and moan about SPAM when many of the spam programs now have become highly effective. If you create a friends folder all your friend's emails will go into it, they will not be jetted into the SPAM pile when you automatically delete everything and they will not become spam just because your friend is in a sharing mood and sends you more than one or two emails.

This is the outlook email program which comes with your computer if you are using Windows, if you use Yahoo there are slightly different means, but all email programs allow you to create filters to separate out your email and eliminate the time of sorting through junk. Use them and get up to speed.

Right click on Local Folders and create Friends folder:



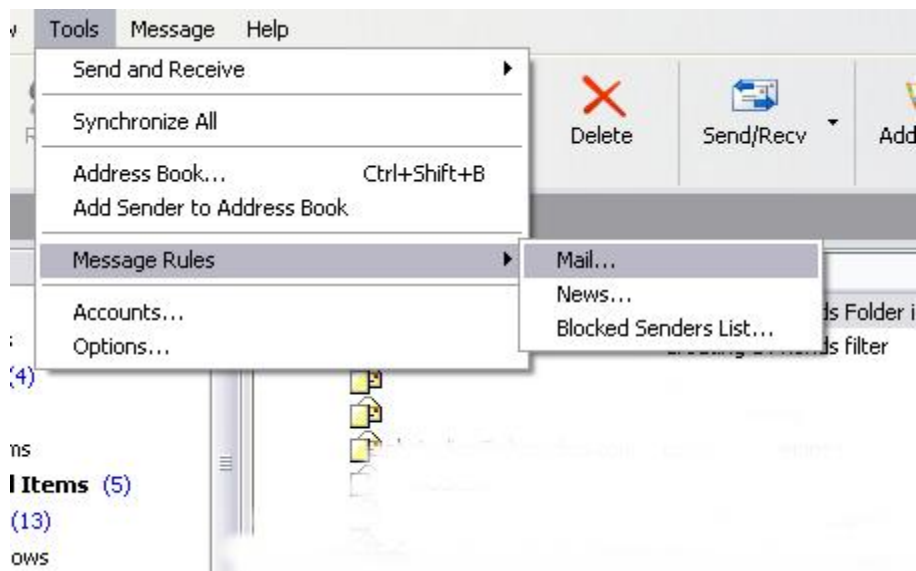
**select one of your friends messages,
then go to the Message Menu at the top of the page:
select create a new rule from message**



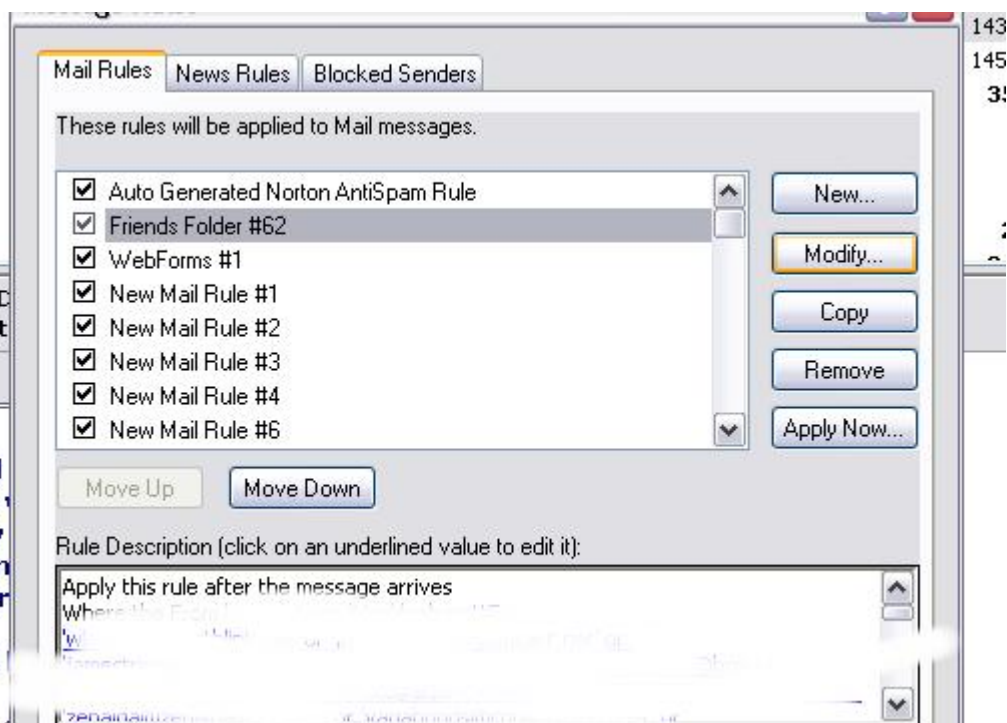
this will open up a screen for New Mail Rule - then all you have to do is select move to specified folder and voila click save from then on your friend is in this special protected folder... for each friend that comes through your inbox you can go through this simple process and from then their email will automatically go to the friends folder.



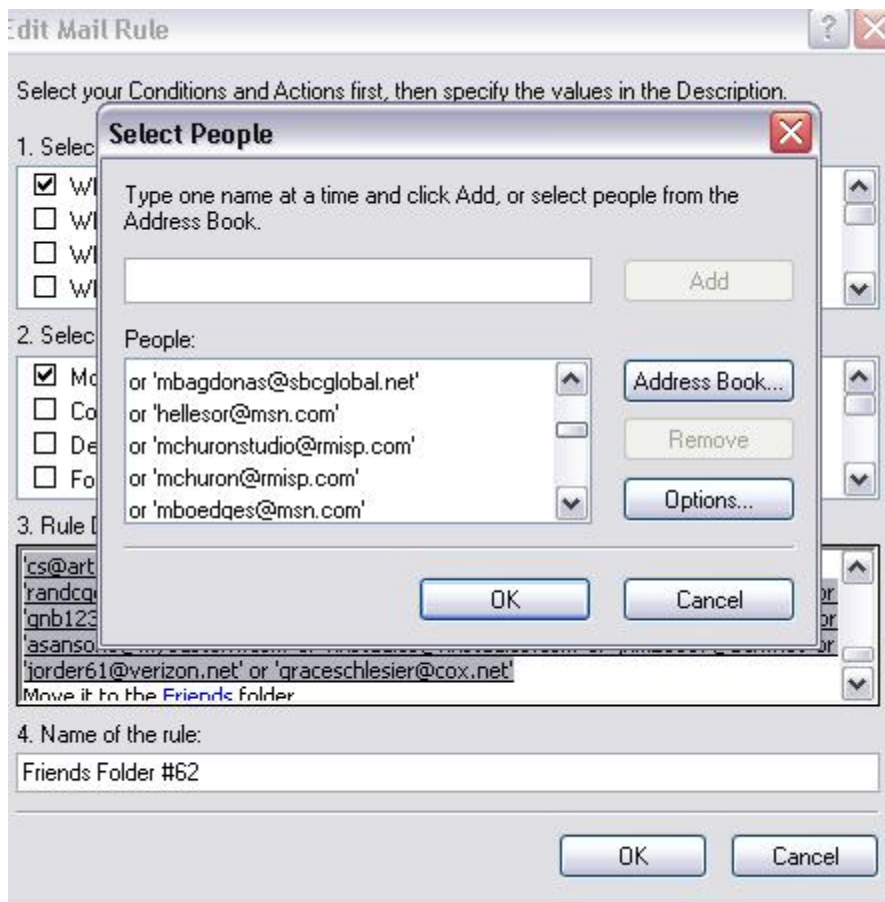
**You can also add a long list from your address book all to go into the Friends folder at once.
 go to the TOOLS Menu select Message Rules and then Mail**



this will open a box like: and select modify



**this will open up another box, click where you have your name listed under number 3.
 this will open up another box which allow you to add individual emails or to access your address book and add all the names you wish to your friends filter.**



you'll effectively place your friends name in a separate category. Then whenever you hear from him/her it will pop into this folder away from the fray of SPAM Filters and away from the hubbub of sorting through new contacts who you can then add to your friends folder or your new business contacts folder.

good luck and best wishes

from a friend.