

## Getting the Most of Your Email Part II

The Technology Department would like to share a few more tips for Getting the Most of Email Part II. You will also find these email tips on the West Oso ISD Technology Department section (Technology Information & Resources). More to come in the coming weeks....

### Checking Email Tips

1. Check email daily.
2. Reply to emails that need a reply in a timely manner.
3. All emails should be courteous, professional and brief (if possible).
4. Please remember that your school email is your professional email address, as such you should primarily use it for work related correspondence.
5. Beware of the dreaded Virus... If you don't know the person, if the title line is just strange, if something just doesn't feel right..... DELETE THE MESSAGE!

Click on the link below for additional Outlook Email Best Practices: [Tame Your Inbox with the 4D's](http://office.microsoft.com/en-us/outlook/HA103775191033.aspx?pid=CH100622121033)

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