

TECHNOLOGY TIP

CORPORATE EMAIL

Tony Richards
Director, Computer Strategies



Email has been used in business successfully for a number of years. Do you have the control that you used to have from paper based systems?

- Do members of staff still have the same level of delegated responsibility formerly associated with signed letters?
- Can you go to one place to locate all correspondence with a client, contact or supplier?
- Do you have the same convenience of walking up to a filing cabinet and seeing all communication?

Email is a corporate resource that should be dealt with in a professional manner. Far too many users store thousands of emails in their inboxes!

What is the answer?

- Thorough training
- Storing emails centrally (remember that this could have security implications).
- Investigating the potential of add-on software to ease the burden of consolidating email between clients, suppliers and contacts, including the facility of archiving all emails.

For more information, please visit our website at www.computerstrategies.co.uk or call Tony Richards on 01483 238260.

Computer Strategies
Proactive IT support for companies in the
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