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Email Best Practices

The LoricaMail answer for Email Best Practices

Solutions for [Personal Email Management](#)

- **Use a disposable email address for registering on web sites that might sell your address to spammers.**

LoricaMail solution: LoricaMail's Prefix Mail Aliases allow the mailbox smith@example.com to receive mail for extra addresses like a1.smith@example.com, addresses that the mailbox owner can set up and take down at will. When registering at web sites that might sell her name, Sally Smith could use a1.smith@example.com, and when that address begins to receive spam, cancel it and start using a2.smith@example.com. Instead, she can use a different Prefix Alias address to receive mail from friends and family, such as sally.smith@example.com.

- **Regularly check for quarantined email left on your email provider's server.**

LoricaMail solution: LoricaMail's Spam Summary feature can automatically email to you a daily, weekly, or monthly report detailing your quarantined spam. LoricaMail's Spam Box interface provides a safe and easy place to review, accept, or delete any questionable spam.

- **Let your email recipients know if you're away.**

LoricaMail solution: LoricaMail Autoresponders allow you to configure multiple automatic email responses for your different needs and circumstances. For example, one autoresponder may be used for an "Out of the Office" message, while another returns information about your organization whenever an incoming email's Subject line contains the words 'Info Request'.

- **Avoid opening or previewing coded (HTML) email.**

LoricaMail solution: LoricaMail's Mail Security features allow you to have all coded (HTML) email automatically converted to safer plain text, while optionally preserving the original email as an attachment.

- **To access your email from different computers, use 'IMAP' or webmail.**

LoricaMail solution: All LoricaMail mailboxes can

be accessed using IMAP or through LoricaMail's Webmail, from anywhere in the world.

Solutions for [Business Email Management](#)

- **Centralize management of your organization's mail.**

LoricaMail solution: LoricaMail is an email management system, accessed through a simple web interface. A non-technical staff member or an outside administrator can easily manage multiple mailboxes across multiple domains, and email management responsibilities can be gracefully shared between several managers.

- **Forward email for vacationing or sick employees to available staff members.**

LoricaMail solution: LoricaMail's Mail Forwarding feature allows email arriving for vacationing employees to be seamlessly distributed to other staff members. While employee Sally is away, the advertising inquiries she receives can be forwarded to Tom, while the customer requests are forwarded to both Mary and Ellen. The ease and flexibility of LoricaMail's Mail Forwarding makes it one of the most frequently used LoricaMail features.

- **Set up 'role' addresses for routine vendor or customer email.**

LoricaMail solution: LoricaMail's Domain Mail Aliases allow you to create role addresses that deliver mail to one or more real mailboxes in your organization. These role addresses hide the address of the final destination mailbox from the sender. Domain Mail Aliases can even be used to deliver mail to mailboxes outside of your organization.

- **Certify your email when sending important documents.**

LoricaMail solution: LoricaMail's Certified Mail documents when mail is sent and when it is received by each recipient's email service provider. LoricaMail's Certified Mail also takes a unique 'fingerprint' of the mail, which can be used later to verify that the email was sent to the designated address at a particular time. LoricaMail can send the verification directly to a designated third party, to preclude accusations of tampering.

- **Archive important email in a separate mailbox.**

LoricaMail solution: LoricaMail's Mail Forwarding filters can be combined to ensure that important mail is saved for safekeeping in a specially designated folder on the LoricaMail server, or in a separate desktop mailbox, in addition to being

delivered to the intended recipient.

- **Ensure that no spam is forwarded to staff member cell phones.**

LoricaMail solution: LoricaMail's Mail Forwarding can be as selective as you need it to be. For example, you can arrange that only email which comes from fellow employees be forwarded to your cell phone address. Alternately, you might choose to only forward email that contains the Subject line 'Office Emergency'.

Solutions for [Email Policies in an Organization](#)

- **Set up policies that define how personal email is to be used in the organization.**

LoricaMail solution: With years of experience in email management, LoricaMail's team of email experts can assist you in creating an ironclad email policy for your organization. LoricaMail's Domain Mail Management feature allows a single administrator to easily manage your organization's mail policy for all of the mailboxes in your organization.

- **Define a policy that describes the kinds of email to archive and for how long. Create a policy that describes what not to archive.**

LoricaMail solution: LoricaMail's powerful filtering capabilities give you fine-grained control over which email gets archived and where. For example, contractor agreements can be archived to a particular mailbox, while contracts are archived to a separate mailbox.

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