

Overcome Email Overload!

Wouldn't you like to reduce the amount of time you have to spend on electronic mail? This book will show you how to take fullest advantage of Eudora 5's features and get through your electronic mail faster.

You will discover how easy it is to:

- ✉ organize and prioritize your messages automatically
- ✉ cut down on junk email and mailing list messages
- ✉ navigate through your messages quickly
- ✉ discourage jokes and chain letters from friends
- ✉ get fewer and more meaningful responses
- ✉ reduce the number of follow-up messages you need to send
- ✉ improve your company's email culture

"I'm impressed with Ms. Sherwood's in-depth understanding of email issues and her clever ideas for dealing with the great gobs of email many of us get."

—**Steve Dorner**, original author of Eudora

"I loved the tone of the book. Sherwood's sense of humor and unintimidating writing style make this a sure winner. Its wealth of information and accessibility make it an essential read for anyone who uses email."

—**Trisha Gooch**, Editor, *ibizTips*, Internet Business Forum, www.ibizhome.com

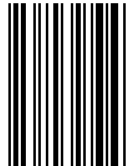
Kaitlin Duck Sherwood is an email expert and author. Her Web-based guide, *A Beginner's Guide to Effective Email*, gets over 600,000 hits per year. Her advice has also been published in newsletters, magazines, and major newspapers.

This book will help you find more time for the things you like to do. Follow its simple, step-by-step instructions and start getting rid of your electronic mail headaches today!

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