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Managing E-Mail

presented by
Rodney Cruise
Partner

Phillips Ormonde & Fitzpatrick



Introduction

- Regular Mail
- Telex
- Facsimiles
- E-mail





History

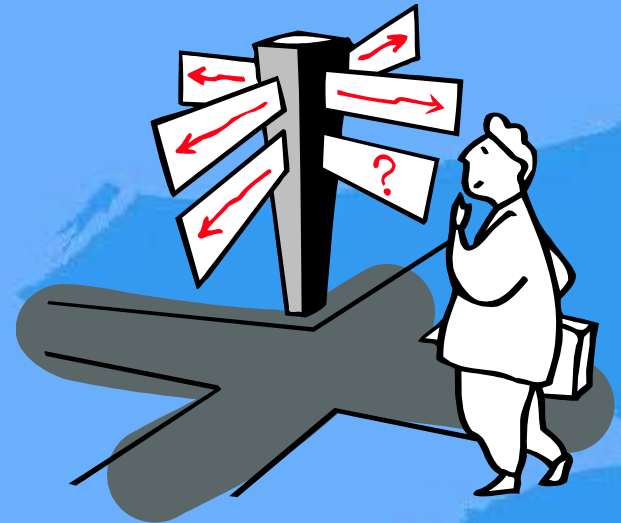
- Pre 1990 X-400
- 1990 – Internet E-Mail
- 50% to 80% Use





Current Practice

- 7 years old & Regularly Reviewed
- E-mail Address
 - rodney.cruise@pof.com.au
 - r.cruise@pof.com.au
 - rodneycruise@pof.com.au
 - rodneycruze@pof.com.au
 - rodnee.cruise@pof.com.au





Current Practice

- mail@pof.com.au
- anything@pof.com.au
- A professional email address

vs.

A generic email address





Incoming E-Mail

- `firstname.lastname@pof.com.au`
- `mail@pof.com.au`
 - Print & File Identification
- `secretary@pof.com.au`



Outgoing E-Mail

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- E-Mail = Professional Correspondence
- Print Copy for File
- Correct References in Subject Field
- E-Mail Sent by Secretary



Problems

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- Attachments
- Security - Encryption
- Virus Protection
- Junk Mail / Spam
- Archiving



Additional Issues

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- Misuse of E-Mail
- Setting a Policy
 - No Personal E-Mail
 - No Subscribing using E-Mail
 - Work Purposes only
 - “Firm Public”
- Web E-Mail
 - No Work E-Mail
 - No Inappropriate Use
 - Rules on Attachments



Conclusions

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- Manage and keep control of your electronic communications just as you would with any other form of communication.