

Some tips for managing multiple mailboxes



Ron Baxter

Objectives

- Protect against disaster
 - If a mailbox is somehow lost, you may not get much help from the service provider
- Manage your different roles effectively
 - You may have personal mail, work mail, rotary mail – keep it organized and don't make your contacts confused



The Past

- Teletype ASR33 from the 60s
- In the 90s used something like Outlook Express and kept all messages on a single PC
- Only required network connection every now and then to download messages and send out replies that are waiting
- Risks mainly related to that computer, e.g. a disk crashes and you lose your messages.



The Situation Now?

- Internet permits web around-the-clock access to an email provider
- Maybe just one mailbox with one address containing all your messages
- Maybe with one of the “big 3” - hotmail, yahoo & gmail

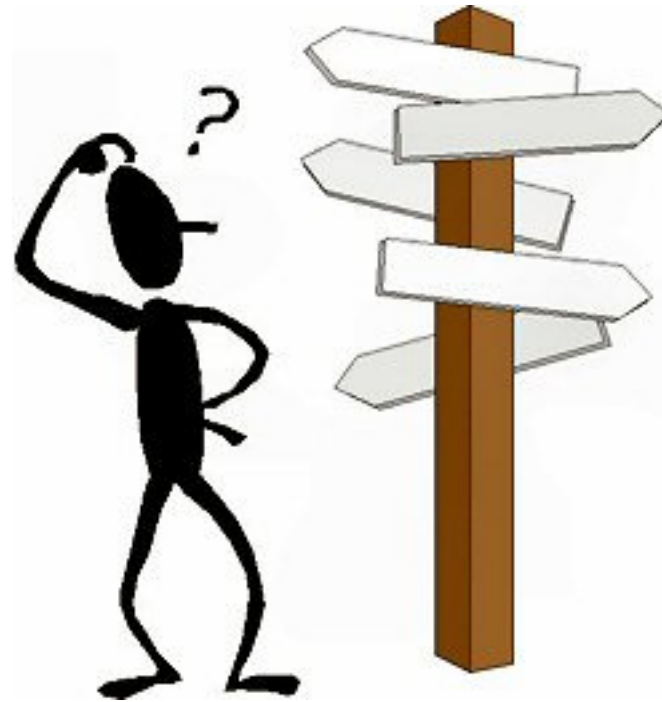
The logo for Yahoo!, featuring the word "YAHOO!" in a bold, red, sans-serif font with a registered trademark symbol.The logo for Gmail, featuring the word "Gmail" in a large, multi-colored font (blue, red, yellow, green). Below it, the text "by Google" and "BETA" are displayed in a smaller, grey font.The logo for Windows Live Hotmail, featuring the Windows logo (four colored panes) above the text "Windows Live" and "Hotmail." in a black, sans-serif font.

Risks – how could you lose a mailbox?

- Your provider may go out of business
- Your mailbox may be deleted if inactive for a specified time
- Your mailbox may be “hi-jacked” by a hacker and the contents deleted

Suggestions

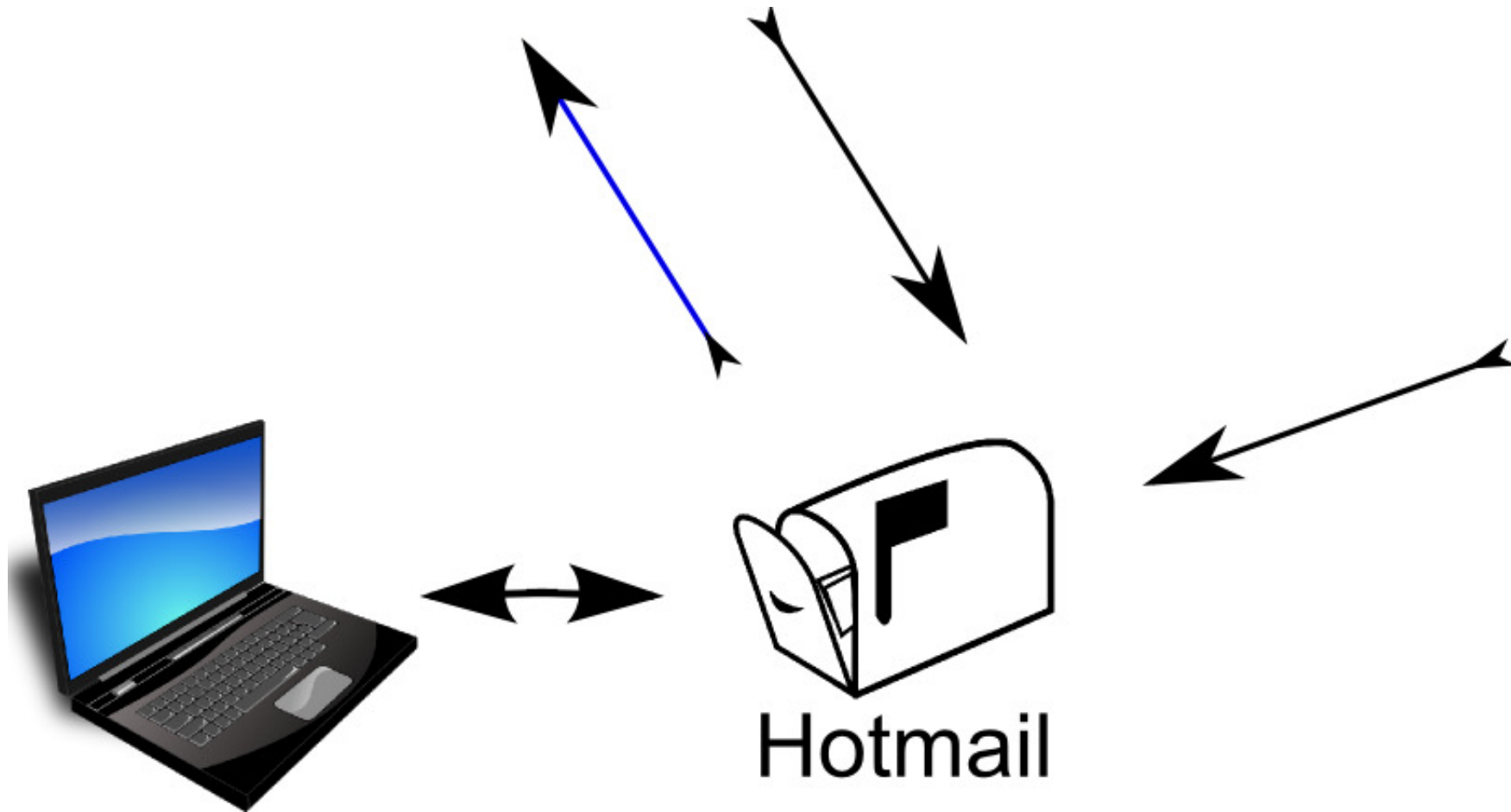
- Use another mailbox with a different provider for backup copies
- Use separate mailboxes for your different roles
- The challenges are that you may confuse those your correspond with – you may even confuse yourself



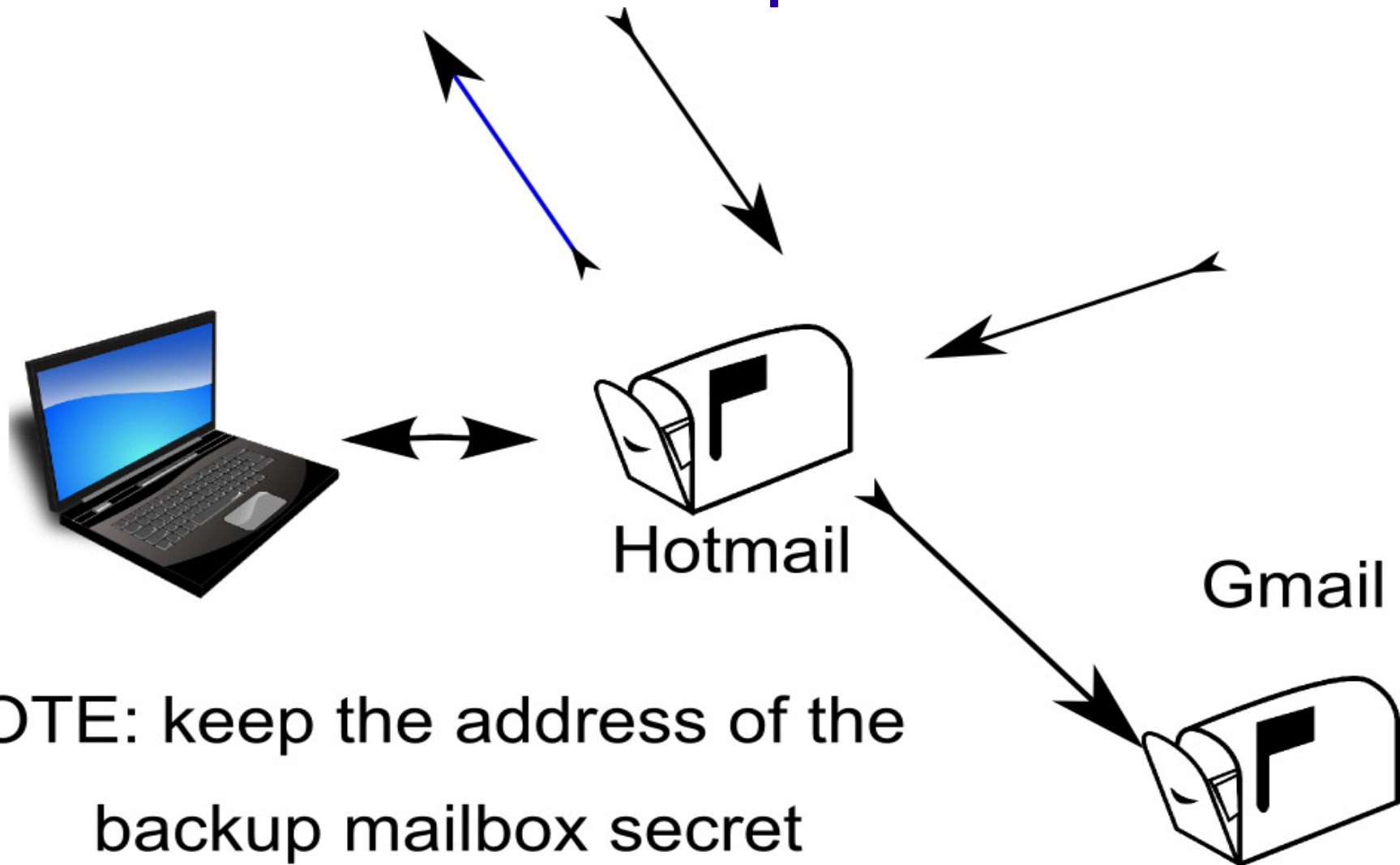
Techniques that may help

- Auto forwarding of mail messages allows you to
 - Create backup copies to protect against loss
 - Read messages sent to different addresses in one place
- Setting the Reply-to allows you to
 - Have replies go to a different mailbox
- Multiple From Accounts (only in Gmail??)
 - Lets you choose which identity as you send each message

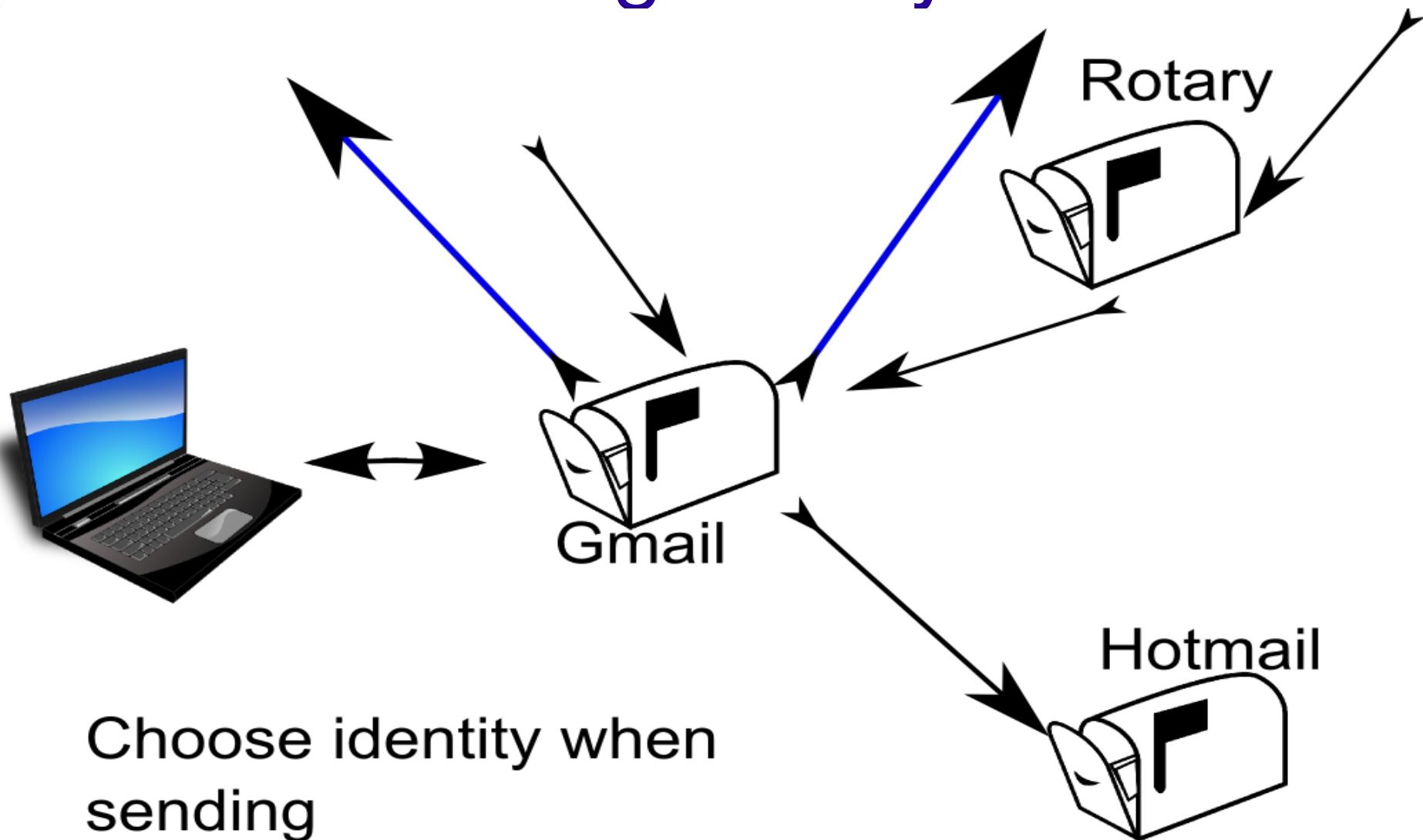
Planning – single mailbox example



Planning: add a mailbox for backup




Planning: add another mailbox for receiving Rotary mail



Example: pick which mailbox for From:

Documents [Web](#) [Reader](#) [more](#) ▼ ronaldbaxter@gmail.com | [Settings](#) | [Help](#) | [Sign out](#)

TIL [Search Mail](#) [Search the web](#) [Show search options](#)
[Create a filter](#)


Send [Save Now](#) [Discard](#) 














From: Ron Baxter <ronaldbaxter@gmail.com> ▼

To: Ron Baxter <ronaldbaxter@gmail.com>
Ron Baxter (Rotary Club of Bali Lovina) <rotarybalilovina.ronbax@gmail.com>

[Add Cc](#) | [Add Bcc](#)

Subject:

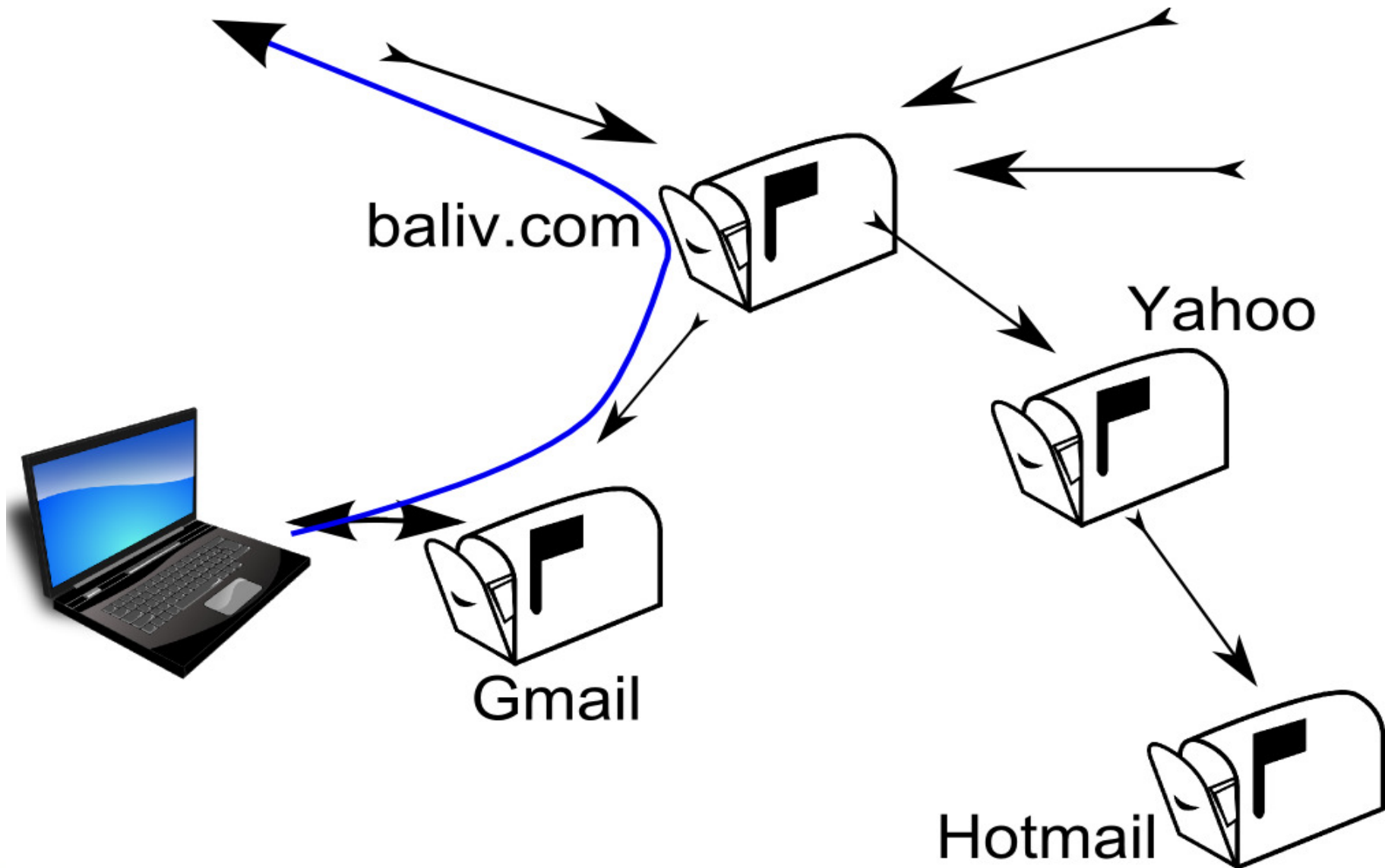
 [Attach a file](#) [Canned responses](#) ▼

B *I* U *F* *rT*              [Check Spelling](#) ▼

« Plain Text

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Aussie # for voice messages or Fax: +61 2 8246 6343 (these get e-mailed)
Post: Jalan Tulip L1B, Temukus, Singaraja, Bali, Indonesia 81152
Webs: <http://baliv.com> and <http://balivnew.com>

Planning: my mailboxes



Gmail – forwarding messages (1)

Here's how to forward messages automatically:

- Click Settings at the top of any Gmail page, and open the Forwarding and POP/IMAP tab.
- From the first drop-down menu in the Forwarding section, select 'Add new email address.'
- Enter the email address to which you'd like your messages forwarded.
- For your security, we'll send a verification to that email address.

Gmail – forwarding messages (2)

- Open your forwarding email account, and find the confirmation message from the Gmail team.
- Click the verification link in that email.
- Back in your Gmail account, select the 'Forward a copy of incoming mail to...' option and select your forwarding address from the drop-down menu.
- Select the action you'd like your messages to take from the drop-down menu. You can choose to keep Gmail's copy of the message in your inbox, or you can send it automatically to All Mail or Trash.
- Click Save Changes.

Yahoo Mail – forwarding messages

Forward Yahoo! Mail to Another Email Address

- Select Options | Mail Options (or Mail Options) from the Yahoo! Mail navigation bar.
- Follow the link called POP Access & Forwarding.
- Make sure Forwarding is selected.
- Enter the email address where you want to receive all your Yahoo! Mail messages.
- Eventually click Submit to put your new settings into effect.

Hotmail – forwarding messages (1)

Select Options | More options... (or just Options in Windows Live Hotmail classic) from the toolbar.

Click Forward mail to another e-mail account under Manage your account.

Make sure Forward your mail to another e-mail address is selected.

Type the email address to which you want Windows Live Hotmail to forward incoming mail in the text field.

From free Windows Live Hotmail accounts, you can forward to other Windows Live Hotmail and MSN accounts.

Click Save.

Hotmail – forwarding messages (2)

- Open the "Verify your e-mail address" you got at the target email address.
- You may not have to verify your address if you forward to another Windows Live Hotmail account.
- Follow the verification link.
- Type the characters from the CAPTCHA image under Characters:.
- Click Continue.

Reply-to in Gmail – what it does

With Gmail, you can set a reply-to address that's different from your Gmail username.

Responses to messages you send with an alternate reply-to address are delivered to that address.

Keep in mind that your Gmail address still appears in the From: field.



Reply-to in Gmail – the steps

To define a reply-to address:

- Click 'Settings' at the top of any Gmail page, and open the 'Accounts and Import' tab.
- Click 'edit info' next to your email address.
- Click 'Specify a different "reply-to" address' in the dialogue box.
- Enter the address to which you want the recipient(s) to reply.
- Click 'Save Changes.'

Hotmail – setting reply-to

Specify a Reply-To Address in Windows Live Hotmail

- To set replies to messages you send from Windows Live Hotmail to arrive at a different address:
- Select Options | More Options... (in Windows Live Hotmail) or Options (in Windows Live Hotmail classic) from the toolbar.
- Follow the Reply-to address link under Customize your mail.
- Make sure Other address is selected.
- Type the email address where you want to receive replies in the entry field.
- Click Save.

Yahoo mail – setting reply-to

To set a Reply-To: for any account you use in Yahoo! Mail:

- Select Options | Mail Options in Yahoo! Mail.
- Go to the Accounts category.
- Follow the Add or edit an account link.
- Highlight the desired account.
- Your main Yahoo! Mail account is called Yahoo! Mail.
- Click Edit.
- Type the email address where you want to receive replies to your messages under Reply to:.
- Click Save.

Gmail: adding From: addresses (1)

Gmail's custom 'From:' feature lets you use Gmail to send messages with another of your email addresses listed as the sender in place of your Gmail address.

This way, it's easier to manage multiple accounts from the Gmail interface.

The custom 'From:' feature works only if you already own the alternate address as part of a separate account.

Gmail: adding From: addresses (2)

- Sign in to Gmail.
- Click Settings and select the Accounts and Import tab.
- Under Send mail as, click Add another email address.
- In the 'Email address' field, enter your name and alternate email address.
- Click Next Step >> and then click Send Verification. Gmail will send a verification message to your other email address to confirm that you own it.
- Open your other account and either click the link in the message Gmail sent or enter the confirmation code in the Accounts section of your Gmail settings.

Recommendations

- Draw a flowchart for your proposed solution
- Choose a provider for any new mailboxes required and set them up
- Set up the forwarding needed
- Set up the Reply To mailbox addresses if needed
- Set up extra mailboxes to provide From identities
- Send test messages

PS: Before email

