

Virtual Assistant EMAIL MANAGEMENT

Zoom Graphics

Lessons Include:

Email Organization
Inbox Triage
Efficient Email Response
Filters and Folders Setup
Spam and Unwanted Email Handling
Email Etiquette
Email Software Proficiency
Communication and Follow-up Skills

Elevate your career as a Virtual Assistant with our online class, specializing in email management. Learn to conquer email chaos and become an essential asset to businesses. Join us to master email organization and open doors to a rewarding virtual assistant career.



Course Objective: Learn Techniques of Email Management

Advised Direction: 7 Weeks

Modality: Online, self-paced, instructor-led

Total Charge: \$2,497 (scholarships available)

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Sign Up Today at: zoomgfx.com