

# Virtual Assistant Email Management

## 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.



Objective: Learn Techniques of Email Management

Advised Duration: 7 Weeks

Modality: Online, Self-paced

Total Charge: \$2497.00

Gain the skills  
to begin your  
career, TODAY.

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