



## **DBS Holdings Virtual Business Administration Services**

### **Email (Inbox) Management service offerings**

The following list are the Email (Inbox) Management services on offer. Please do not hesitate to enquire about other Mail Service Management requirements that you may have.

- . Setting up email accounts
  - . Replying to common questions
  - . Flagging important messages that need a reply
  - . Following up on sent emails
  - . Deleting spam
  - . Unsubscribing from unwanted promotional lists
  - . Forwarding messages and inquiries to other team members
  - . Drafting responses
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