

Web and Mail

£ 399 per surgery per year - Order from your surgery control panel

Web and Mail provides your surgery with a simple, easily maintained web site designed to present all the details your potential clients need plus regular updates and added pages to keep your existing clients informed. Sophisticated mail management tools and e-mail virus scanning provide you with everything you need to manage the development of e-mail communications in your practice.

Included

Web and Mail includes a *First Impressions* upgrade for your free web site on Any UK Vet plus all the benefits of an *Initial Presence* subscription.

Please read the information sheets for the *First Impressions* and *Initial Presence* packages before continuing if you haven't done so already.

E-mail Control Panel

A *Web and Mail* subscription brings you a powerful mail control panel that allows you to set up and manage the flow of e-mail within your practice now and for the future.

Unlimited E-mail Addresses

You can allocate e-mail addresses to each member of staff and to each service you offer - the practice cat can have nine! You can use different e-mail addresses for each place you advertise to help track how effective your ads are. Staff can have one address to give out to clients, another for colleagues and a third for personal use. If they move to another practice the first can remain with your practice and the others can go with them.



Managing Flow

The majority of mail can be managed using two simple building blocks. Mailboxes and forwarders.

Mailboxes

A mailbox is just a place, somewhere on the Internet, where all the mail sent to one particular e-mail address is collected. To read your mail you have to connect to your mailbox and download your mail to your computer. You can do this with a mail client - Outlook Express for instance - or through a web based program - Hotmail for instance.

Picking Up Mail at Home and Work

It is useful to note that, when you collect mail, it isn't physically moved like a postcard in the postmans sack. First a copy is made on your computer then your computer sends a message to your mailbox and tells it to delete the original. You can tell your computer not to send the delete message.

How is this useful? If you want to pick up e-mail at more than one computer - in the surgery and at home for instance - then set one computer to collect and delete, the other just to collect. You can pick up those urgent lab results over breakfast - and then again in the surgery for the record.

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This page is available online at www.vetlist.ltd.uk/products/web-and-mail.htm

Web and Mail - continued

Forwarders

These are very simple - and very useful. Each one you set up works for one e-mail address. Any mail sent to that address is sent on to another e-mail address. Any valid e-mail address works including web based mail like Hotmail. If one of your staff is used to picking up their mail using their home computer then it is simple to forward their practice e-mail to their home address.

Many into One

Forwarders let you have multiple e-mail addresses without having to set your computer up to collect mail from multiple mailboxes. If you set up a single main surgery e-mail address - enquiries@my-practice.co.uk for instance - then any other e-mail addresses you want to use can be forwarded to that - obesity-clinics@my-practice.co.uk, repeat-prescriptions@... etc. Using multiple addresses makes it easy to filter incoming mail into appropriate folders both to deal with and for your records.

Endless Possibilities

Like many technologies based on simple building blocks there are endless possibilities. *Web and Mail* is a powerful package that can meet your needs as the use of e-mail in your practice develops.

Industrial Strength Virus Scanning

All mail sent to your domain, not just to a single e-mail address, is automatically scanned for e-mail borne viruses by a powerful suite of software that uses virus definitions from multiple virus scanning vendors. Definitions are updated in real time so you will be protected as soon as a threat is recognised.

Message containing a virus are placed in quarantine and you receive a notification.

Web Site

You get the same web site package as Initial Presence

First Impressions

Your Initial Presence subscription includes a First Impressions upgrade for your free web site on Any UK Vet.

More than one surgery?

Additional surgeries sharing the same domain name(s) cost £199 per annum. You get an additional ten pages in year one and an additional four pages in each subsequent year. Each additional surgery gets a *First Impressions* upgrade.

This page is available online at www.vetlist.ltd.uk/products/web-and-mail.htm