ABSTRACT

As information technology advances, the need for computerized information systems is increasingly needed. To meet these needs, an Application for Incoming Mail Management and Outgoing Mail is developed that can facilitate officers to manage mail easily without any obstacles such as manual management of mail. he methodology used in this application is the waterfall method. The programming language used to develop this application using HTML, Data Base and Framework programming languages. With this application, it is expected to be able to facilitate officers in managing letters and the documents that will be archived are better organized.

Keywords: Applications, Archives, Waterfall, Letters.