

## **Top tips for effective E mailing**

1. Be clear on the **purpose** of the message and what you want from the receiver
2. Keep **short**, get to the point (no scrolling)
3. Don't CAPITALISE – you are SHOUTING!
4. Only address (to) people from which you **need** a reply and copy (cc) to those that **really** need to know – prevent spam
5. Question your **motive** before sending blind carbon copies (bcc)
6. Only use attachments (especially big ones) when **necessary**
7. If you **really** have to send a global e mail, address it to your self and bcc the recipients.
8. Have a filing system and clear out your inbox weekly
9. Think of how your e mail might look on the front page of a newspaper, it may end up there one day!
10. If its urgent or personal **make a call**

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