

TIPS IN SENDING EMAILS



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1 Use a professional subject line.

Be clear on what the contents of the email will be so the recipient will be able to sort through them quickly.



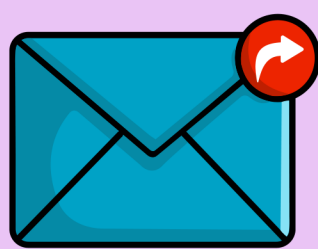
2 Double-check your recipient.

Make sure you have the correct recipient. Refrain from clicking reply all for individual concerns.



3 Reply to emails.

Be courteous and reply to all relevant emails to update the sender on the status of the request/concern.



4 Keep emails brief.

Send emails that are clear and straight to the point as the recipient may be dealing with a huge chunk of emails on a regular basis.

