

# BEST PRACTICES & TIPS



**1** Ask yourself: Is my email necessary?

People tend to overcommunicate with email!

**2** Use email for official University business

Use Teams to send a quick chat!

## CC & BCC

### CC field

Add the people who should be aware of the email but who do not need to act

Don't CC bosses unnecessarily!

### BCC field

Use sparingly when you don't want the people in the TO and CC fields to see who else is seeing the email

## SUBJECT



### High Priority setting

Use judiciously to alert recipients to read ASAP



Avoid using an existing thread for a new topic



### Use meaningful keywords

Provide recipients a clear idea of the content



### It should not be blank

Use 3 - 8 words to give an overview of the content

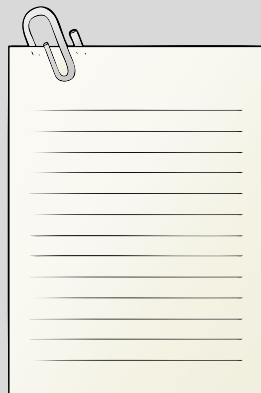
## BODY

If an attachment is required, check to ensure it is attached

Avoid underlining unless it's a hyperlink

Use Grammarly and Antidote

Check your tone with Grammarly



Put any request at the top

Use shorthand & emojis to convey the tone, according to your audience

Repeat your request at the end so that the call to action is clear