

# The 5 Rules to Email Etiquette



## Keep it short

- ☐ Easy to read, short and clear. Shrink sentences and list items. Save everyone's time by linking to the resources instead of leaving everyone to find them individually.

## Reply to all

- ☐ Always reply to all by default. The most common mistake amongst teams is lack of communication.

## Descriptive subject

- ☐ The subject of an email describes its content and attachments in a short sentence.

## Searchable emails

- ☐ How will you be able to find this email after a month? Think about which keywords you would search and include them.

## Keep it organized

- ☐ If there is already a related email, reply to it. If it has a different subject create a new one.