

Email Etiquette for use within SWVG

Details

Last Updated: Wednesday, 26 November 2014 18:49

The guidelines are written to help some members who are feeling overwhelmed with the number of emails they receive. They are not meant to be hard and fast rules that make life harder, but are designed to reduce stress and confusion.

We should minimise the use of whole group emails (which are only sent out via Jessica) - try to direct information to the website and/or newsletter.

Header

clearly states what email is about

To make it easier reader to prioritise try to mark emails

for info only,
important info
or **please respond.**

Only use **reply all** when all recipients of original email **need to see response.**

Try to avoid using old email trains – it's always best to start a new email rather than create a new message replying to one on a different topic. Sometimes you may wish to refer back to an old message – this can be hard to do if doesn't have a clear, relevant header.

Southampton and Winchester Visitors Group *Working with asylum seekers and refugees*
Patrons: Miriam Margolyes OBE, John Pilkington, Dr Shirley Firth **Registered charity:** 1103093

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