



Checklist for effective emails

Need to send an email to a large group across the IT@UofT community? Use this checklist to optimize your communication.



Email etiquette

- Include a subject line that captures the purpose of your email
- Address your recipients in your salutation
- If your recipients don't know you, introduce yourself

Managing recipients

- Use or create listservs for large, frequently contacted groups
- When BCC'ing a large group, indicate who is receiving the email in the greeting
- When sending to moderate-sized groups, CC everyone



Clear and concise language

- Proofread before sending
- Edit for wordiness and redundancies
- Use bullet points where possible
- Remove unnecessary details or add links to more information



Call to action

- Tell the readers what you need from them
- Include a contact for more information or questions

