## 2 Composing messages

- x Include a short and meaningful subject (six words or less is ideal) that accurately represents the message's major content. Longer subject lines areb**O**Kmight be cut off by some email readers.
  - you might consider putting the file there instead.

    x Identify yourself clearly; we recommend using a signature with your name, title and Dawson

x Avoidlarge attachments, i.e. great than 10M. If your recipients have access to the shared drive,

- x Identify yourself clearly; we recommend using a signature with your name, title and Dawson contact information.
- x Don't assume privacy; you do not control what the recipient might do with your message, e.g. forward to another party.
- x Keep HTMtformat messages as simple as possible. The more gizmos you pack into an HTML message-superfluous images, graphics, sound or videbe more likely something won't work on your recipients' computers.
- x Proofread and spell check.

## 3 Sending email

- x Before you forward an email, make sure that all recipients need to receive the message. In addition, be careful when forwarding sensitive confidential information.
- x The carbon copy (CC) and blind carbon copy (BCC) allow you to send copies of an email to others you need to keep informed but who aren't necessarily the primary recipients. When copying others, be certain the email message takens to them. Use the BCC feature sparingly. If

## Related documents

Further information and instructions can be found in the following documents, available on Docushare:

- x Dawson College Barracuda Spam Firewall User's Guide
- x Email User Guide (instructions for Exchange/Outlook)