"Netiquettes/Online Manners"

☞ Simple tips can be applied while sending email

- Subject header- Should be concise & to the point as possible

- Attachments- Upload to file-sharing sites & share the download link

  than attaching a heavy file to email which will consume more time

- CC/BCC- For sending email to multiple people use BCC. When you want

  the recipients to know who else is included on the trial use CC.

- Reply/forward- Remove unnecessary information like dead links,

  personal information, old signatures & embedded images.

Be TUNED IN to know more........

For more guidance & tips email to - *netizens*@wellnessway4u.com

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