



University  
of Glasgow

# Overwhelmed by email?

## You can help to solve the problem.

If we cut the number of emails we send, we know that others will follow suit. As part of our Inspiring People strategy we can all lead by example.

- Only email when you have to
- Keep it simple
- Keep it short
- Only copy in those who *really* have to know

ALWAYS  
**INSPIRING  
PEOPLE**

Email doesn't have your winning smile.

**Speak to people whenever you can :)**

[www.glasgow.ac.uk/smiley](http://www.glasgow.ac.uk/smiley)

