**Apps Agent** **Email Guidelines**

Greetings!

Composing and responding to internal emails and customer emails will consume a large part of your day. The following email guidelines have been prepared to help you create successful email communication, prevent email phishing scams, and eficiently manage your email inbox.

**Email Guidelines**

**Other Reminders**

If possible, when communicating with customers or colleagues, replace email messages with face to face contact or telephone conversations. These alternatives save time and promote dialogue with better interpretation through body language, facial expression, and actual tone of voice.

If you have any questions, please let me know.

Thank you for your attention to to a most positive and successful environment.

FirstName LastName  
Administration