

Avoid the regrettable email. Before you click send:



- ☐ Check the **recipient**. Is it correct? Autofill makes it easy to send an email to the wrong person.
- ☐ Is the **attachment** the correct one?
- ☐ If the attachment is a form, is the **form empty**?
- ☐ Are you replying to everyone or just the sender?
- ☐ Does the email have a **professional** tone? At any time anyone can use FOIP to request access to any of your emails. Consider emails to be postcards, readable by anyone at any time.
- ☐ Are you **replying** to the **correct** email? Using the text box at the bottom of the email thread will include **all** the emails when you reply or forward. Read all the emails in the thread to make sure the person you are forwarding or replying to, should read them. When in doubt use the arrow buttons to the right of the email for forwarding or replying.
- ☐ If you are sending **sensitive** information, check all of the above twice.
- ☐ If it is a **Friday** afternoon, check all of the above twice, especially if it is a Friday before a long weekend. The majority of regrettable emails are sent on a Friday afternoon before a long weekend or holiday.