

As your Green Team we have been thinking about ways to try and help us all reduce email traffic, as emails have a carbon footprint. Here are a few suggestions for how we might be able to make our emailing more efficient, and perhaps be able to send fewer messages overall. Consider the following:

- If there are lots of people in the email thread – do I need to ‘reply all’ or just ‘reply’ and if you need to reply to more than 1 person are there people in the thread you could remove?
- Could I ask this as a quick question on Teams chat or even face to face? (Teams message has a lower carbon footprint than an email)
- If you’re emailing someone back and forth then it’s probably easier to pick up the phone to clarify the issue/situation
- Try not to reply ‘thank you’ to emails – it isn’t necessary and adds to inboxes – ask yourself ‘does this email require a reply?’ before hitting ‘reply’ as it may not if it’s for information only or updating or advising
- If you’re emailing someone that you email a lot throughout the day – could you call that person or could you collate an email in your drafts folder throughout the day with all the updates/information/questions you have for that person and send it in one email towards the end of the afternoon? If it’s urgent then it would be better as a call
- Schedule dedicated email time to check and respond to emails – minimising distractions and maximising productivity
- Use subject lines effectively to help recipients quickly assess its importance