

## ULearnIT Featured Resource

### Using E-mail Effectively in the Workplace

This learning series highlights best practices for composing effective e-mail and replying to e-mails including knowing who should be on the distribution list, when to reply all, when to forward, and when to copy someone's manager. It also includes best practices for managing e-mail such as understanding the time management aspect of dealing with e-mail, when to keep or delete e-mail, how to organize e-mails, and how to use search tools for managing e-mail.

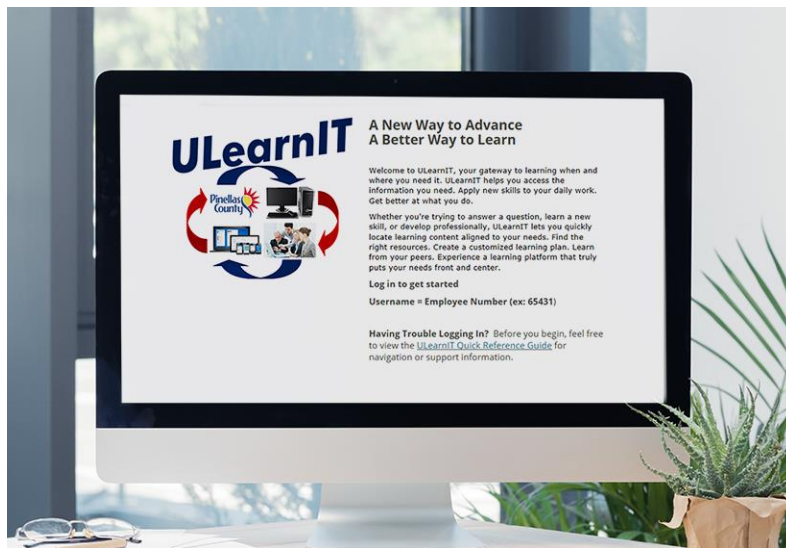
*1 hour 25 minutes (3 courses of approximately 30 minutes each)*

**ULearnIT ID** (click the links below to access these resources in ULearnIT)

Writing Effective E-mails and Instant Messages: [acm 02 a01 bs enus](#)

Sending E-mails to the Right People: [acm 02 a02 bs enus](#)

Organizing Your E-mail: [acm 02 a03 bs enus](#)



Log in to ULearnIT at <http://ULearnIT.skillport.com>

User Name = **Employee ID Number**

First login password = **Welcome1**

**Human Resources**  
*Helping U Succeed*

3/30/20