We have covered the following topics:

- **How to Create a Professional Email**
- **When to Use Email versus Chat**
- **When to Use CC and BCC**
- **Do's and Don'ts: Email Etiquette**
- **9 Email Management Strategies**

Now it's time to know what you've learned.

Please click this link – ASSESSMENT

Additional Resources

- **How to create a Label**

- **Check out the Professional Email Etiquette under Module 1 of the Road to Excellence Training**