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Subject: Computer Tip of the Week -- How to turn a printed image into a 3-D Hologram
Date: August 12, 2021 at 9:11 AM
To: DOPM All Users DOPMAIUUsers@uabmc.edu



Make sure the Subject Line of your email matches the Body

Brought to you by
Lisa Schwaiger
- DOPM HelpDesk Triage and Computer Tech



And Yes, I made the subject line NOT match the body of this, to “prove a point” 😊

SITUATION/QUESTION:

Often I get emails with subject lines that don't match the body of the email.
How can I ask people (politely) not to do this, as it:

- confuses me
- makes things less clear/harder than they need to be
- and occasionally contributes to me missing something.

(I think perhaps generally people don't realize this is problem because they assume people can figure it out, but communication should be as clear as possible so people don't have to waste energy figuring it out.)

Examples of ways this can happen

I email someone about an impending training deadline.
That recipient then uses that email to reply back about something completely different (a broken window) but doesn't change the subject line.

Alice emails to Betty with a Subject Line “New Englanders named to Committee” and Betty forwards that onto me to ask me to do something specific.
I don't really care about the general announcement; what I want to be able to conveniently/easily see is what is relevant to me.

In other words, both of these are bad:

Subject: Deadline is approaching for Required Training
Body: The window in the break room has a crack

Subject: New Englanders named to Committee
Body: Please contact Dr lam Leaving to arrange getting his reference materials back.

SOLUTION/ANSWER:

Yes, people should think of the Subject Line as the “Headline” of the email.
It should reflect (briefly summarize) the body of the email.

You can politely remind them of this by sending them this Tip of the Week.

See more here: <https://www.quickanddirtytips.com/tech/when-should-you-change-email-subject-lines>

Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?

Let us know at dopmHelp@uabmc.edu

To see an archive of past Tips of the Week: <http://www.uab.edu/medicine/dopm/help/totw>