



Are you an ICT user?

Learn how to manage the INFORMATION and E-MAILS in an efficient way

If we manage the information and the e-mails in a responsible way, we will reduce their carbon footprint

Zip files before sending them



Make regular clean-ups of files and e-mails



Make accurate searches of information in the Internet

Do not send heavy e-mails



Try not to send pictures by e-mail, share them through the Internet



Avoid the printing of e-mails, drafts and long documents

To learn more, have a look at the full document "Guía de Buenas Prácticas" (Good Practices Guidelines) in our website

<http://www.lifegreentict.eu/es>