

# Employee Communication TL;DR

## Summary of Communication and collaboration expectations

We Vote is committed to effective communication and collaboration to inspire and empower democratic participation and voter turnout. To achieve this, here are essential points to remember:

### [Part 1: We Vote Email and Google Workspace](#)

- We Vote email and Google Workspace are used for compliance, security, and brand consistency.
- Google Workspace centralizes data and enhances efficiency.
- Transparency, accountability, and ethical standards are essential in the nonprofit sector.
- Communication and collaboration is consistent.

### [Part 2: We Vote Calendar](#)

- Subscribe to it and sync it with your personal calendar for efficiency.
- The We Vote calendar keeps everyone informed and aligned.
- The We Vote calendar ensures real-time updates and coordination across different time zones.

### [Part 3: We Vote Email on Your Phone](#)

- Sync your We Vote email to your mobile phone for faster responses.
- Streamlined access to information and connectivity is achieved.

### [Part 4: Email and Slack Best Practices](#)

- Install Slack on both computer and phone for streamlined communication.
- Use Slack for quick inquiries and email for extensive discussions.
- Regularly check Slack and We Vote email.

### [Part 5: Email Responsiveness Agreement](#)

- Forward your We Vote email or check it every 48 hours.
- Prioritize We Vote communications for mission-related updates.
- Keep your contact information updated for effective communication.