

E-MAIL ETIQUETTE

DO.....

- Use e-mail professionally.
- Be careful of comments you make in print.
- Keep messages brief and to the point.
- Limit the number of different subjects covered in an e-mail.
- Limit the use of capital letters for entire words. It is the e-mail equivalent of screaming.
- Check your e-mail daily.
- Reply promptly, within 24 hours if possible.
- Include a meaningful subject line.
- Be tolerant of others' e-mail mistakes.
- Clean out your e-mail monthly, especially the "Sent items."
- Empty your trash.

DON'T.....

- Do not e-mail confidential information.
- Send an e-mail message to the entire school without permission.
- Solicit personal items or services.
- Forward chain letters.
- Open e-mail from unknown senders.
- Use "Priority" or "Urgent" unless it really is.
- Print e-mails unless necessary. Create folders to store important e-mails.
- Use sarcasm.