



# **EMAIL ETIQUETTE**

- 1. Use proper formatting, spelling, grammar**
- 2. CC anyone you mention**
- 3. Subject line is what your email discusses**
- 4. Answer swiftly**
- 5. Re-read email before sending**
- 6. Don't use capitals—THIS IS SHOUTING**
- 7. Don't leave out the subject line**
- 8. Don't attach unnecessary files**
- 9. Don't overuse high priority**
- 10. Don't email confidential information**
- 11. Don't email offensive remarks**
- 12. Don't forward chain letters or spam**
- 13. Don't open attachments from strangers**