Title:
Email Etiquette ˘ More Than Just Manners

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Summary:
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When it comes to netiquette (Network Etiquette), it´s not as easy...

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Article Body:
We all understand the importance of good ˆpeople skills˜ when it comes to our interpersonal co

When it comes to netiquette (Network Etiquette), it´s not as easy to control how others percei

And before you say to yourself "I already know" and stop reading this article, realize that ev

Think, write, and think again.
Email is a static, one-way channel ˘ unlike live communication, there´s no way to get immediat

Use a meaningful subject line.
This is the first thing your reader will see, so use the space to help them understand the con

The beginning, and the end.
Always use a salutation, even if it´s short. Start your message with "Hi", or "Hello", or "Dea

Don´t forget the end of your message too! Always sign your messages with your name, and say "T

Protect your recipient´s identity ˘ use ˆTo:˜, ˆCC:˜ and ˆBC:˜ properly.
There are a few simple netiquette rules for using the address fields in email.

If your email is being sent to just one person or email address, place it in the "To:" field.

When your email is being sent to more than one person and all the recipients truly need to kno

For email sent to multiple recipients who have no real reason to know the names and email addr

(Some email software requires at least one address to be placed in the ˆTo:˜ field. Put your o

By default, not every email program has the BCC field available for viewing. If you cannot see

Give memory a helping hand.
When replying to emails, include a copy of the prior notes you´ve traded with the person on th

Use the `Read Receipt´ sparingly.
In some cases, it´s crucial for both parties to know that a message was received. However, in

URGENT!
The boy who cried wolf. Do not send all your messages as URGENT, or HIGH PRIORITY. If your rec

Avoid special formatting.
For your day-to-day messages, don´t use colored email backgrounds, colored fonts, special font

Don´t SHOUT!

If you type in all capital letters, your reader will see this as yelling, or they will think t

Proof, spell-check, and use proper formatting.
Poor writing skills are a direct reflection on you! And the reader never forgets the person wh

Take the time to send a reply.
Even when someone emails you something that doesn't need a direct response, follow up with the

If they didn't request it, don't send it!
No matter what you think may be acceptable, you cannot email someone about your product/servic

This report would result in the immediate removal of all your websites/email address from most

You might be thinking, ˆbut I get emails every day about products/services that I didn't reque

Compress, Compress, Compress!
If you are sending an email with several large attachments, it is often better to send them in

Hoaxes as helpful hints.
If it sounds too good to be true, it probably is. Do not forward everything that gets sent to

Virus, or virus advice?
Many viruses are spread by email masquerading as warnings about ˘ a virus! If someone forwards

Wow, that was a lot of information to take in at one time, but I congratulate you for sticking

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