



E-mail Etiquette: Tips for Practicing Good E-mail Etiquette

With technology increasingly becoming the key source of communication, it is important to know the most efficient ways to communicate effectively, timely, and appropriately. Here are some helpful tips to practicing good e-mail etiquette.

Remember:

1. Always include a greeting, a closing, and a signature.
2. Always use appropriate level of formality.
3. Keep the body of e-mails short yet specific.
4. Proofread e-mails for spelling, grammar, and formatting errors before hitting send.
5. Avoid distractions such as fancy font styles and colors, cluttered signatures, and busy stationary.
6. Respond to received e-mails within 24 hours.
7. Start a new e-mail for each new discussion.
8. Only use Reply All when sending response to every recipient.
9. Be considerate when sending attachments.
10. Use forwarding to improve the quality of your work or to seek assistance, not to send non work-related mass messages.
11. Make sure all fields such as To, From, Cc, Bcc, and Subject are filled out correctly.