Basic E-mail Netiquette Guidelines

- Mail on the Internet is not secure. Never include anything in an e-mail message that you would not want printed in the newspaper. E-mail is sent unencrypted and is easily read.

- Be Safety conscious - delete all visible email addresses before actually forwarding an email. Select Forward then highlight and delete addresses before putting the new address in the To box. If Forwarding to more than one person make sure that you put the addresses in the Bcc: column.

- Be careful if you send anything but plain text (also known as ASCII text) as e-mail. Some recipients may use e-mail programs which cannot open e-mail messages composed in HTML or they may not be able to open the attached files that you try to send.

- Be cognizant of the size of the e-mail messages and attachments that you send. The recipient's Internet Service Provider (ISP) may have limits regarding the size of attachments or mailbox quotas. It might also take the recipient a long time to download your message if he/she does not have a high-speed Internet connection. If you must send a large attachment try to compress it or zip it first.

- Include a signature (an identifier that automatically appends to your e-mail message) that contains the method(s) by which others can contact you (usually your phone number, fax number, etc).

- Do not request a "read receipt" for every e-mail message that you send. Instead, save this for communication that is time-sensitive and/or requires a fast response.

- Be sure to double-check the "To" and "From" fields prior to sending your message to make sure you are sending it to the intended recipients.

- Do not type in ALL CAPS. This denotes screaming or yelling. Instead, use **bold type** or underline if you feel the need to emphasize your point.

- Do not type in all lower case as this is seen as overly informal and unprofessional.