

Email Do's and Don'ts

Email tips for Teachers and Students

Compiled by Mr. Whitecotton's 8th Grade Advanced Computer Students

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The Ooltewah Middle School 8th Grade Advanced Computer Students and researched and compiled a list of dos and don'ts when emailing. Easy steps to using emails successfully, safely, and professionally. Earn respect and keep you and your computer safe.

1. Opening Emails:

- ✦ **Never open emails from someone you do not know:** Since most virus and spyware infections come from email downloads, it is essential to only open emails from people you know. Never respond to or open SPAM. Always avoid responding to or forwarding "chain letter/emails."
- ✦ **Never open email attachments!** That's right, never! Although it may appear to be from a friend, it may not be. Most viruses spread by grabbing the addresses from the address book and sending itself to everyone in it. It may be that you get one from a friend that never actually sent it. Always verify that your friend actually sent it and even then don't open it. Instead right click and 'save as' to your PC, scan it for viruses first.



2. **Keep emails short and simple:** The fact is no one will read a long email. Think about the points you want to make and be specific and concise. People generally resent having to read long emails. Be sure you are including all relevant details or information to understand what you are saying. Avoid using similar words and sentence structure
3. **Follow proper grammar rules:** People generally judge you and your intelligence base on what and how you write. Sending an email with incorrect spelling or grammar is unacceptable.
 - ✦ Use spell check, thesaurus, grammar check, etc.
 - ✦ Proofread your email and if necessary ask someone else to proofread. Especially if it is work related or a job application.
 - ✦ Never use ALL CAPS since it will appear as if you are yelling.
 - ✦ Never use Texting Language unless it is a personal / friendly letter.
4. **Username/ email addresses and passwords:** Keep separate email account for professional and personal use. User names for professional should reflect a professional nature. Personal usernames can be more adapted to you or your personality. Change passwords regularly (at least twice a year) and use a combination of letters and numbers. **Never ever use a password that can be guessed based on who you are like your birth date, or locker number, or your pet's name, name and address etc.**
5. **Email Mechanics:** When using certain features remember to use them for what they are designed for:
 - ✦ **Subject:** Make sure you use two to three words describing the nature of the email in the subject line.
 - ✦ **Forwarding:** It is considered improper to forward an email without the knowledge of the person who sent it to you and if you do, highlight and delete email addresses and other unimportant material.
 - ✦ **Reply:** If you want to respond to an email use the reply button so that the person you are replying to knows the subject of your email.
6. **Greeting and Closing:** Make sure your email includes a good greeting and closing and it helps to make your e-mail not seem demanding. Make sure you use first names if you want your email to seem personal and last names if you want them to seem professional. Always address your contact with the appropriate level of formality and make sure you spelled their name correctly. Closings should always contain contact information if you intend for the person you are writing to respond back. Closings should also contain your full name and a closing statement like, sincerely.
7. **Be ethical:** DON'T ever reply to spam, harassment letters, or any offensive email and don't ever forward any chain emails or any other thing that might look suspicious to you. Never respond to a bully or someone who is trying to be mean. Report any suspicious and harassing emails to someone in authority. Since a person cannot see your face or read your body language it is important to remember not to display in your emails unintended tone. Be careful what you say and how you say it.