1. **Professional Electronic Messaging**

Email for Business Communication

1. Electronic Mail

* AKA email or e-mail
* Exchanging messages (mail) through digital computers in a network
* One of the most commonly used digital means of communication
* Mostly used in professional settings (workplaces, industries, academe, etc.)

1. Advantages for Email in Business

* More reliable security issues
* Access contacts very easily
* Can be tracked if using a business email
* Filter out emails (type, nature of email, user, attachments)
* Attach links and attachments with a huge size
* Can be used for both formal and informal conversation
* Has a subject line; can identify the matter at hand

1. Common Uses for Email in Business

* Sending company memos
* Collaborating with other entities inside/outside of the company
* Sending files that have a huge file size
* Informal communication with other members of the team
* Requesting and acquiring information from outside companies
* Applying for jobs, internships, admissions, and scholarship

Creating a Professional Email Address

1. Company Email Addresses

* Type of email address that is associated with a company
* Formatted with the company name at the end
* Created by the company themselves
* [lareformado@uc-bcf.edu.ph](mailto:lareformado@uc-bcf.edu.ph)
* [lareformado@dost.gov.ph](mailto:lareformado@dost.gov.ph)
* [lareformado@ph.fujitsu.com](mailto:lareformado@ph.fujitsu.com)

1. Personal Email Addresses

* Types of email addresses that is created by the user with an existing email domain
* Used for all types of purposes, mostly personal
* [lareformado@gmail.com](mailto:lareformado@gmail.com)
* [lareformado@outlook.com](mailto:lareformado@outlook.com)
* [lareformado@yahoo.com](mailto:lareformado@yahoo.com)

1. Do’s in Creating Email Addresses

* Choose the right email domain
* Gmail (@gmail.com)
* Outlook (@outlook.com)
* Yahoo (@yahoo.com)
* Use your first and last names of the email address
* lrjeformado
* lareformado
* lovelyjennr
* Adding random numbers is acceptable

1. Privacy Emails

* Type of email domain that focus on security through encryption of emails
* Used mostly for personal emails

1. Don’ts in Creating Email Addresses

* Variation on User’s Name
* Use pet/nicknames
* Use cutesy prefixes/suffixes
* Use full name
* Use modified spelling on the name
* Numbers in Username
* Use any relevant dates
* Use any relevant number (i.e. mobile numbers)
* Mobile numbers
* Telephone numbers
* Home address numbers
* Other Don’ts in Creating Email Addresses
* Include references to race, gender, religion, or any discriminatory information
* Use university name after graduation

1. Other Best Practices for Using Email Addresses

* Use emails for different purposes
* Use your UC student account as a student in IC
* Create a different email for signups
* Create an overall personal email
* Make sure that the username is relatively easy to pronounce
* Keep the username as short as possible

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