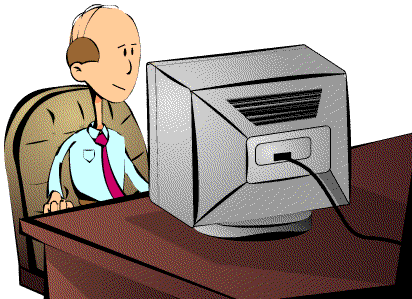
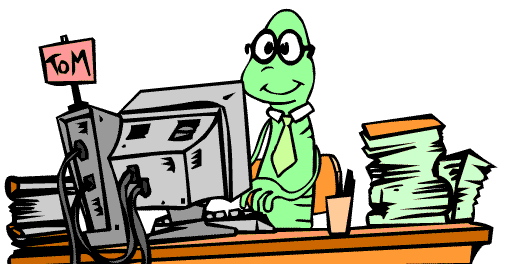
**Email Etiquette**  
Email is a **Fast** and **Effective** way to communicate with your employer and colleagues.  Because email use is so prevalent in the workplace, it is important that employees are familiar with email etiquette and guidelines.

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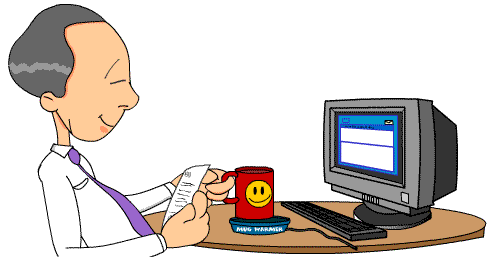
Let's Begin Our First Topic!  
  
Managing Emails  
  


* **Deleting and Filing** your emails regularly helps keep you organized and helps optimize valuable memory.
* Remember that you may need to **Empty** your deleted emails folder.
* If you are unsure about how to delete emails or optimize your computer's memory, be sure to talk to your **IT Department**.

Why do we need email etiquette at work?  
  
  
  
A company needs to implement etiquette rules for the following three reasons:

* **Professionalism:** by using proper email language your company will convey a professional image.
* **Efficiency:** emails that get to the point are much more effective than poorly worded emails.
* **Protection from liability:** employee awareness of email risks will protect your company from costly lawsuits.

**Let's learn more about**

**Limiting Your Emails.  
  
**

* Keep emails **Short** and to the point.
* Email can be **Distracting**. Be aware of how much time you spend emailing each day.
* Avoid getting caught up in "chatty email." Try to keep messages **Professional**.

**Read Over these Email Tips!**

* Use proper spelling & grammar
* Do not attach unnecessary files
* Do not write in CAPITALS
* Read the email before you send it
* Use abbreviations and emotion icons sparingly
* Do not use emails to discuss confidential information
* Avoid long sentences
* Do not forward chain letters
* Do not send or forward emails containing defamatory, offensive, or obscene remarks.
* Do not reply to spam