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**Guidelines for Using Emails Responsibly**

First remember that emails, once sent, may be forwarded, reprinted, or permanently stored by its recipients, so you should put considerable thoughts into the contents of your email before clicking the send button.

* **Be Brief**

This applies chiefly to your email subject and content. The former should be descriptive of the latter while both should brief. Your email is more likely to be read if it is short. Do not try to be witty or sarcastic; just go straight to the point.

* **Do Not Send Spam**

Spam is any form of unsolicited email. They are annoying and you may be put on the recipient’s block list at the very first offense.

* **Obey Copyright Laws**

Do not use images or contents of others without their permission.

* **ALL CAPS**

DO NOT POST USING ALL CAPS. IT ANNOYS THE READER, JUST AS THIS IS CURRENTLY ANNOYING YOU.

* **Use Appropriate Language**

In formal situations, make sure to check your grammar and edit your message before sending it. In informal situations, you may use a

* **Be Patient**

Do not bombard your recipients with emails if they have not responded to a previous request. Give them several days to respond. You may try contacting them in person if they have not replied you.

**Sites Referenced**

[*https://www-rohan.sdsu.edu/emailusegdlines.shtml*](https://www-rohan.sdsu.edu/emailusegdlines.shtml)

*https://lblindbergh.schoolloop.com/netiquette*