EMAIL ETIQUETTE?

1. HAVE A SPECIFIC SUBJECT LINE

2. Use a professional email address.

3.Think twice before hitting "Reply all."

4.Include a signature block

5.Use professional salutations.= never use "Hey you guys," "Yo," or "Hi folks."

6. Use exclamation points sparingly.

7. Be cautious with humor.

8 .Proofread every message.

9 Double-check that you've selected the correct recipient.

10.Keep your fonts classic.