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E-mail "NET"iquette

Repeat after me: *"E-mail is my friend. E-mail saves me time and money. E-mail helps me. I Love e-mail. Really I do!"*

E-mail is not intrusive to our lives. It is exactly the opposite. Answer Honestly: Would you rather get a dozen phone calls or a dozen e-mails? E-mail is handed at YOUR convenience, not the senders. We can even respond at 3:00am, if we can't sleep. E-mail truly is our friend. Here are some helpful **DO's** and **DON'Ts** for e-mail "netiquette":

DO check your e-mail at least once a day.

DON'T read spam*. Just delete it.

DO respond to e-mail questions from friends and associates without delay even if the response is "Got your message. Will advise."

DON'T ignore questions or inquiries because you'll just get a phone call later. (You won't if you take the time to respond.)

DO assume that your e-mail may get passed on to others or saved for future reference.

DON'T email you something you wouldn't want your boss (or your Mom) to see.

DO check out the facts when passing on emails (www.snopes.com is a great reference source.)

DON'T automatically send jokes and stories to everyone in your address book – think about whether the recipient will appreciate it.

DO use your spell checker and reread your message for proper grammar.

DON'T swear or use off-color language.

DO respect the recipient's time.

DON'T call to tell someone that you just sent an e-mail.

DO include the original message when replying.

DON'T include fancy graphics or attach large files.

DO include an appropriate subject line.

DON'T use all caps unless you're in the mood to shout.

**If you want to take a more active role, see our separate articles on spam and tracking spammers.*

Thanks,

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