

TEN RULES OF EMAIL ETIQUETTE AND POTENTIAL EMAIL PITFALLS

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Emails may be a "dicey" way of corresponding with friends and family, due to not being able to gauge one's voice inflection or, maybe stretching it, possible meanings behind a lack of a salutation or closing signature. We sometimes wonder what the mood is behind the keystrokes, or lack of, though oftentimes the CAPS key or the symbol keys can speak volumes!

Since we find ourselves doing more communicating through the internet or electronic devices, we should try to follow some specific rules of etiquette, as well as realizing outcomes of our email actions. It will avoid misunderstandings and not allow others to second-guess our intentions.

1. Kindly respond to personal emails on a timely basis, if at all possible.
2. Try very hard not to inundate your recipient's mailbox with an abundance of forwarded material. Sometimes this is a hard thing to do with all that's out there in the world wide web, but restraint is a good thing.
3. Share what you believe is important info that could impact someone, especially to family and close friends, but if they want to be excluded from distribution, accept it, as their reason might be a sound one, such as not having the time to open too many emails, or that their level of interest doesn't match yours.
4. Know someone's political or religious stance before you send off related emails that might unknowingly offend that person. Many may be negative on politics and religion.
5. If possible, try to use the blindcopy or "undisclosed recipients" feature to send off mass mailings, to protect the privacy of others. Send the email to your address and blindcopy the others.
6. Apologize profusely if you've been too busy to check your mailbox and unable to respond to personal emails right away.
7. Notify your frequent email correspondents of your vacation plans.
8. Shortcuts like "OMG" may be very recognizable to most, but other shortcuts could be frustrating to some, so try to avoid brevity if you have the time to create more keystrokes.
9. If possible, paste and copy only pertinent info from someone's email, if you wish to forward it, and leave others' addresses in your own mailbox. The chain gang will appreciate that.

10. Sleep on a negative email for awhile, to which you intend to reply. You won't regret that snooze.

If you find yourself suffering from the pitfalls of emailing, why not try to pick up the phone or correspond the old-fashioned way, with a postage stamp. The ailing USPS will thank you!