Rules to E-mail By

Here is a list of the top ten rules of E-mailing:

1. Introduce yourself by adding your name and web signature to any message that you send to people that you do not know personally, or to a large group of subscribers. Your signature should include your name, position, Internet address, and not exceed four lines.

2. **No SPAMMING on the Internet. Please!** SPAM refers to unsolicited electronic junk-mail. Within the E-mail culture, SPAMMERS are not highly regarded, and are often bombarded with retaliatory complaint messages that clog their E-mail boxes. Most E-Mail users do not tolerate the exploitation of the Internet for personal commercial gain. Try to target your messages to people who will appreciate them.

3. Keep in mind that the current Internet culture does not tolerate offensive conduct such as: using abusive language, sending Chain letters, or messages that could likely result in the loss of work or systems of the recipient.

4. DO NOT CAPITALIZE WORDS unless you are making an important point, or highlighting a name or title. Some people might interpret a whole message written in capital letters as YELLING!!!! Upper case is also harder to read than messages written in lower case.

5. Try not to express an opinion that may be misconstrued as the official position of your employer or any organization to which you belong. You can avoid this by prefacing your opinions with "I believe that…", "It is my opinion that…", or "I feel that…".

6. Sarcasm and satire do not communicate well through E-mail. Your recipients cannot see the expression of your face, or hear the tone of your voice. It is best to make your mood clear by stating outright that your comments are intended in a joking or sarcastic way ("Just joking!"), or use graphics and sound to communicate your mood. This way, no one will misconstrue your attempts at humor.

7. Do not assume that your E-mail messages are private. Just like print based communication, E-mail leave a paper trail right to your door.

8. Be sure to cite all sources, references and quotes to give credit to whom credit is due, and pay attention to all copyright and license agreements.

9. Make sure you get permission to forward an individual's personal E-mails to mailing lists or user groups.

10. Above all else, respect your fellow E-mailers. Always use the kind of language and courtesy you would employ if we were speaking to these people in person.