

E-mail Etiquette



E-mail Etiquette is part of being a good cyber citizen. E-mail is different than phone conversations, letters, or face-to-face meetings. That's why it has some rules of its own.

Flaming: Flaming is when you send a mean or hurtful e-mail. Flaming tends to happen frequently on the net because it's easy to write things without thinking them through. It's also easy to be misunderstood when writing e-mail messages, which can lead to a flame reply. Flaming can easily get out of control - If you get a flame message from someone, tell your parents or just delete it.



Spamming: Spam refers to e-mail garbage. Spamming is when you send junk mail such as jokes, hoaxes, urban legends, etc. to many people at once. You should never e-mail this type of stuff to people you do not know. And typically, even your friends don't want this stuff cluttering their e-mail box.

Forwarding:

➤ E-mails should not be forwarded for several reasons.

- 1 - when you forward e-mail, you are giving out personal information such as the e-mail addresses of the person who sent it to you.
- 2- Forwarding e-mail can also be considered spamming. Make sure the e-mail you send has a point.