

5 Rules of Email Etiquette



Take a closer look
before sending



Let people know their email
has been received



HI, Q4U.

Can u Plz RSVP
ASAP wrt. TIA!

TTYL,
Jessica

Use acronyms
sparingly



Compress Your
Attachments

First Email Etiquette Guide

DP Hallahan

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the author's name.

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