



8

# EMAIL TIPS

ETIQUETTE



**1.** Include a clear, direct subject line.



**2.** Use a professional email address.



**3.** Think twice before hitting "reply all".



**4.** Include a signature block.



**5.** Proofread every message carefully.



**6.** Add the "To" email address last.



**7.** Use classic fonts and colors.



**8.** Write as if nothing is confidential.

# First Email Etiquette Guide

**Daniela Niemeyer**



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