



Office Email Etiquette Tips

Here are some etiquette rules for communicating in the workplace.

- **Use a clear and concise subject line:** The subject line of your email should briefly summarize the content of your message and give the recipient a good idea of what the email is about. Avoid using vague or misleading subject lines.
- **Use proper formatting:** Use headings, bullet points, and paragraphs to make your emails easy to read and scan. Avoid using all capital letters or excessive exclamation points, as these, can come across as aggressive or unprofessional.
- **Use a professional tone:** Keep your emails professional and avoid using slang, emojis, or informal language.
- **Use a proper greeting and closing:** Begin your emails with a proper greeting (e.g., "Hello," "Hi,") and end them with a closing (e.g., "Sincerely," "Best regards,") and your full name.
- **Use the "cc" and "bcc" fields appropriately:** The "cc" (carbon copy) field allows you to send a copy of the email to other recipients, while the "bcc" (blind carbon copy) field allows you to send a copy of the email to other recipients without revealing their email addresses to the other recipients. Use these fields appropriately to avoid spamming or accidentally revealing confidential information.
- **Be mindful of your email signature:** Your email signature should include your name, title, and contact information. Avoid including too much information or using an overly flashy or decorative signature.
- **Respond promptly:** If you receive an email that requires a response, try to respond as promptly as possible. If you are unable to respond right away, let the sender know when they can expect a response from you.

