

E-mail Etiquette:

Avoid writing in all caps. Text written in all caps is hard on the eyes and is difficult to read. More importantly, all caps in an e-mail SCREAMS at the reader. Better to write in upper and lower case. If you need to draw attention to a word, consider using bold or italics for the emphasis.

Spell check. While spell check can accurately check for misspellings, it won't recognize all errors. Before you hit the send button, check every e-mail for spelling, punctuation, and grammar. An e-mail filled with multiple errors is not only difficult to read and understand; it tests the patience of the recipient, who may decide your message has no value and simply is not worth reading.

Reply to all sparingly. When you respond to a mass e-mail (a message sent to multiple recipients), determine whether everyone listed needs to receive your reply. If a reply to the sender only is sufficient and appropriate, hit the "reply" vs. the "reply to all" button to cut down on multiple and unnecessary mail.

Answer e-mail. I can't tell you how many times I've sent an e-mail requesting specific information only to receive a reply with half, if any, of my questions answered. This now requires sending a second message to get the necessary answers. When responding to an e-mail with multiple questions, type your response right next to the questions in a different color font than the original message. This clearly shows your reply and enables the reader to easily match the response to a question and ensures you have answered all of the sender's questions.

Be concise. Follow the KISS rule (keep it short and sweet). Get to the point in a clear manner. Keep paragraphs short - three or four sentences at most. If you find you need to send an e-mail that is longer than a few short paragraphs, revise the message or consider picking up the phone or paying a personal visit instead.

Do not send Chain Letters, Jokes, Thoughts for the Day or Cute messages to people at a work address or if they have requested that you not send them to a personal address. These type of emails can often compromise your computer security or simply annoy the recipient. If you receive these type of emails it is very acceptable to reply to the sender with a polite : Thank you for thinking of me but I prefer not to receive these type of emails in the future. Sign it ...With Respect.

Sending attachments. Files should be in a PDF or compressed format so as not to slow the sender or receivers email. Sending pictures is best done if the picture is smaller or in a compressed (zip) file. If you use an online photo album it is just as easy for you to send a link to your album so that the person may see the photos in the best possible way.

How to Send an Email to Undisclosed Recipients

I'm sure you know these emails that were obviously sent to a group of people: everybody's email address is in the To: (or the Cc:) field, forming a long, long list.

This not only looks odd and unprofessional, it also exposes the email addresses of people who may have wanted to keep them private.

Bcc Means Privacy and Efficiency with Group Email

Fortunately, you don't have to send individual emails to avoid this embarrassing exposure of email addresses. In addition to To: and Cc: recipients that show up in the email's headers, you can insert **Bcc: recipients.** (means Blind Cc)

Bcc: recipients get a copy of the email, but their email address is automatically deleted at delivery. Nobody except you and the Bcc: recipient will know that they got a copy, and their email address will not be exposed.

Send an Email to Undisclosed Recipients

To send an email to undisclosed recipients, select your email program or service, or follow the general instructions below.

Create a new message in your email client.

Insert "Undisclosed Recipients" in the To: field, followed by your email address in "<,>" braces.

The To: field should look like: "Undisclosed Recipients <me@example.com>".

If you send emails to undisclosed recipients frequently, you can add your own email address to your address book with "Undisclosed" as the first and "recipients" as the last name. Instead of filling in the To: field manually, you can then use the address book entry.

Put all the recipients' email addresses in the **Bcc:** field, separated by commas.

The Bcc: field could look something like: "my.first.friend@example.net, my_second_friend@example.net, stillanotherfriend@example.com".

Compose your message. Send it.