



EMAIL NETIQUETTE

(based on tips from Peggy Post)

1. I'm not LOL, it's no joke

Some people love to receive jokes from friends via email, however others would rather have a root canal than spend their time sorting through email jokes. Be sure you're not flooding your friends, family, or colleagues with useless and irrelevant messages (including jokes) that they don't even read. Ask your friends (via email is fine) if they want to receive regular blasts of your witty humor. Do not send jokes, chain letters, personal messages ("my sister had a baby!"), commercial messages ("my car is for sale"), or advertising ("come to a great Tupperware party!") to work-based email groups. Of course they are some gray areas — just use good judgment!

2. Keep it short

One of the benefits of email is the ability it gives us to communicate quickly and concisely. Don't lose that with long-winded messages.

3. NO YELLING, PLEASE

Avoid using all caps in your email messages, it's the equivalent of yelling at someone, which is rarely, if ever, appropriate.

4. Attachment Detraction

Don't send attachments unless you know that the person receiving them wants them and has the appropriate software to open them. It's more than frustrating to receive an important file that can't be opened upon arrival. Unknown attachments can also be dangerous due to possible virus transmission.

5. Compose Your Thoughts Before Your Letter

While email and instant messaging may be popular for flirting and gossiping, keep in mind that your messages can be accidentally or intentionally forwarded to unintended recipients without your knowledge or consent. When composing a new email, keep in mind that it could potentially be passed on by its recipient.

6. BTW, Watch Your P's and Q's

Be cautious with your use of acronyms and abbreviations, such as LOL, IMHO and others. As many surveys indicate, a lot of people don't know what those commonly used email "e-breviations" mean. For business communication, it's important to be as clear as possible; if people don't understand something, there's a possibility for miscommunication.

7. Signature Style

When you're sending email, consider using a signature line that includes relevant information about how to get in touch with you — almost like letterhead. That way, if the recipient needs to follow up with you, the information is readily available. Many email programs (including Netscape Messenger) provide an "auto-signature" option that will appear on every email you send.

8. Mind Your Manners

Don't let the anonymity of email release your inner louse. It's easy to rip off a rude or hurtful email when your message doesn't get delivered face-to-face. But consider the repercussions of your actions and words. And keep in mind that an email is like a written document. Copies may come back to haunt you.

COMMON INTERNET ACRONYMS

Acronym	Expansion
BTW	By The Way
CU	See you
FYI	For Your Information
g	Grin
IC	I See
IMCO	In my considered opinion
IMHO	In My Humble Opinion
IMO	In My Opinion
IOW	In Other Words
JIC	Just In Case
L8R	Later
LOL	Laughing Out Loud
NIMBY	Not in my backyard
OIC	Oh, I See
OTOH	On The Other Hand
PITA	Pain In The Butt
POV	Point Of View
PTB	Powers that be
RE	Regarding
ROTFL	Rolling On The Floor Laughing
RTFM	Read The Darn Manual
SIG	Special Interest Group
SPAM	Junk email (from SPiced hAM, Hormel's junk meat)
SYSOP	SYStem OPERator, aka God
TAFN	That's All For Now
TGIF	Thank God Its Friday
TIA	Thanks In Advance
TTFN	Ta-Ta For Now
WYSIWYG	What You See Is What You Get

SELECTED EMOTICONS

***emoticon:** n. a figure created with the symbols on a keyboard that is usually read with the head tilted to the left. Used to convey the spirit in which a line of text was typed.*

Emoticon	Meaning
:) :-) :>	Smiling, happy faces; don't take me too seriously
;) ;-) ;>	Winking happy faces (something said tongue-in-cheek)
B-)	Smiling face from a person wearing glasses
8-)	Smiling face with a wide-eyed look
:D :-D	Wider happy face (or Mistrel singers)
:-o	"Oh, nooooooo!" (a la Mr. Bill)
:- (Sad or disappointed face
:-P	Tongue stuck out
:-J	Tongue in cheek
:-#	Message concerning something that shouldn't have been said...
:-*	Kiss...
:-x	Kiss kiss
<g>	Grin
- (Late night messages
: ^)	From a person with a large nose
: *)	Clowning around
:-{ #}	From a person with braces
& :-)	From a person with curly hair
@ :-)	From a person with wavy hair
# :-)	From a person with matted hair
O :-)	Angel
C = :-)	Chef
; -) } < / / / / >	Corporate-type guy (see the necktie?)
:-)) - :	Masking theatrical comments
@* & \$! %	You know what that means...
@> ----> ----	A rose.