

# Email Etiquette for the Yachats Ladies Club

The membership list for the Yachats Ladies Club includes an email address for each member. These addresses are provided so that members may communicate with one another and it implies a certain level of trust that they will be used in a confidential and respectful manner. To achieve these goals, please follow the guidelines listed below.

## **Above all –**

- These email addresses are to be used for Yachats Ladies Club business only and not for any political or religious purpose or for a different business purpose.
- Use “Reply All” judiciously and sparingly. Do not abuse it. Always double-check if your response is relevant to everyone or is specific to the sender. Don’t waste peoples’ time and always respect their privacy.
- Use CC and BCC wisely. Only include people in the CC (carbon copy) or BCC (blind carbon copy) fields when necessary. Use CC for people who should be included in the conversation. Use BCC when you want to keep email addresses private. BCC can prevent spam and maintain confidentiality.
- Be respectful and polite. Stay neutral – never send an emotional email, avoid negativity and offensiveness, and be wary of your tone. Use humor sparingly and cautiously. Humor can easily be misunderstood in written form.
- Ask yourself if email is the best way to communicate your message. If not, use an alternative means of communication such as a telephone call, text message, or in-person conversation.

## **In addition –**

- Use a clear and accurate subject line to ensure it reflects the content of the email.
- Keep messages concise and to the point, brief and focused. Avoid unnecessary details. Clarify assumptions when appropriate. If there is no action needed, say so.
- Start with a proper greeting using a respectful salutation and end with a polite closing. Use a signature that includes your contact information. Remember that email messages are different from text messages and are more formal.
- Do not use all caps. Use standard capitalization for readability.
- Re-read messages before sending them. Always proofread – check for spelling, grammatical errors, and clarity. Ensure your email is free of typos, unclear language, or unintended tone.
- Add your recipient address(es) last.