THE TEN COMMANDMENTS OF EMAIL

These have been referenced all over the web for years, and they may vary slightly in content, but they all provide users with basic Internet etiquette or "Netiquette" for conducting their correspondence via email.

1. **Thou shalt include a clear and specific subject line.**
   This is a courtesy. Many inboxes are filled to overflowing with mail, neglecting to include a subject of your correspondence may cause recipients to delete your email without even looking at it.

2. **Thou shalt read thine own message thrice before thou sendest it.**
   Never send anything angry in haste. Give yourself time to calm down. Also, your intent may not come across as clearly when written as when spoken. Always double check.

3. **Thou shalt ponder how thy recipient might react to thy message.**
   See above.

4. **Thou shalt check thy spelling and thy grammar**
   Many users consider email correspondence to be very casual and do not bother to correct typographical or spelling errors. This is not a good idea. Your email may be the only contact the recipient may have with you. You certainly do not want to create a negative impression.

5. **Thou shalt not curse, flame, spam or USE ALL CAPS.**
   Using all uppercase letters is considered SHOUTING and extremely rude. Some recipients get extremely upset to receive mail in this format. Flaming is a deliberate attempt to create dissent within a mail group. A flame may contain insulting or obscene language.

6. **Thou shalt not forward any chain letter.**

7. **Thou shalt not rely on the privacy of email, especially from work.**
   Never include anything in an email that you would not want to see on the front page of your local paper. Emails take on a life of their own once you send them. Recipients freely send them along to other friends and you never know where it will end up.

8. **When in doubt, thou shalt save thy message overnight and reread it in the light of dawn.**
   This was worth repeating.

9. **Get permission before you forward someone else’s email.**

10. **Always alert a recipient or ask permission before you send them an attachment.**