

Buckhorn Mountain Outfitters

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23. Where to Put Your Signature - Email Etiquette Rule

Without a line sub-scripted "sign here", how do you decide where to place your email signature? Look here.

24. Wondering "How to Put That in Writing", Write "That" - Email Etiquette Rule

Tell it like it is. Have you notices how people who you understand perfectly well when you listen to them become cryptic when they start writing?

25. Compress Files Before Sending Them via Email - Email Etiquette Rule

Smaller is more beautiful, at least when it comes to email attachments. So make files smaller before your send them via email.

26. Avoid "Me Too" Messages - Email Etiquette Rule

"Me too" is not enough content, but too much annoyance.

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Rule For Netiquette

Here are the 26 rules to proper netiquette.



1. Take Another Look Before You Send a Message - Email Etiquette Rule

Don't send anything you don't want to send.



2. Do Not Default to "Reply All" - Email Etiquette Rule

"Reply" is good. "Reply to All" is better. Right?

3. Keep Emails Short - Email Etiquette Rule

Do not intimidate recipients with too much text.

4. Properly Format Your Email Replies, and Be Lazy - Email Etiquette Rule

Do you think quoting original text in your email replies perfectly is a lot of work? Don't let the '>' intimidate you! Here's a very comfortable, relaxed, quick and still clean and compatible way to reply properly.

5. Write Perfect Subject Lines - Email Etiquette Rule

Do you make these mistakes in your email subjects? (The key to getting your messages read is not to be clever.)

6. Clean Up Emails Before Forwarding Them - Email Etiquette Rule

Forwarding emails is a great way of sharing ideas, but make sure the original idea is not hidden in obfuscation.

7. When in Doubt, Send Plain Text Email, Not Rich HTML - Email Etiquette Rule

Not everybody can receive your fancily formatted emails. Some may even react furious. To be safe rather than sorry, send plain text emails only when in doubt.

8. Don't Forward Hoaxes - Email Etiquette Rule

Email hoaxes often contain stories that are intriguing, and sure to irritate. Here's how to spot and stop urban legends.

9. Use Antivirus Software, Keep Up to Date, Scan for Free - Email Etiquette Rule

Make sure you're not spreading worms and viruses via email or act as a vehicle for spreading spam. All this can be caused by malicious emails. Fortunately, there's protection.

10. Say Why You Think What You Forward Will Interest the Recipient - Email Etiquette

More and better communication makes better relationships. Here's a way to spot and share relevant information and foster ties by forwarding emails and links.

11. Do Let People Know Their Mail Has Been Received - Email Etiquette Rule

Did the spam filter eat my message? Spare others this nagging question and let them know you got their email.

12. Ask Before You Send Huge Attachments - Email Etiquette Rule

Don't clog email systems without permission.



13. Talk About One Subject per Email Message Only - Email Etiquette Rule

Help make the world less confusing. Try to talk about one subject per message only. For another subject, start a new email.

14. Punctuation Matters; in Emails Too - Email Etiquette Rule

Comma, colon, hyphen and semicolon — all exist for a reason: they make it easier to understand the intended meaning of a sentence. Don't make life more difficult and possibly less interesting for the recipients of your emails. Pay some — though not too pedantically much — attention to punctuation.

15. Use Acronyms Sparingly - Email Etiquette Rule

DYK? Not everybody knows every acronym, and they don't save that much time anyway.

16. Resize Pictures to Handy Proportions for Emails - Email Etiquette Rule

When your photos look good in your email, you look good, too! Here's how to make sure your images are not larger than screens and mailboxes by resizing them in style — online and for free.

17. Writing in All Caps is Like Shouting - Email Etiquette Rule

Don't shout in your emails (and all caps is so difficult to read).

18. Be Careful with Irony in Emails - Email Etiquette Rule

No, really! I mean it. Honestly!

19. Catch Typos by Printing Your Emails - Email Etiquette Rule

You can often find typos or misplaced commas neither your spelling checker nor you yourself catch when proofreading on the screen.

20. Avoid Embarrassing Emails - Email Etiquette Rule

Avoid embarrassing emails by sending them to yourself only (by default).



21. Set Your System Clock Right - Email Etiquette Rule

Make sure you don't send messages from 1981.

22. In Doubt, End Emails with "Thanks" - Email Etiquette Rule

If you don't know how to say good-bye at the end of an email, there's one thing that will almost always be appropriate. Thanks.