

## E-MAIL ETIQUETTE

### MASS MAILING & E-MAIL FORWARDING :

**E-MAIL FORWARDING:** When forwarding e-mail it is CONSIDERATE that you DO NOT FORWARD anyone's e-mail address. Do you want YOUR e-mail address available to anyone out there? Follow this procedure for forwarding email.

With the email open click FORWARD. Now just select, (highlight) all the addresses that appear at the top of your letter area and DELETE THEM. (Use your delete key.) Also remove the "Fw:" from the subject line. (Some folks make it a habit NOT to open anything that has "Fw:" in the subject line. And in addition, delete any advertising at the end of the original message.

If your e-mail program does not allow you to delete part of a forwarded message, copy just the message and paste it into a new e-mail and there you can delete all the unwanted parts of the message.

**MASS MAILING:** If you send a story to several people at the same time, here is the procedure to follow:

FIRST: At To: SEND IT TO YOURSELF. Put your address in your address book. (Or just leave that blank.)

SECOND: Send to everyone else under BCC (Blind Carbon Copy). Using this procedure, no address except yours if you use it, and the recipient will show in the email. If you want someone to know that you have sent a story to someone in your group of friends and or relatives, send by Cc: (Carbon copy.) Those addresses will show so all of them will know who else received the story.