10 Email Etiquette Tips for the Workplace

1. Be concise
2. Avoid sarcasm
3. Include a descriptive, concise subject line
4. Don’t send an email when emotional or angry; sit on it for 24 hours
5. Use emoticons sparingly
6. Think twice before hitting “reply all”
7. Respond within 24 hours
8. NEVER USE ALL CAPS or all lowercase
9. Start with a greeting
10. Never try to resolve a conflict via email