Email and Internet Netiquette

Email etiquette or netiquette as it has become known is simply about making communication more effective. Practices such as group emails, forwarding and sending jokes, images or chain mail have become common. But before you jump on the cyber bandwagon there are a few things you should know. Good netiquette is about following a few simple guidelines and respecting email and Internet policies. Be sure you understand your own account providers terms, conditions and e-policies as well as policies in the office.

General Netiquette will go a long way to ensuring you are able to manage your flow of email effectively. If you are dealing with large amounts of information via email whether at home or at the office, some basic etiquette apply.

Spam is a big problem when it comes to emails so if you have a large client list or are sending bulk information ensure you are solicited to do so. If not your mail will more than likely never see the inbox of its desired recipient. You could also land yourself in trouble with anti-spam agencies.

When forwarding emails check that you're not infringing on anyone's copyright or passing on information intended for you personally. Make sure that you're aware of the copyright laws that vary from country to country. Before sending anything via email you should check you have entered the addresses correctly and that the recipients are the intended groups or individuals for the mail.

In the office, it is common for employers to monitor and/or restrict personal emails. Make sure you are clear on the email policy of your office. Remember anything you say in an email or anything you send could come back to haunt you.

Basically, email netiquette for managing a large flow is about common sense and understanding the policies and guidelines. A general rule of thumb is to try to make life easier for the recipients of your emails, never send unsolicited emails and respect the policies of your ISP and your office.