E-mail Etiquette

The following guidelines for composing and sending e-mail are aligned to the SAUSD Employee Rules and Regulations for Use of E-mail (AR 4040.1) and have been compiled as a resource for SAUSD e-mail users.

- Write the subject of the e-mail in the subject line so that the reader can determine the topic of the e-mail.

- Check your spelling.

- Do not write in all capital letters, it is generally interpreted as SHOUTING.

- Be clear and concise when composing your e-mail message.

- E-mail can easily be misinterpreted; be professional and polite, and never send an e-mail when angry.

- Protect the privacy of yourself and others. Do not give out personal information about yourself or anyone else.

- Be professional in speaking of others. E-mail is easily forwarded.

- Check your e-mail frequently, and delete unwanted messages.

- Try to return e-mail in a timely manner – general email etiquette guidelines recommend within 48 hours. If you cannot send a response in that time, send a courtesy email that states when you will respond.

- End e-mail messages with:
    - Your name
    - Your title
    - School name/department
    - Santa Ana Unified School District
    - Additional contact information (if needed)

References
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