

General E-mail Advice

- 1) Write email using a normal style. Keep in mind that the queues people take for granted in normal communication are not as obvious when using email. In other words...you may have to indicate if you are telling a joke by using a :-). It's a sideways smiley face, because it may not be obvious to the reader.
- 2) Do not use all capital letters in an email this is considered yelling.
- 3) Use the Subject line when sending a note. This will help the people getting email to be able to sort notes easier.
- 4) After reading a note, you should close it, transfer it to a mailbox or trash it. Do not leave multiple notes open in Eudora it can cause problems.

Attachments

Here are some basic rules dealing with attachments.

- 1) If you want to attach a file to a document, make sure the person or persons that you want to send the file to have a program that can read it. Do not assume that since you have Word 97 (or any other program) everybody else can read the file.
- 2) As a courtesy to the person who will receive the attached file, tell them the name of the file and the program used to create it, in the body of the note. This will help them a lot in trying to read the file.
- 3) The only way to be 100% sure that anyone can read what you are sending is to paste the information into the note. This does lose any formatting but will get the content to the people you are sending to.
- 4) If you see the line "Attachment Converted:
C:\INTERNET\EUDORA\DOWNLOAD\FILE.DOC" at the bottom of a note, you have received an attachment. The information after the colon tells you where on your computer the file has been placed. FILE.DOC is a generic name; this will be replaced with actual name of the file.
- 5) Do not send attachments to large groups of people. Paste the information into the body of the note.
- 6) Do not send files that will not fit on a floppy disk or are more than 1 megabyte in size. The email system is not designed for transferring large files across the Internet.