

Basic Cell Phone and Email Etiquette

Email Guidelines

- Understand that the rules of writing—spelling and good grammar still apply.
- Use a professional email address for professional correspondence.
- Don't give out someone's email address without permission.
- Always use a subject line.
- Spell check and proofread!

Cell phone Guidelines

- Leave the room or any crowded area to talk on the cell phone.
- Modulate your voice appropriately.
- Ring tone selection, while a personal choice, should be in good taste.
- If you expect an urgent call that you must take, explain in advance that you will need to take a break to respond to a call.
- Obviously, silence your cell phone as appropriate!