Creating a Strong Online Foundation

<u>What to Include in Your Email Message</u>
Subject Line: The subject line should concisely convey your purpose for writing.
Greeting: Even if you are writing a very short email, include a greeting.
Length: Keep your email as concise as possible.
Closing: Sign off with a brief "Thank you," "Best," or another simple send-off, and then your name.

<u>What Not to Include in Your Email Message</u>
Font Style: Avoid ornate, playful, or colored fonts; these simply distract the recipient from your actual message.
Emoticons: Do not include emoticons in a professional email; save these for personal correspondence.
Graphics: Large graphics and images take up significant space
Non-Inclusive Language/Images: Your email should reflect an equity lens and inclusivity.

<u>Tips to Ensure Perfect Professional Email Messages</u>
Make Sure Your Message is Complete: Double-check to make sure the subject line of your email is filled in, you have included a signature, you are sending the message to the right contact person.
Proof Your Email Message: Before you hit send, also make sure you spell-check and check your grammar and capitalization.
Send a Test Email Message: Before you actually send your email, send the message to yourself first to check that the formatting works and that nothing looks out of place.
Send a Copy of the Email Message to Yourself: Use the *Bcc* field to send a copy of the email message to yourself, so you have a record of when you sent the message and who you sent it to.
File Your Copies: With many email programs you can set up folders to make it easier to find any important past emails.

Virtual Meetings Etiquette

Meeting norms can greatly assist to having a productive Zoom meeting.

- Join early – up to five minutes before the meeting start time.
- Test your technology before the meeting and resolve any technical issues.
- If you have not used Zoom before, click the link to download Zoom prior to the day of the meeting and familiarize yourself with any features you may need to use on the day – mute/unmute microphone, stop/start video, etc.
- Find a quiet space to participate.
- Use the mute button to prevent transmitting background noise.
- Keep your video on.
- Have a plain background – avoid backlight from bright windows.
- Adjust your camera to be at around eye level, if possible.
- Be reminded you are on camera and avoid multi-tasking (checking phone, emails, etc.)