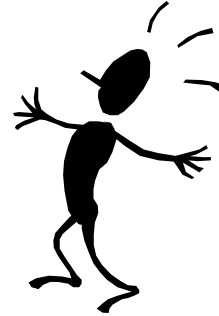


**Netiquette or basic rules for e-mail**

- Do not type in all caps.
- Do not leave the Subject: field blank
- Colored text and background colors or images
- Necessary to send a group of people ? TO, CC, BCC
- Never give out phone numbers or personal information
- Make a reasonable effort to search a Web site for the information you are looking for
- Understand that you will be on a continual learning curve
- If you receive a nasty e-mail - do not respond immediately
- Keep in mind that all private e-mail is considered to be copyrighted by the original author
- Always minimize, compress or "zip" large files before sending
- Do not forward virus warnings



Complete e-book can be downloaded from following site:

<http://www.netmanners.com/eeebook/email-etiquette.exe>

