Email Guidelines

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Timeless

Email can be a great tool to assist the educational process for both the faculty and students. It should not be used without consideration of both the reader(s) and the institutions (the class?)

I have the right to delete email without reading it if any of these are true

- there is not a subject line
- the subject line leads me to believe it is not a serious message
  `FW: FW:` is almost sure to be deleted immediately
- I do not understand a plausible value of reading the message from considering the email address of the sender and the subject.

I recommend that email have these characteristics

1. use a `TAMU` account for academic affairs
2. if it necessary to use an account that appends an advertisement to each email, get rid of the advervisement if possible!
3. create a brief, descriptive subject for each message. Do not use *reply*'s default subject! For example:
   `CPSC 206:  shortage of textbooks`
4. use good English and check spelling
5. **do not** use "u" for "you" etc.

If you do not read email on the departmental or university machines, set up a *forward* file. We normally send course information to university accounts.

In some cases you may wish me to call you back. In that case, leave the number and the times you will be available. **Answering machines:** the greeting should always be brief and explicit. Music, yelling, . . . leads to no message.