Email Etiquette

CHURCHLANDS SENIOR HIGH SCHOOL

When sending an email there are certain features every email should have.
Use the points below to help you follow email etiquette.
Only use group emails when appropriate, they are not to be used as a chat.

Bcc (Blind carbon copy) is used when you want to copy privately

Start with a salutation addressing the person you are sending your email to.
This might include:
- **Dear**
- **Good morning/ afternoon**

Cc (Carbon copy) is used when you want to copy others in publicly

Make sure your subject is:
Brief
- Tells the reader what is going to be in the email
- Includes your class name

In the email:
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