



# Email Etiquette

Recognizing common writing errors, as well  
as knowing how to articulate effectively  
through email



# Electronic Communications Etiquette

What is the email policy at Texas Tech University Health Sciences Center El Paso?

- All email correspondence using @ttuhsc.edu must be related to official university business



# Electronic Communications Etiquette

All signatures must use the correct logo and format:

- Names should be in Helvetica Bold
- Remainder of the signature should be Helvetica Regular
- A confidentiality notice, seen here in Helvetica Regular, is required.



# ACADEMIC TEMPLATE

**John Doe**

Position Title | Department

Texas Tech University Health Sciences Center El Paso

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[elpaso.ttuhscc.edu](http://elpaso.ttuhscc.edu)



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™  
EL PASO

Privacy/Confidentiality Notice: This message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use disclosure or distribution is strictly prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.



# Email Do's

- Use a precise subject line that describes the content of the email
- Use the blind carbon copy (BCC) when sending to a long list of recipients
- Use a level of formality appropriate to the audience
- Use proper grammar and punctuation
- Proofread every message
- Keep messages concise and to the point
- Try to reply to all emails in a timely fashion, including those not intended for you
- Understand that people from different cultures speak and write differently
- Use common courtesy like “You’re welcome” and “Thank you”



# Emails Don'ts

- Use previous correspondence for a new email
- Write or send angry emails
- Use all capitals – it's the equivalent of yelling
- Overuse emojis

Nothing is confidential, so write accordingly.