

Guidelines for Emailing Lynbrook Staff Members

Email is a vital communication tool, and the Lynbrook staff recognizes the importance of proper email content and timely replies.

Use the following guidelines:

- Only CC: or BCC: people who should be made aware of the content of the e-mail. When you use the Bcc field, let recipients know that you will be copying them in on an email and let that person know what action, if any, you recommend they take.
- Include a short, descriptive subject in the subject line.
- Start an email with a salutation such as 'Hi,' or 'Dear' and the recipient's name. End the email with, Regards, 'Best Regards' or 'Thank you.'
- Parents and guardians include the last name, first name, grade level, and student ID number of your student.
- Students, please include your first and last name and send your email from your school account.
- Use upper and lower case letters appropriately and avoid using all capitals because this may unnecessarily create a negative tone in the voice of the message.
- Only mark emails as important if they are highly critical and the action required by the email recipient is time-sensitive to a particular deadline.
- Explain your issue or question clearly and succinctly. Teachers and staff communicate with many students and would appreciate it if you provide the background for your particular situation necessary to make your point.
- Send only the necessary and relevant attachments. It is best to summarize valuable information in your email.

Emails from anonymous or spoofed accounts will not receive a reply.

Allow two business days for a reply.