

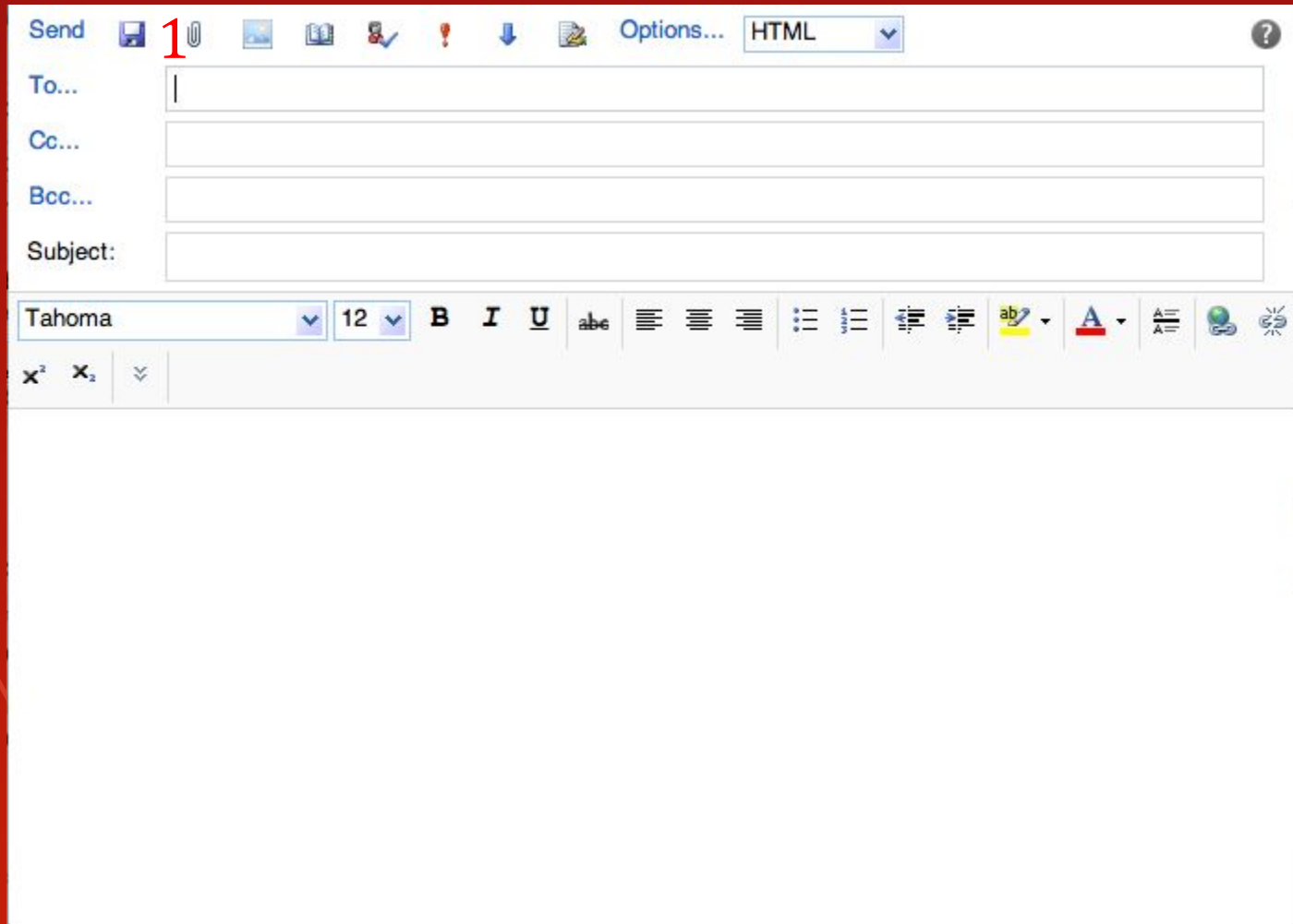
# ★ Email: Etiquette and Protocol

The Right Ways to do Email

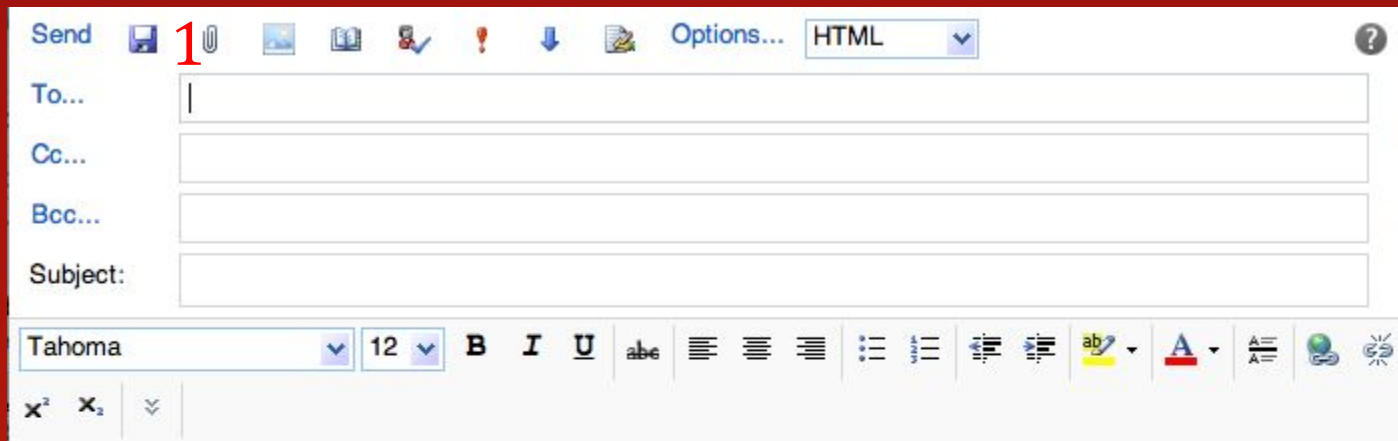
★ Order of



# ★ Order of Operations

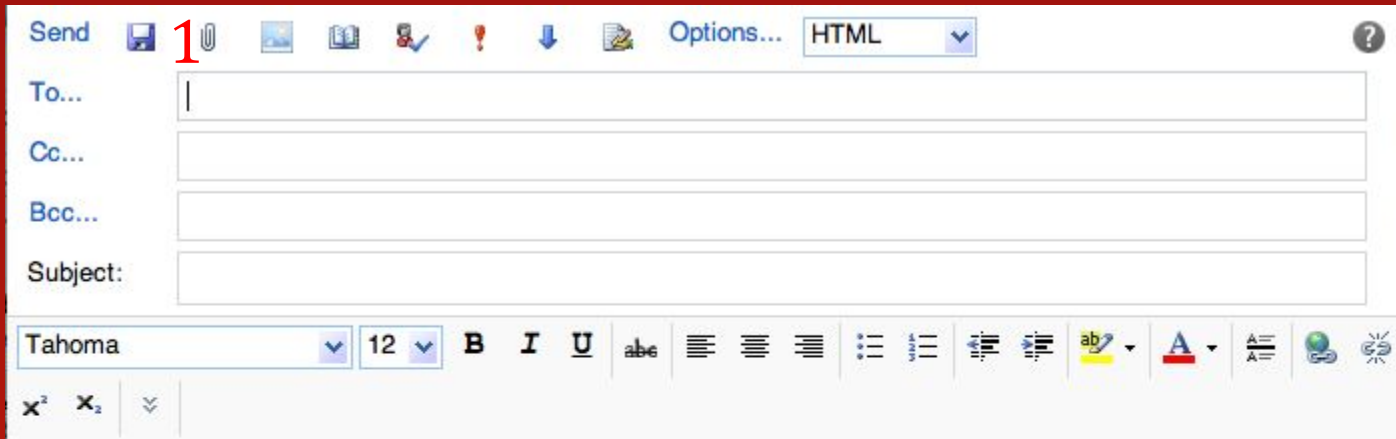


# ★ Order of Operations



- google docs or office live
- network drive
- dropbox.com
- ftp://file-exchange.coloradocollege.edu
- yousendit.com, ge.tt, letscrate.com
- link to website

# ★ Order of Operations



The screenshot shows the top portion of an email client's composition window. The 'Send' button is highlighted with a red '1'. Below it are the 'To...', 'Cc...', 'Bcc...', and 'Subject:' fields. The 'To...' field is currently empty. Below the fields is a rich text editor toolbar with various icons for text formatting and alignment.

2

- salutation
- specifics
  - length
  - content
  - generally one subject per email
- Long URLs - NO!
- PROOFREAD

# ★ Order of Operations

The image shows a screenshot of an email composition window. The window has a header bar with a 'Send' button, a paperclip icon, a red number '1', a globe icon, a document icon, a checkmark icon, a warning icon, a download icon, a document icon, an 'Options...' menu, and a 'HTML' dropdown menu. Below the header are four text input fields: 'To...', 'Cc...', 'Bcc...', and 'Subject:'. The 'Subject:' field contains a red number '3'. Below the input fields is a rich text editor toolbar with various icons for font face (Tahoma), font size (12), bold (B), italic (I), underline (U), text color (abc), background color, bulleted list, numbered list, indent, outdent, link, unlink, text color (ab), background color (A), and other icons. Below the toolbar is a large text area containing a red number '2'.

# ★ Order of Operations

The image shows a screenshot of an email composition window. The window has a header bar with a 'Send' button, a paperclip icon, a red number '1', a globe icon, a document icon, a checkmark icon, a warning icon, a download icon, a document icon, an 'Options...' menu, and a dropdown menu set to 'HTML'. Below the header are four input fields: 'To...', 'Cc...' with a red number '4', 'Bcc...', and 'Subject:' with a red number '3'. Below the input fields is a rich text editor toolbar with various icons for font face (Tahoma), size (12), bold (B), italic (I), underline (U), text color (abc), background color, bulleted list, numbered list, indent, outdent, link, unlink, text color (ab), background color (A), and other icons. Below the toolbar is a large text area containing a red number '2'.

# ★ Oops!

RE: Technology Costs - Message (HTML)

File Message

Ignore X Reply Reply Forward Meeting  
Delete All Respond

Mailing lists To Manager  
Team E-mail Done  
Reply & Delete Create New

Rules Mark Unread  
OneNote Categorize  
Actions Follow Up

Move Translate Find  
Select Zoom

Delete Edit Message  
Recall This Message...  
Regend This Message...  
View in Browser  
Other Actions

From: Weston Taylor  
To: 'CJ Pascoe'  
Cc:  
Subject: RE: Technology Costs

Sent: Thu 12/13/2012 10:52 AM

Hi CJ,

I'm sad to see you go! Education pricing will be different, but I'll see what I can get for you this afternoon. I've asked some of our network people who work with these licenses more often to see if they have anything off the top of their heads. You'd need the Server 2008 or Server 2012 license, plus 5-10 CALs. A very rough ballpark figure for just the software licenses would be \$2000 = \$800 for Windows Server + \$1000+ for 10 user licenses who connect to the machine.

Some software, though, such as NVivo, is not allowed to be run on such a setup; they have a special separate license for that. I'll let you know what I hear from the network people.

Let me know if there's anything else I can do for you.

WESTon

---

**From:** CJ Pascoe [mailto:cejae74@gmail.com]  
**Sent:** Thursday, December 13, 2012 10:36 AM  
**To:** Weston Taylor  
**Subject:** Re: Technology Costs

Hi Weston,

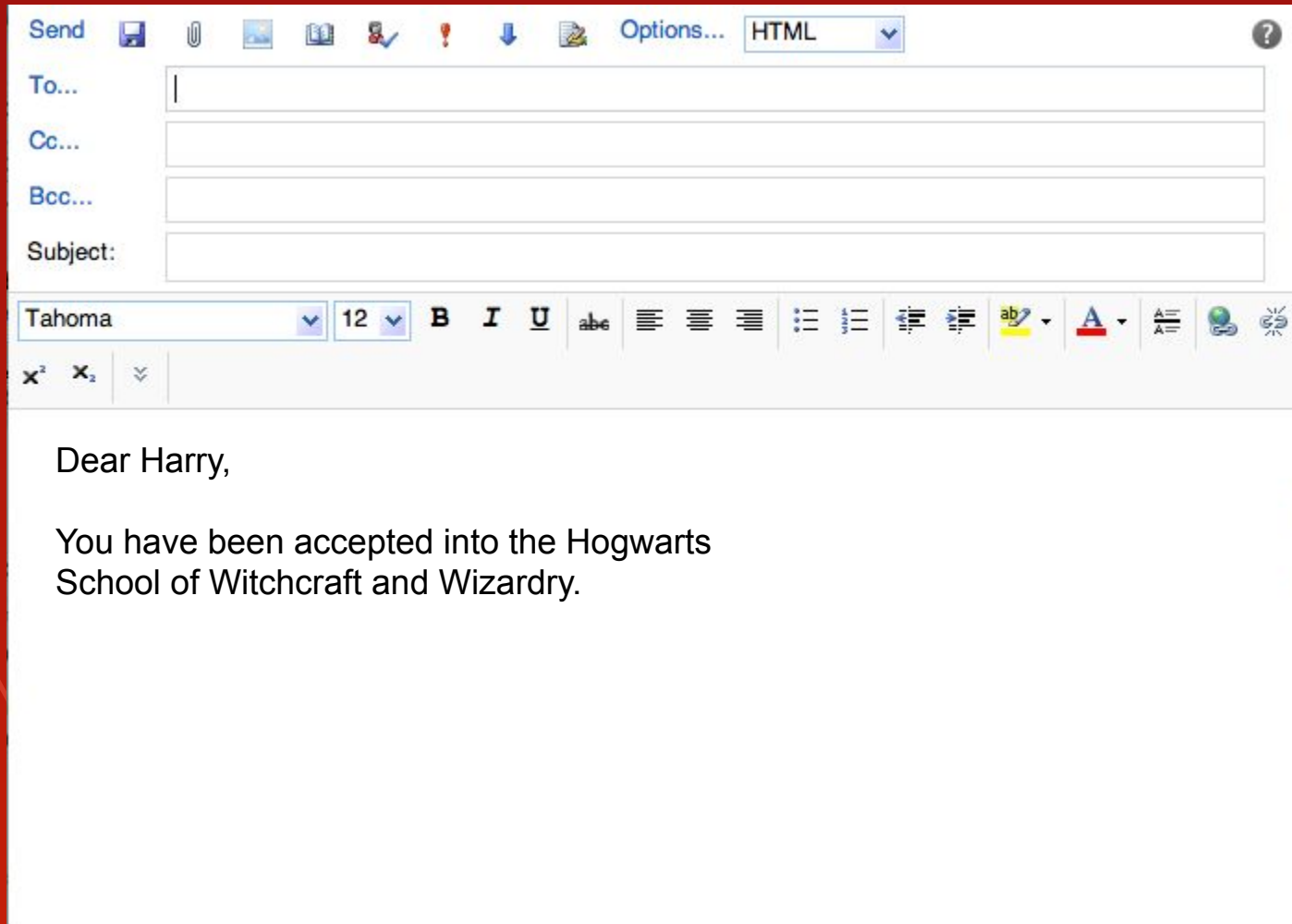
Unfortunately, this is for a project that wouldn't be housed here at CC. That's part of the long story, that I'm moving to take a job at the University of Oregon at the end of this school year (it's not official, as I haven't signed anything yet - but most everyone around here knows...). I think I'm going to try to ask for five-ten licenses plus computers to run the programs on or the remote desktops...

Unfortunately I need to provide some of these costs by tomorrow - so next week isn't great. But that's not a problem - I'll start poking around and looking at costs online tonight.

On Dec 13, 2012, at 10:21 AM, Weston Taylor wrote:



# ★ Order of Operations



The image shows a screenshot of an email client's composition window. At the top, there is a toolbar with icons for Send, Attach, Insert, Undo, Redo, and a dropdown menu for Options... set to HTML. Below the toolbar are four text input fields for To..., Cc..., Bcc..., and Subject:.

Below the input fields is a rich text editor toolbar. It includes a font dropdown set to 'Tahoma', a size dropdown set to '12', and buttons for Bold (B), Italic (I), Underline (U), and text color (abc). There are also buttons for bulleted and numbered lists, indent and outdent, link, unlink, and a help icon.

The main body of the email contains the following text:

Dear Harry,

You have been accepted into the Hogwarts  
School of Witchcraft and Wizardry.

## ★ Best Practices

- Limit email checking to 1-3 times per day
- Archive emails once a year
- Immediately delete unneeded messages
- Shut off email alerts
- Instead of replying all, start a forum/discussion in PROWL; better still start it as a discussion in the first place
- flag & prioritize

# ★ Tech Tuesday

Next week:  
fun with Qualtrics

Archives:  
[tiny.cc/techtuesday](http://tiny.cc/techtuesday)