

## Basics and Etiquette for Business

### 1. Using email:

- Forward email by first trimming off old header and check on addressing. Do not reply all, what BCC and CC mean.
- How to create a sig line and why it is important
- File formats that should not be forwarded unsolicited... file formats which may be dangerous, File formats that need specific applications to run.
- Sending links to illustrate example: proper format. How to send complete ULR and how to tell if URL is a result of a search, how to shorten link.
- Do not send links that require a login for recipient to view the message.
- Saving and sorting "sent mail" and inbox mail by subject/person/thread for future use
- Backing up email files, saving attachments
- Email subject lines: how they can be rejected as spam, set up subject line for filtering messages
- Basic listserv etiquette

## Using Email

### 2. Using subject line most effectively:

- When selling to a known list of recipients
- When working on a group project with team members
- When problem-solving and reporting issues
- When requesting interviews or publicity
- When on a listserv that uses filters

## All about URLs, websites, Editing code

3. How URLs work.. Domain name to DNS record to directory on server.. understanding redirects
4. When registering for a website... (is it necessary?)
  - Find privacy and notification section to check what you want to be sent
  - Create username and password that you can easily remember, or keep in hidden directory for reference
  - Understand how your email address is used by other websites for marketing.