“Netiquette” stands for "Internet Etiquette," and refers to the online manners that you should use in communicating with your instructors or anyone else at TCC.

First
- Use your MyTCC email account (not your personal email account) when you need or want to communicate with anyone in the college online.

Second
- Make sure you put the purpose of the email in the subject line.
- Be sure you include your course name, day(s) and time of meeting when you contact your instructor by email. This is especially important because your instructors often teach more than one section of the same class and even up to two to five different courses. They likely will not remember who you are!
- Use an appropriate salutation or greeting. Do not address your instructor or a college official by his or her first name.
- Be brief. Separate your concerns into clear, concise paragraphs with spaces in between. Do not write one long paragraph containing many points and information.
- Double check the “To” line in your email to make sure that you are sending it to the right person.

Third
- Watch your tone. When in doubt, leave it out. Decorum is crucial in any online correspondence.
- Sarcasm or jokes can be misunderstood. Use common sense and avoid saying things that might be offensive to others.
- Do not write an email when you are upset. You might say something you regret. These communications are sometimes called “flaming emails.”
- Do not use emoticons because not everyone knows what they mean; furthermore, they are non-verbal, non-academic forms of communication in a place where you are supposed to be improving your verbal and written communication skills. Emoticons are for casual, not business, communication.
- Avoid all text-message acronyms, such as LOL (laughing out loud), ROTF (rolling on the floor), or IMHO (in my humble opinion).
- Do not use ALL CAPS. ALL CAPS communication is often perceived as SHOUTING!

Fourth
- Take care to use proper grammar and punctuation.
- Check your spelling.
- Do not use all lower case words, and especially do not use “i” to refer to yourself or “u” to refer to your instructor or anyone else in the college.

Fifth
- Do not send an assignment to an instructor as an email. Create a Word document and send it as an attachment.

**Important Reminders:**

1. Remember that your files and communications are accessible to the system administrator.
2. Do not write anything in an e-mail you would not write on a post card.
3. Be ethical. Do not violate copyright or license agreements. Always acknowledge the source of quotes, references, and sources.
4. Do not send chain letters.
5. Do not forward e-mail without the original author’s permission.
6. Be professional and careful with what you say about others – e-mail can be forwarded easily.
7. Download files to personal disks for future reference.
8. Keep messages in your electronic mailbox to a minimum.
9. Check your email at least once a day.
10. NEVER give your user ID or password to another person.
11. Delete unwanted messages immediately.