



U.S. AIR FORCE

Email Etiquette

Det 027 Inspector General



Rules

Remember the following:

- Professionalism in all emails
- Proper grammar, spelling, punctuation, etc.
- No slang terms and emoticons (you are not writing a text message!)
- Do not use multiple signature blocks; choose only one



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Sir/Ma'am or C/Last Name, ← Salutation

Discuss your business below the salutation

Make another paragraph or statement on separate line if necessary. ↔ Body Text

Very Respectfully, ← Closure

FULL NAME (ALL CAPS), C/Rank, AFROTC
27th Cadet Wing _____ Flight
emailaddress@nau.edu
(123) 456-7890

← Signature Block



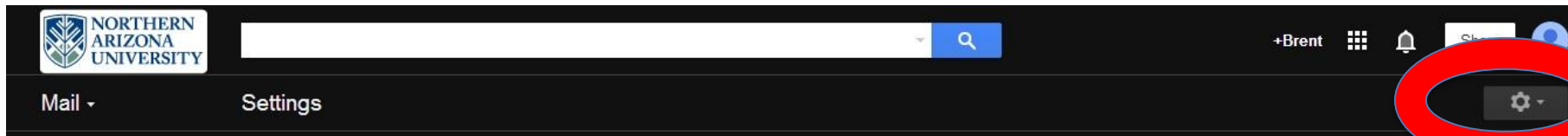
Note: You can add your favorite quote beneath your signature block (make sure that it is appropriate!)



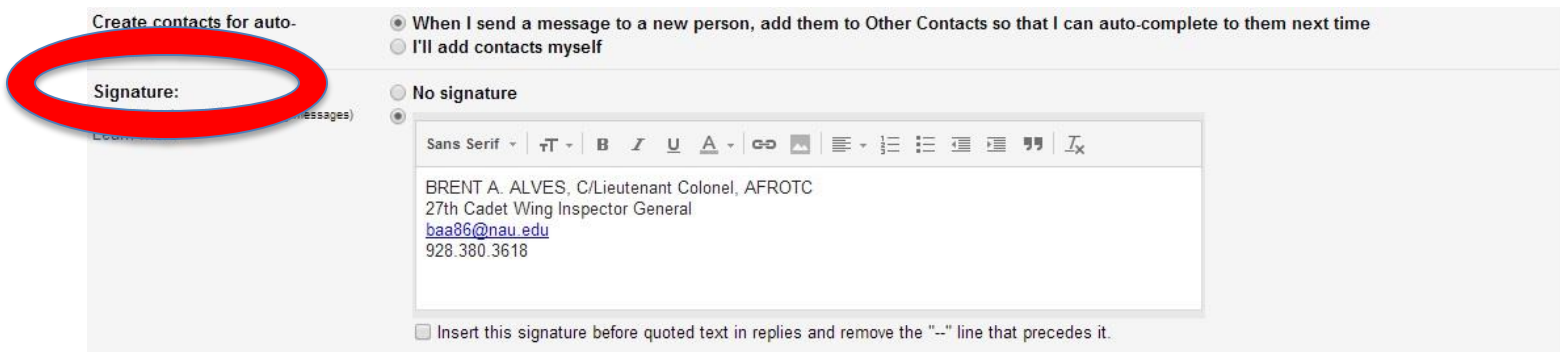
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Automatic Signature Block

- **Step 1:** At the top of the page, click the gear icon and choose “settings”



- **Step 2:** Scroll down until you see the section entitled “Signature”





Automatic Signature Block

- **Step 3:** Choose the option BELOW “No signature” and enter the correctly formatted text (outlined next slide)
- **Step 4:** Scroll to the bottom and click “save changes”

The screenshot shows an email composition interface with a top navigation bar containing: General, Labels, Inbox, Accounts, Filters, Forwarding and POP/IMAP, Chat, Web Clips, Labs, Offline, Themes. Below the navigation bar, there is a 'Subject:' field and a 'Message:' field. The 'Message:' field has a rich text toolbar with icons for Bold (B), Italic (I), Underline (U), Text Color (T), Background Color (T), Bulleted List, Numbered List, Indent, Outdent, Quote, and Link. Below the toolbar, there is a dropdown menu showing '< Plain Text'. Below the message field, there are two checkboxes: 'Only send a response to people in my Contacts' and 'Only send a response to people in NAU'. Below these checkboxes, there is a section for 'Outgoing message encoding:' with two radio buttons: 'Use default text encoding for outgoing messages' (selected) and 'Use Unicode (UTF-8) encoding for outgoing messages'. Below this, there is a section for 'Attachments:' with two radio buttons: 'Advanced attachment features - See progress bars when attaching files to messages, and attach multiple files at once. Requires flash. Learn more' (selected) and 'Basic attachment features - Attach one file at a time and don't show progress bars.' At the bottom of the form, there are two buttons: 'Save Changes' and 'Cancel'. The 'Save Changes' button is circled in red.

- The next time you compose an email, your signature block will automatically be added



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Signature Blocks

- Format

FULL NAME (ALL CAPS), C/Rank, AFROTC
27th Cadet Wing ____ Flight
emailaddress@nau.edu
(123) 456-7890

- If you have a job within the cadet wing completely spell out your job title instead of your flight
- GMC cadets will follow the example for the 3rd line (unless you have a job)
- POC cadets who do not have jobs will use “27th Cadet Wing POC Flight”