Email Policy

Initiating e-mail:

- All requests for member e-mail addresses from AEA must be submitted through the AEA-Retired President
- E-mail addresses obtained from AEA must be limited to official business use
- Write in formal style, using salutations when appropriate, e.g. "Dear Mr. Smith," or "Dear East Valley Chapter Members"
- Use a closing signature consisting of your name, title, organization, e-mail address and telephone number. Most e-mail programs provide an option for entering this information once for automatic attachment to all outgoing e-mail.
- Always use the spelling and grammar check feature and proofread for errors.
- When replying to a message, always put your response at the top of the sender's e-mail.
- Use blind copies whenever possible to avoid passing along lists of members' e-mails
- Use blind copies judiciously and be aware that recipients could inadvertently "reply to all" including the person who received the blind copy.

E-mail etiquette:

- Although humor or sarcasm will rarely, if ever, be part of a business e-mail, if you include either, identify it as such. Remember that one person's joke may be another's humiliation.
- Avoid emotional responses. Compose and save your reply as a Draft, then edit and send after reflection.
- Do not forward or quote messages without permission of the author. This does not include emails that have already been publicly circulated.

Unacceptable E-mail Use:

- E-mail with content or links that are threatening, obscene, repeated and unwanted, harassing, and/or racially, sexually, or ethnically offensive
- E-mail with content that slanders, libels, or defames anyone

- Fraudulent e-mail
- Chain letters
- Sending AEA and AEA-Retired-related information to unauthorized recipients
- Using your list of AEA-Retired emails for personal use (including political, social, religious, recreational, financial gain)
- Using your list of AEA-Retired emails for informational use that does not include AEA Retired business (including forwarding “informational” items that were sent to you, jokes, online petitions, etcetera.)
- Giving out AEA-Retired email addresses to ANYONE.
- Revealing confidential AEA-Retired business information
- Using e-mail for illegal or unethical activities