■Manners of email

Email is an electronic "letter. It has some manners and rules to keep as post cards and letters have

Specify subject, destination and sender：

You write down the destination and the sender in a post card and a letter. Please specify them in an email as well.

Subject is to notify what the email is about. Please don't leave it a blank and make a relevant subject to tell a business clearly.

Make contents short and brief：

Email is read on not only PC and tablet but also smart phone and cell phone. In spite of a receiver's device, please make contents as brief as possible, tell a conclusion first and try to devise ways to tell accurately. If you write a long email, please tell that first.

Protect destination email address：

When the same email is sent to many people on and off campus, some people don't want to let others know their personal email addresses. Input email addresses are revealed to all receivers of To, CC, and Bcc. Sending an email including strangers email addresses in To and Cc could be the information leakage. In this case, please input your own email address in To and the destination email addresses in Bcc (Blind Carbon Copy). Email address is also personal information. Please handle it carefully.

Conceal highly confidential information：

Email is a kind of letter. There are some information security risks of interception, alteration and spoofing of email.

Some people send a security password by email but highly confidential information such as password and personal information is not suitable to sending and receiving by email. If you really need to send highly confidential information by email, you can prevent interception and alteration of email itself with the digital certification and the protocol of S/MIME. Please contact ICT Support Center regarding S/MIME digital certification and the usage. You can take countermeasures for free.

Limitation of attached file capacity：

Some people send image and video with large capacity by email. Large capacity emails not only force receivers to feel stress depends on the communication environment but also give large load on the campus mail server. As a result, it causes the delay of email transmitting and receiving and various troubles. Besides, other universities and companies limit the capacity of received emails to tens of MB, so they can't receive such a large capacity email. Please avoid sending an email over 10MB.