



Networking Tips: Email Etiquette

Networking Tips: Email Etiquette



Use A Proper Contact Email Address

sexyTHANG!!@emailserver.com

Networking Tips: Email Etiquette



Use A Proper Contact Email Address

appropriateversionofyourname@emailserver.com

Networking Tips: Email Etiquette



Use A Proper Signature Block On Your Email Address



Angela Dias <amdias@wvsjnetwork.org>

5:54 PM (23 hours ago) ☆ ↶

to WVSJ, Erin, cerra, Connie, christohara, Carolyn, christinev, Kitty, qwynnsalazar ▾

Greetings All!

My apologies for not being able to make it. I had a family situation that I had to attend.
I will look at the noted and feedback from the meeting.

Peace and Gratitude,

Angela Marie Dias
Senior Ambassador

Address: 3577 Chamblee Tucker Road Suite A Box 201
Atlanta, GA 30341

Office Phone: (650) 485-1194

Website: WVSJNetwork.org

Facebook: facebook.com/4wvsj

LinkedIn: [Angela Marie Dias](https://www.linkedin.com/in/angela-marie-dias)

Atlanta Chapter Federally Employed Women
[Federally Employed Women](https://www.few.org/about-us/partners/)

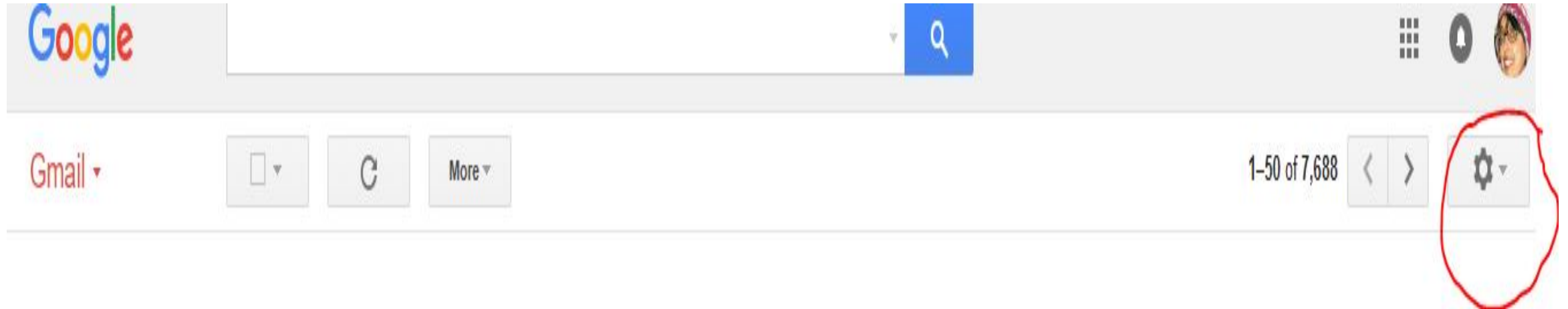
National Partner Federally Employed Women
<https://www.few.org/about-us/partners/>

Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has.
~Margaret Mead

Networking Tips: Email Etiquette



Use A Proper Signature Block On Your Email Address
GMAIL: Go To Settings On Google Chrome



Networking Tips: Email Etiquette



Use A Proper Signature Block On Your Email Address
GMAIL: Scroll Down To Signature Block &
Add A Picture To Appear More Ready & Available

My picture:
[Learn more](#)

Change picture ☒ Visible to everyone
☐ Visible only to people I can chat with
If you have a Google Profile picture then it is always visible to everyone.

People Widget:
☒ Show the people widget - Display information about participants to the right of each conversation
☐ Hide the people widget

Create contacts for auto-complete:
☒ When I send a message to a new person, add them to Other Contacts so that I can auto-complete
☐ I'll add contacts myself

Signature:
(appended at the end of all outgoing messages)
[Learn more](#)

☐ No signature
☒

Sans Serif | T | B | I | U | A | | | | | | | | | |

Peace and Gratitude,

Angela Marie Dias
Senior Ambassador

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Networking Tips: Email Etiquette



Use A Proper Signature Block On Your Email Address
KSU STUDENT EMAIL: Go To Settings



Networking Tips: Email Etiquette



Use A Proper Signature Block On Your Email Address
KSU STUDENT EMAIL: Search For Signature

A screenshot of the KSU Student Email Settings page. The page has a black header with the KSU logo and the text "KENTUCKY STATE UNIVERSITY". The main content area is white. On the left, there is a sidebar with a list of links: "next", "id con", "ir Linke", "esaw", "etings", "of Stud", "ing", "sage", "Dias", "interv", "the fut". The main content area has a "Settings" section with a "SIG" button. Below this, there is a "Email signature" section with a text area and a toolbar. The toolbar includes icons for bold, italic, underline, text color, background color, bulleted list, numbered list, and a dropdown menu. The text area contains a single line of text: "I". On the right side of the page, there is a sidebar with a list of links: "Settings", "SIG", "Email signature", "S/MIME", "Start page", "Set your start page". The "Settings" link is circled in red.

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Use A Proper Signature Block On Your Email Address
KSU STUDENT EMAIL: Fill In Block With Professional Message

Outlook

KENNESAW STATE UNIVERSITY

Angela Dias

OK Cancel

Email signature

☒ Automatically include my signature on new messages I compose

☒ Automatically include my signature on messages I forward or reply to

Peace and Gratitude,

Angela Marie Dias
B.S. in Integrative Studies, Ambassador for WVSJ & Four Block,
Military Veteran, Community Advocate, & Volunteer
Extraordinaire |

SIG

Settings

Email signature

Include a signature on messages you send.

S/MIME

Encrypt and digitally sign email messages and view encrypted content.

Start page

Set your start page

Networking Tips: Email Etiquette

Remember This Is Your First Interview

^
..
Actually



Ask Me About Internships

info@wvsjnetwork.org

**Subject: Internship for Kennesaw State University Student
Referred by Angela Marie Dias from Dr. Joanie's Leadership Class**

Women Veteran Social Justice Network
Identify-Connect-Empower



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Facebook.com/4wvsj Twitter: @wvsjstandup

Veterans & Soldiers Ask Me About Networking Opportunities & Civilian Workforce Transitioning Program

Roger Roley, FourBlock Regional Director, Atlanta

rroley@fourblock.org (770) 846-4494

Networking Opportunities with Amazing Corporations

Referred by Angela Marie Dias from Dr. Joanie's Leadership Class

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Thank You!

Angela Marie Dias

2017 KSU Graduate

Bachelor of Science Integrative Studies

Sociology, Leadership, & Alternative Dispute Resolution

