**Email Etiquette Script**

1. Introduction (Music)
2. Meeting Slide
	1. “Hello everyone! We are here to talk about your university emails.”
	2. “How many of you knew that your emails are public record?”
	3. “O, I had no idea.”
	4. “O jeez, I had no clue.”
	5. “I thought that they were joking”
3. Reminders Slide
	1. “It is important to remember that people have different perceptions when using humor or certain tones. You want to limit use for personal purposes, and do not want to be sharing personal information via email.”
4. Questions To Ask Yourself Slide
	1. “Now let’s look at some examples of questions you should ask yourself.”
	2. “One, wouldn’t you be uncomfortable with x-rays being made public?”
	3. “Two, while replying to your supervisor, make sure you are not using snarky messages, and keep it professional.
	4. “Three, make sure to use your personal email if you are making plans with coworkers to grab beers or if you are sending your significant others messages.”
	5. “Four, make sure you are not sending confidential information, such as: social security numbers or Pcard information.
5. Important Information Slide
	1. “If you have any inquiries regarding or requesting email, they should be forwarded to the Records Custodian. You can find that information here.”
6. Contact Slide
	1. “Also remember you can download additional information for review on the UW-Whitewater website.”
7. Ending Slide
	1. “Now that we’ve gained some important knowledge, let’s get back to work. Have a fabulous day!”