

# Basics Email Etiquette Course for Job Seekers



MyJobMag

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## Introduction

Hi, welcome to MyJobMag Email Etiquette Course for job seekers. In this course, we will take you through a basic understanding of email etiquettes and practices.

This course will show you how to create and open an email account, how to create an effective mail that will get answers, tips on landing your dream job with an email, how to create an email signature, best formats for sending a job search email, and how to properly use email functions.

## Defining Email Etiquettes



To start, let's begin by defining "**email etiquettes**" and why it is important. So what's the thing with email etiquettes?

Well, everyone communicates and if you are searching for a job, you would have to send and receive messages quite often.

Email etiquette has to do with the rules and regulations that one should follow when writing and sending email messages. Since email etiquette has to do with the code and conducts of sending and receiving emails, so what then is an email.

## What is an Email?

An email (most commonly called an electronic mail or e-mail) is a method of exchanging digital messages from a sender to one or more recipients. Emails operate across the internet and computer networks.

In recent times, most people send and receive messages without even taking a second look at it and without even recognizing what they are doing wrong or right.

Alright, since most people pay little or no attention when they are sending and receiving messages so ***why should you pay attention to email etiquettes?***

You should follow email etiquette because it tells a lot about your personality.

It increases your chance of prompt response.

Proper use of email language will enable you to convey a professional outlook.

It will help you prevent communication confusion between you and the receiver.

Since we have talked about what an email is, what email etiquette is all about, and why email etiquette is important it is time for us to go get started with the course. Are you ready? Okay, let's go.

## LESSON 1 – Tips on Creating a Professional Email Account

Welcome to a guided tour on how to create a professional email account.

### What exactly is a professional email account all about?



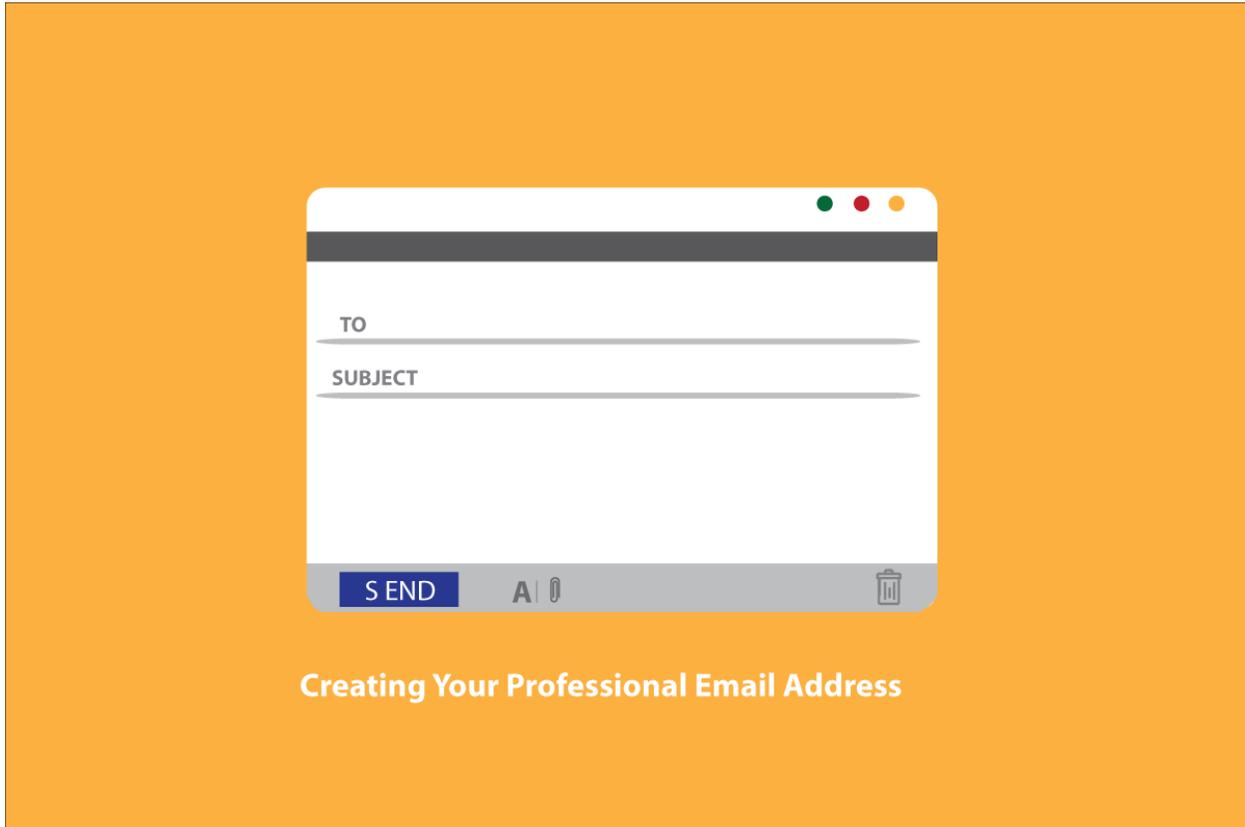
If you have never created an email account, then you may not have even heard about what a professional email is.

Even if you have created an email account before, it may shock you to realize that the email address that you created when you were in secondary school may not be quite useful now that you are searching for a job.

Even if your **hotbabygirl@gmail.com** email serves as a reminder for your good old days, it will look a mess on your CV and prompt any recruiter to automatically trash it.

Asides this, you may think of creating an email address with your name like **John2020@gmail.com**. While this is so professional, there are probably many other people that bear the same name just like you. So, there is a high possibility that the name will be taken.

Your email address should be unique to you to a large extent. These email address ideas will guide you on how you can create a professional email address for yourself.



### Guide 1: Combine your names

First name + **last name** = JohnPeters@domain.com

First name . **last name** = John.Peters@domain.com

First name - **last name** = John-Peters@domain.com

First name . **middle name** . **last name** = John.Dan.Peters@domain.com

First name - **middle name** - **last name** = John-Dan-Peters @domain.com

First initial + **last name** = JPeters@domain.com

First initial + **middle name** + **last name** = JDanielPeters@domain.com

## Guide 2: Combine your name with your profession

JPeterwriter@domain.com

JohnPwriter@domain.com

JohnPeterwriter@domain.com

These are different structures that will help you create a professional email address.

## Building Your Brand and Remaining Consistent

Okay, you may think you have been doing well with sending and receiving messages, but what does your message say about you? When employers get your mail do they have a grasp of what you do at a glance?

If your email can't speak what you do, then you can create an email address that will speak your profession. You can build a brand whether or not you have a company.

As a job seeker, if your name is "**John Peter**" and you are a consultant you can merge your name and your profession to create a brand for your email address.

So you can have something like **JohnPeterConsulting@Gmail.com**.

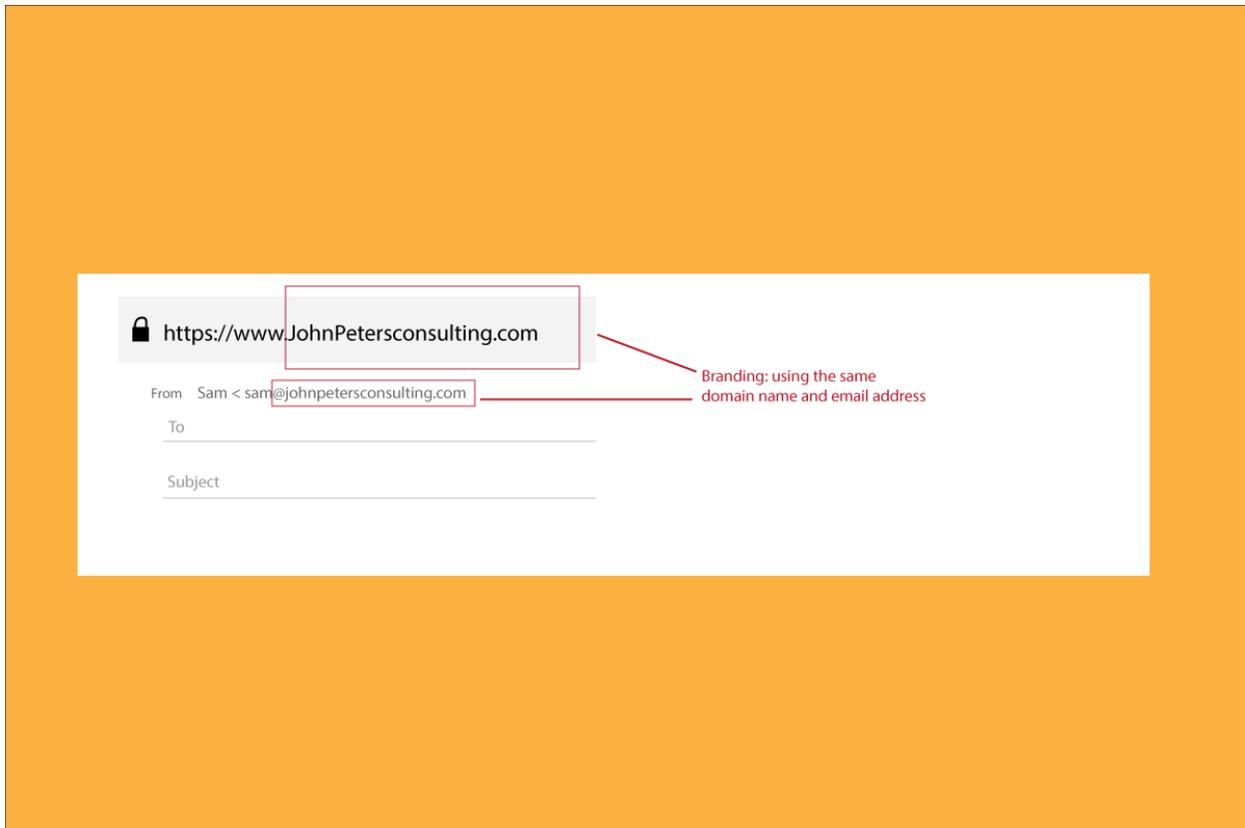
If you have a website with the address: **JohnPeterConsulting.com**, you can add your name to your domain name to create trust and consistency with your brand.

Alright, we have been talking about building your brand, but why is it even important for you to build your brand using your email? Let's see:

Creating a brand helps you appear professional.

It helps build your trust.

Imagine you get a mail from these emails: **hotbabygirl@gmail.com**, with the subject title, "SEO consulting services" and **Daniel@JohnPetersconsulting.com**, with the subject heading, "SEO consulting services".



Which one will you trust more?

When a recipient sees a professional branded email address what comes to their mind is that the email is from an actual business.

### Options and Tools

- **Website Hosting**



If you have already set up a website, your hosting company may have offered you unlimited professional emails. Yes, most of the hosting companies include business email accounts, but they are not always reliable.

### **G-Suite**



G-suite allows you build professional branded emails with your company name/domain name. It allows you:

Access your email anytime, anywhere, and on any device without an internet connection.

Read and draft messages without using the internet.

Use a host of free and premium business apps including Drive, Shared Calendar, Hangouts Chat and Meet, Docs etc. – connect, create and share files and information easily within the team.

These tips will help you create a professional and branded email address if you have never created one before.

Hope this was helpful?

**Read Lesson 2 on Email Etiquette: [How to apply for jobs using email](#)**

## Lesson 2: How to Apply for Jobs through Email



In the [previous](#) lesson, we showed you how you can create a professional email account, further in the lesson you also learned how to brand your email account so that it reflects your personality.

Now, let's see how you can send an application that will catch the interest of a recruiter using the email account that you created earlier.

When you are applying for a job using your email you have to treat it like a regular application; this means that you have to be as formal as you would be when you are applying directly.

There are different things you need to consider when applying for a job through email, which are:

### So how do you get them ready?

Since you are going to be attaching your CV and cover letter to your mail, then these documents must be in the right file format. Your document should either be sent as a PDF or as a word document.

## The question here is how do you save your document as a PDF?

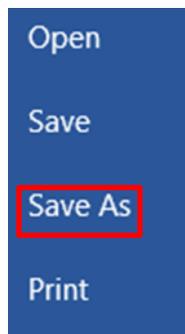
Saving your document as PDF file to an extent has to do with the word processing software that you have. To save your document as PDF, you may be able to go to file, select print to adobe or go to file, select save as and then choose the PDF option.

Go to file,

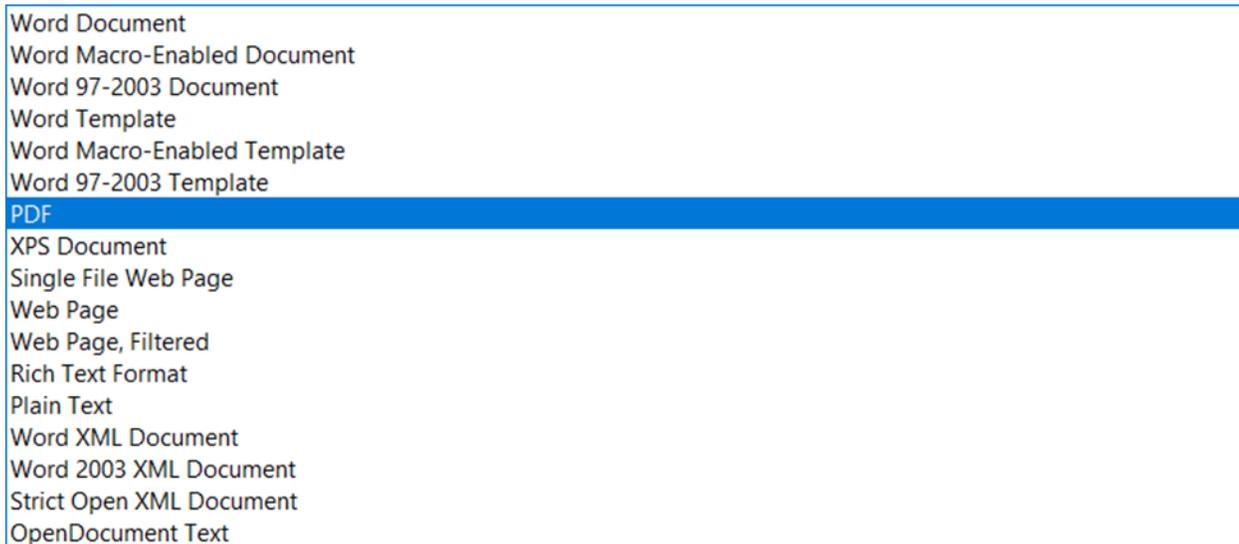
Go to file,



Select **“save as”**



Then choose the **“PDF option”**.



If you find it a bit challenging to save your documents as PDF, then there are some programs that can help you convert your word document to a PDF file. You would find this programs helpful:

- PDFelement Pro for Windows.
- 7-PDF Maker.

- PrimoPDF.
- BullZip PDF Printer.
- doPDF.

### Why should you save your document as PDF?

Saving your document as PDF will help you ensure that no formatting error appears if the person opening the document has a different operating system from your own.

Once you have gotten your document ready, then is time to move to the next thing; which is writing an email cover letter.

### Write an Email Cover Letter

When you are applying for a job, it is good you [write a good cover letter](#) to express your intent to the employer. You can directly write a cover letter in the body of the mail or attach it as a document. Whichever method you decide to use, make sure you follow the application instructions.

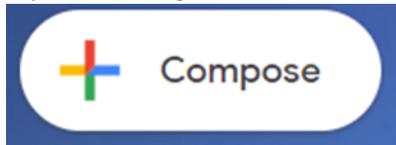
### How do you write a cover letter directly in the body of your mail?

Writing your cover letter in the body of your mail is simple;

First, open your email account (this will require you to log on the email site and type in your username and password).

Once you have opened your email account the next step is for you to click on the "**message**" icon or click on the "**file**" icon, new, then message.

If you are using Gmail, the click on



**"Compose"** then you will see a text box that will enable you to type in your text. Once you are done, you can click on **send**.

### What to include in the body of your email/what employers look forward to seeing

It is important to understand what an employer looks forward to seeing in a particular job mail before you even start writing. Reading the job description carefully will give you an idea.

The body of your job email should include the following:

- Your purpose of the writing the mail.
- The job you are applying for.
- Why you are a great candidate for the job.

- How the reader can connect with you.

If you are not clear on how you can send a job email for your application, then the sample below will guide you through the process.

You can also make use of some text formatting features to format your text in the text box. These are the text formatting features you will see on G mail.



## Job Application Email Sample

**Subject:** John Samuels – Communications Executive

### Body

*Dear Mr. /Ms. ,*

*I am interested in applying for the Communications Executive position you advertised on your company's site recently. The job requirement matches with my qualification and experience.*

*I am a recent graduate of English and Mass Communication and I am currently looking to apply my knowledge and skills in a reputable organization like ABC Group of Companies.*

*Please take a minute to go through the attached cover letter and CV for your consideration. It would be a pleasure if I can hear back from you regarding my job application.*

*Sincerely,*

*(The following information can be included in your **signature** if you have created one already).*

## Include a subject line

One important thing to always remember when you are applying for a job through your email is to **include a subject line**. Many job seekers are fond of just attaching their document and then sending their application.

Adding a subject line to your mail gives the receiver an idea of what the mail is all about before they read the content or open the attachment. This is what a subject line looks like;



Sometimes, you might be asked to use a particular subject line as part of the application instructions. If the application doesn't specify the subject line, make sure your subject line explains to the reader who you are and the job that you are applying for.

If you are applying for the position of a communication executive, then your subject line can be something like this; ***Communications Executive Position - Your Name.***

### **What is the danger of not including a subject line to your mail?**

When you leave your subject line blank, your email may end up being ignored, marked as spam or even deleted.

When you leave the subject line blank, your email may end up marked as spam or even deleted. Since the reader may not be familiar with your name, the subject line is an opportunity to introduce yourself.

If you are using Gmail, this where you should add your subject line.

### **Add a signature**

An email signature gives more information about you. You need to add an email signature with your contact information so that it is easy for companies to reach you.

When creating your email signature, include your email address, your phone number and your full name so that the reader can know how to reach you at a glance.

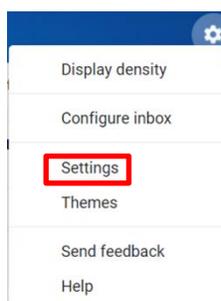
### **How do you add a signature to your email?**

Adding a signature to your email is simple, all you need to do is to click on the signature tab and then add your contact details and name.

*If you are using Gmail, you can follow these steps:*

**Step 1:** Click on the settings icon at the top right corner of the menu bar.

**Step 2:** A drop-down menu will appear, then click on ***“setting”*** then see all settings.



**Step 3:** In the “signature” section, add your signature text in the box. Depending on your preference, you can format your message by adding an image or changing the text style. If you have already designed a signature image, you can import/insert your image.

**Step 4:** At the bottom of the page click save changes.



### Attach a resume and cover letter

Once you are done with every other thing, you would need to attach your CV and cover letter to your message.

**If you use yahoo mail**, click on the “New” button to compose a new message. Then click on the “Attach Files” button that is right under the subject line. Instead of immediately bringing you to your documents, Yahoo! Will present you with several “Choose File” buttons.

If you are using a Gmail account, all you need to do is to simply click the paper clip icon to add your document to the message.



Always indicate that you have attached some files to your mail. You can indicate with a text like; ***“Please find attached documents”*** to make your reader aware that some files are attached, if not your attachment may not be seen at all.

### Proof read before sending your application

Right before you click on the **“send”** button make sure you proof-read your message for spellings and grammar errors. Check your message to be sure you have added a subject line, signature, and have also attached all the files you need to attach.

You can send a test message to yourself to be sure all your attachment came through and are also correct.

As you have learned in this lesson, always remember to keep your email short and professional. It is good you focus more on quality than your number of words as this doesn't add value to the recruiter.

Sending a professional job email can be easy following the steps above.

Hope this was helpful, click [previous](#) to read the previous lesson on email etiquette and [next](#) to read the next lesson.

## Lesson 3: Tips for Landing Your Dream Job with a Cold Email



In the [last lesson](#), we focused on how you can apply for jobs using your email and how you can set up some basic functions on your email.

In this lesson, you are going to learn what cold email is all about, how you can land the job of your dreams with cold emails, tips to ensure your emails get the desired results.

There are several ways to search and finally land the job of your dreams through the internet, one of the ways you can [access hidden jobs](#) is by sending cold emails to prospective employers.

Before we go into this lesson, let's first understand what a cold email is. Are you ready? Let's start.

### What is a cold email?

If you have never heard the term **“cold email”**, well there is nothing for you to be worried about. A cold email is simply an unsolicited email that is sent to a receiver without prior information or contact. Sending a cold email is like making a cold call.

People often send cold emails, but the question is how strong or effective is the email?

Even if many people see sending cold emails as an ineffective job search strategy, it is still one of the ways that you can get the job that you want. ***Is this not cool?***

I know the next big question on your mind is; ***“if sending a cold email is a cool way to land a job, then how can I start sending some?”***

Well, before you can start sending cold emails, you have to understand some basic tips that will ensure you send an effective email. Are you ready? Let's begin

### **Tip 1: Research the best person to send a mail.**

Just like you research the company that you will be interviewing with when you are preparing for an interview, it is also good you research the person you want to send an email to.

Making the mistake of sending your application to the company's career page or sending the message to a generic address will defeat the essence of your cold email.

Your aim is to make sure you create an amazing first impression with your email; by making sure your email gets to the right person. Ensuring that your email gets to the right person does not just happen, you have to be proactive to make sure it happens.

#### ***How can you be proactive?***

Researching the right receiver is the major way to ensure that your email end up on the screen of the right person. You need to make sure you determine the person that makes the hiring decisions or someone that has a senior position.

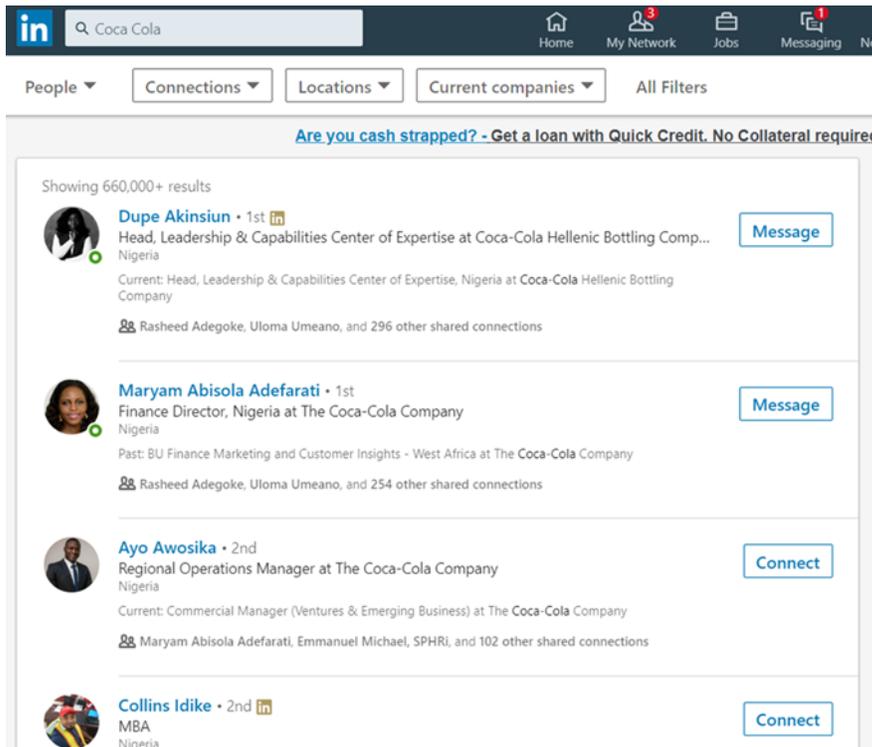
One of the ways to research the hiring manager is to search for the person on ***LinkedIn***:

LinkedIn allows you to search for people by keyword at the target company you are looking to work for. You can simply follow the steps below to find out the right person to contact.

First; ***go to LinkedIn.com***,

 <https://www.linkedin.com>

Then insert the name of the company that you wish to work for in the search bar. Click on people to see all the people working in that company, then this way you would be able to know who the hiring manager is.

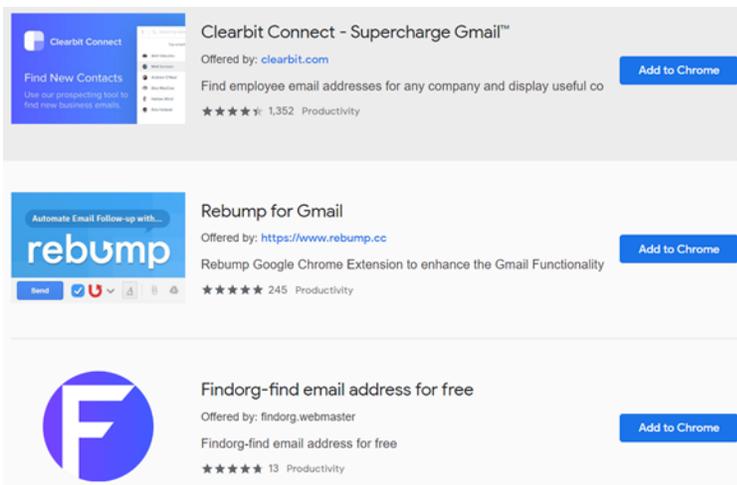


Once you find out the person in charge, sending them a message directly on LinkedIn may not work all the time. You can search for them on google to get their email address or their social media handle to send them a direct message.

Once you have discovered the name of the person in charge, since you have already known the company. You can use different companies email structure to discover the right email of the person in charge.

Once you install the **rapportive extension** you would be able to see the information of the other person on the other end, this will let you know if you contacting the right person.

You can any of these:



## Tip 2: Take Time to Craft a Good Subject Line

When it comes to sending cold messages to land a job, then your subject line is everything that can make your dreams come true. Since there is only little you can do with your name, the only option you are left with is the subject line.

Your subject line allows you to get the attention of the person that you are sending the message to. People are more likely to read emails with subject lines that create curiosity or presents the solution to a problem.

People especially hiring managers are usually busy; the only way to get them to read your mail is by **creating curiosity**. Everyone will open a mail that raises their curiosity without paying so much attention to the importance of the message.

Do your best to create a subject line that is creative and short, one that gives the reader a reason to open and read your mail.

E.g. A friend of mine once sent a mail to a company with the subject line ***“A letter from Your Best Friend”***.



This subject line got the employer to respond almost immediately. Take time to think about your subject line in relation to the company you are pitching to.

## Tip 3: Start Your Message with an Elevator Pitch

Writing an elevator pitch is a great way for you to start your message. Just like I said, employers are usually busy and they may not have the time to read a long message especially from someone they don't know at all.

For an employer to read your mail, the employer must see the value that you are bringing to the table immediately. You need to captivate your reader with an elevator pitch that will show the value that you will provide when you are hired.

The following question can help you craft a good elevator pitch:

- ***Why should they hire you?***
- ***What makes you stand out from any other person?***

- ***How well do you fit into the company and position?***

(See tips on how to [write an elevator pitch](#))

#### **Tip 4: Sell Your Strength to the Potential Employer**

Since you are trying to get the employer or hiring manager's attention, then they should be able to see the real value that you are going to add to the company if you are hired.

One way you can show the reader that you possess real value is by putting your strength forward for the reader to see. E.g. if you are gunning for a tech position, you can let the hiring manager know what you can do to help the company move forward. You can:

- ***You can let the hiring manager know the relevant experience that you have (this will help them build their trust because you have done it before).***
- ***Add links to a job that you have done before.***
- ***Tailor your experience and examples to a particular position so that you are putting your best foot first.***

Always include a link to your best works on Github, your portfolio website, or a client project that you have done in the past. Provide enough details to make them want to know you more.

#### **Tip 5: Follow Up Responsibly**

When you send out a cold mail to your prospective employer, it is normal for you to feel rejected if you don't hear from them after a while. The truth is that; this is not always the case, hiring managers are usually busy with many things and they must have missed your email.

A warm reminder on the same thread can make the hiring manager respond to your mail. You can send a mail after a week to the hiring manager asking them if they've had time to look at your message or if there is anything they would like you to explain.

In your follow up mail, try your best not to come off as a pest demanding quick response.

#### **Tip 6: Proof – read Your Mail**

The truth about sending a cold mail is that there is more expectation and more pressure to get everything right. The last thing you want to do is to make a grammatical or typographical error.

As small as making a typo error may seem, it can make the hiring manager trash your message which may eventually cost you your job. So before you press that send button, you should make sure you read your message carefully to make sure there are no errors.

(You can use ***grammarly.com*** to proof-read your mail before sending it)

If you are still not sure about how you can send a cold email, then this template will guide you on how you write the perfect cold mail.

## **Cold Email Template**

*Hi (Prospect's First Name),*

*I found your listing for a (the job title) on (mention the specific website and include a link and I wanted to share with you the strategies that I developed for (mention the name of the company/client name).*

*I helped (the name of the company/client) to develop (mention the specific project, service, or product) with (mention any tools/software used). You can check out the finished product here: (include a link to a relevant example). This has helped them (mention specific result or output, e.g. increase their sales by --- %).*

*I have a solid foundation working in/with (mention relevant specific skills, software's or tools). I'm looking forward to helping (prospect's company name) deliver even better groundbreaking value to the (mention specific) industry.*

*Are you available for a quick 15-minute chat on (mention specific date and time)? If not, please let me know and I can work with your schedule.*

*Thanks,*

*(Your name).*

Once you know what you've got and you feel the need to move faster than applying generally on a job board, feel free to send some cold emails to companies of your dreams. With the right approach to sending cold emails, you can open yourself to an amazing world of new job search possibilities.

Hope this lesson was helpful, click [previous](#) to read the previous lesson and [next](#) to read the next lesson.

## Lesson 4: How to Appropriately Use Email Functions to Send an Effective Mail



Hi, welcome to **lesson 4** of the Email Etiquette Course. Earlier in this course, we have looked at 3 lessons so far, all of which has taught you; [how to create a professional email address](#), [how to apply for a job using email](#), and [how to land your dream job with cold email](#).

***In this lesson, you are going to learn how to properly make use of some basic email functions.***

If you have already set up an email account for yourself after reading the previous lessons, then you sure have done a great job.

After setting up an email account for yourself, the next thing is for you to learn how to interact with the email interface no matter the email service you choose to use.

In this lesson, we are going to talk about how you can interact with the email interface including the **inbox** pane, the **message** pane, and the **compose** pane. Depending on the email service that you use, it may feel and look different, but they all function the same way.

We are also going to discuss various **terms**, **actions** and **features** that are used when sending or receiving email messages.

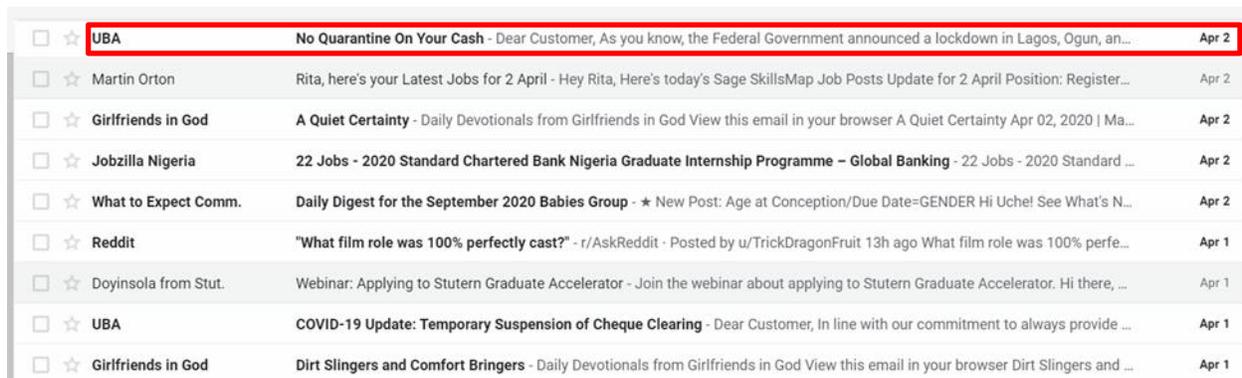
## Understanding the Email Interface

Once you log on to your email account, you will notice that there is a lot of text, icons, symbols, etc. Have you ever wondered what each of these may mean?

As small as any symbol may look, it sure means something and it is good you know what all the symbols mean so that you can learn how to use your email properly. First of all, we are going to be looking at the **inbox**.

### INBOX

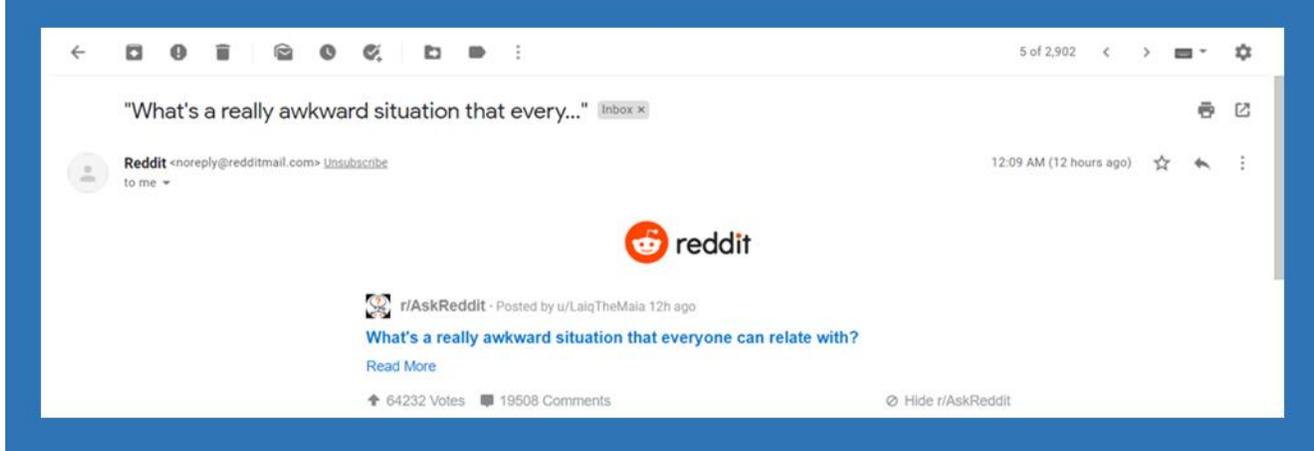
Have you ever seen or heard the word **inbox** before? So, what is an **inbox**? An inbox is simply an electronic folder where you will see/view and manage emails that you receive. Emails that you receive in your inbox are usually listed with the name of the sender, the subject of the message and the date received.



|                          |   |                      |                                                                                                                                        |       |
|--------------------------|---|----------------------|----------------------------------------------------------------------------------------------------------------------------------------|-------|
| <input type="checkbox"/> | ☆ | UBA                  | No Quarantine On Your Cash - Dear Customer, As you know, the Federal Government announced a lockdown in Lagos, Ogun, an...             | Apr 2 |
| <input type="checkbox"/> | ☆ | Martin Orton         | Rita, here's your Latest Jobs for 2 April - Hey Rita, Here's today's Sage SkillsMap Job Posts Update for 2 April Position: Register... | Apr 2 |
| <input type="checkbox"/> | ☆ | Girlfriends in God   | A Quiet Certainty - Daily Devotionals from Girlfriends in God View this email in your browser A Quiet Certainty Apr 02, 2020   Ma...   | Apr 2 |
| <input type="checkbox"/> | ☆ | Jobzilla Nigeria     | 22 Jobs - 2020 Standard Chartered Bank Nigeria Graduate Internship Programme – Global Banking - 22 Jobs - 2020 Standard ...            | Apr 2 |
| <input type="checkbox"/> | ☆ | What to Expect Comm. | Daily Digest for the September 2020 Babies Group - ★ New Post: Age at Conception/Due Date=GENDER Hi Uche! See What's N...              | Apr 2 |
| <input type="checkbox"/> | ☆ | Reddit               | "What film role was 100% perfectly cast?" - r/AskReddit · Posted by u/TrickDragonFruit 13h ago What film role was 100% perfe...        | Apr 1 |
| <input type="checkbox"/> | ☆ | Doyinsola from Stut. | Webinar: Applying to Stutern Graduate Accelerator - Join the webinar about applying to Stutern Graduate Accelerator. Hi there, ...     | Apr 1 |
| <input type="checkbox"/> | ☆ | UBA                  | COVID-19 Update: Temporary Suspension of Cheque Clearing - Dear Customer, In line with our commitment to always provide ...            | Apr 1 |
| <input type="checkbox"/> | ☆ | Girlfriends in God   | Dirt Slingers and Comfort Bringers - Daily Devotionals from Girlfriends in God View this email in your browser Dirt Slingers and ...   | Apr 1 |

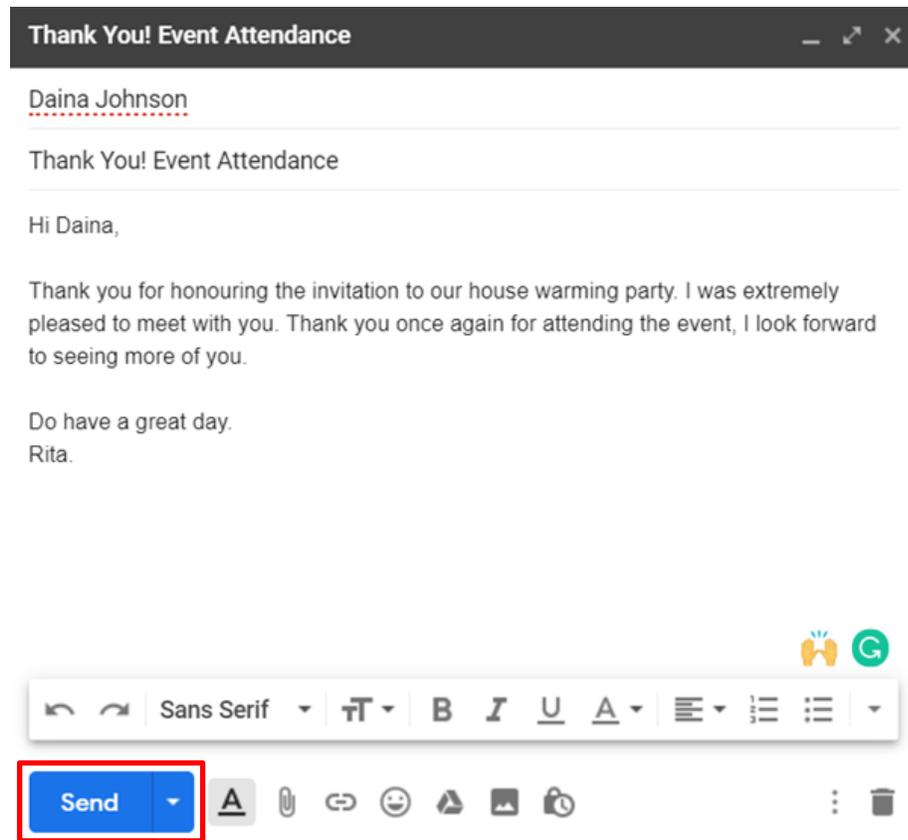
### MESSAGE PANE

The next thing we are going to be talking about on the email interface is the message pane. Once you select a particular email in the inbox it will open the message pane. Once the message opens, you can read the message and choose how to respond with a variety of commands.



## COMPOSE PANE

The compose pane allows you to write/create a message. You can click on the compose or new button from your inbox to open the compose pane. From the compose button, you will need to enter the recipient's email address and subject. You will also have the option to upload files (photos, documents, etc.) as attachments and you can also add some formatting to your message.



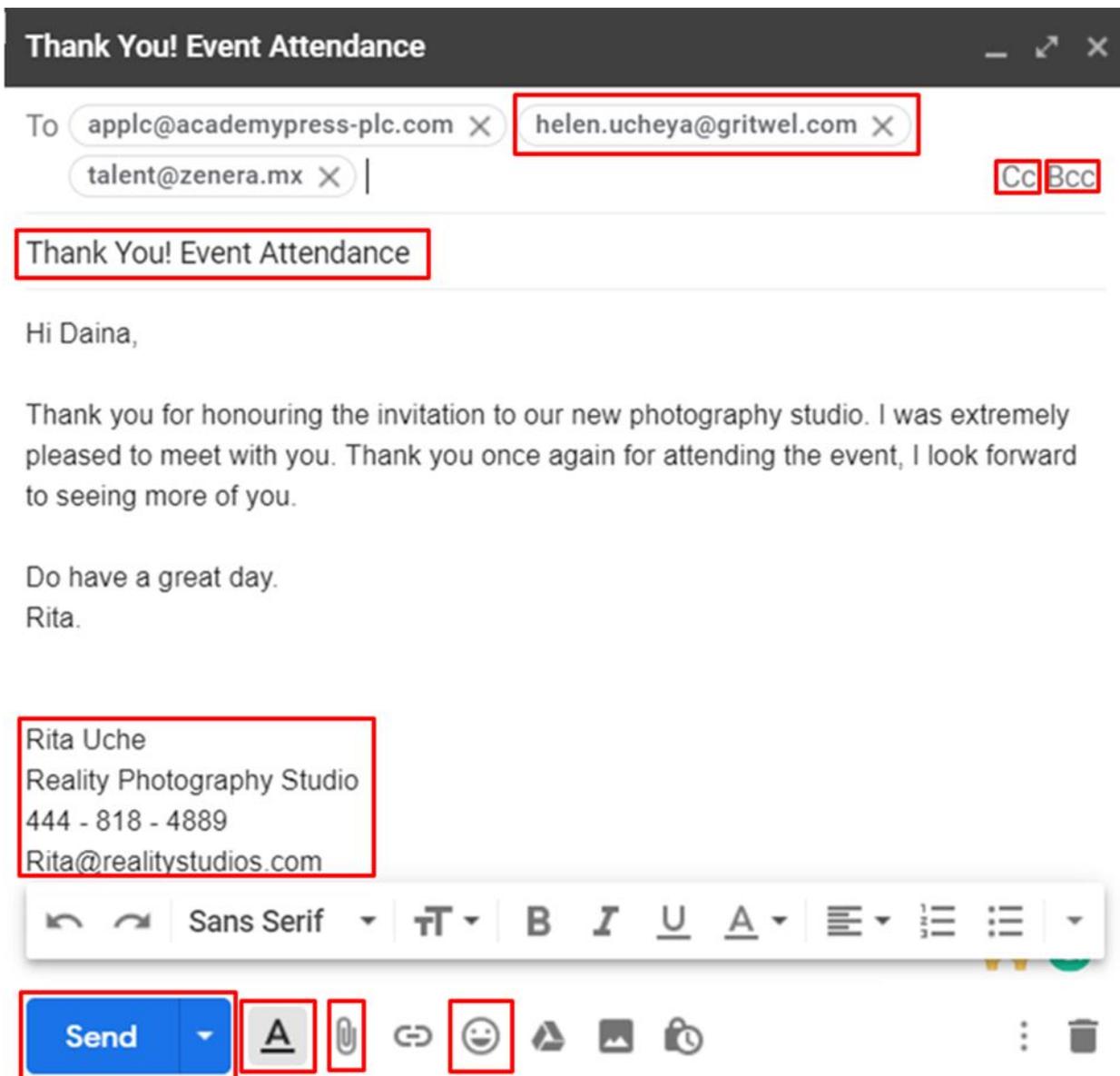
A compose pane will open once you click on the forward or reply button. Once you click on forward or reply, the text from the original message will be copied into the compose pane.

## Common Email Terms and Actions

Once you start using an email there are some terms and command that you will need to understand to send an effective email. In this lesson, we are going to be using Gmail's **compose** and **message pane** to illustrate the common email terms and commands. This also applies to **Yahoo!** And **Outlook**.

The image below will walk you through the compose pane, this will help you learn more about the **compose pane**.

### LEARN MORE ABOUT THE COMPOSE PANE



The text and icons in red squares are the different terms and actions in the compose pane that you have to learn.

### ***“To” field***

Anytime you send a mail, you’ll have to add a recipient to the **“To”**: field. (Recipients are the people you are sending the mail to. You would need to type the email address for each recipient. You would often add recipient to the **“To”**: field, but you can also add recipients to the **Cc**: and **Bcc**: fields.

### ***“Subject” Field***

The subject field is important in the compose pane. The subject should say what the mail is about. Keep the subject brief, but it should give the recipients a reasonable idea of what the message is all about.

### ***“Cc” Field***

**“Cc”** stands for carbon copy. You can use this feature when you send a message to a recipient that is not in the main recipient. This feature allows you keep the person you copied in the loop of things while letting the person know that there is no need to reply to your message.

### ***“Bcc Field”***

**“Bcc”** stands for *“blind carbon copy”*. It works almost the same way as Cc except from the fact that the email addresses in the Bcc field are hidden. This feature is useful when emailing a very large number of recipients or when privacy is needed.

### ***“The body”***

The body is the text of the email. The body of the email is written normally just like you would write a letter (Start with a greeting, add one or more paragraphs and then close it with your name and or signature.

### ***“The signature field”***

You can decide to create a great signature that will tell the recipient more about what you do. Signatures usually include a name and contact information, like a phone number, website, or professional title.

### ***“Formatting Options”***

The formatting options allows you to change the look and feel of your message to suite your need. For example, you can change the font type, size, colour, as well as include links to your messages.

### ***“Attachments option”***

This option allows you to attach files along with your email message instead of having to work on the files directly in the body of the mail. If you have worked on a file previously, you can simply attach them along your mail. Click the attachment button/icon to add an attachment with the email.

### ***“Emoticons/Emoji’s”***

Many email services or providers include graphic emoticons (which is largely known as emoji’s) that you can add to your messages. Emoticons or emoji’s help you express your mood and convey the actual tone of the message.

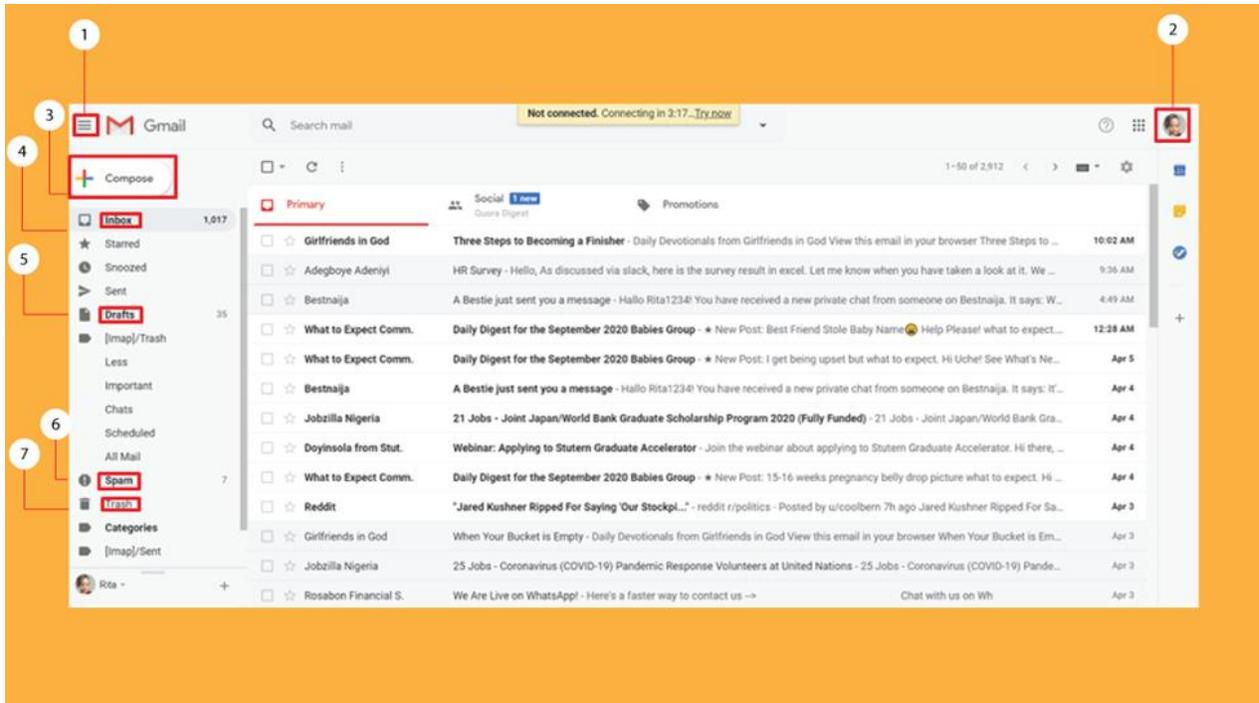
### ***“Send button”***

The send button allows you to send you message as soon as you are satisfied with it. Click the send button or icon to send your mail to the recipient.

## **LEARNING MORE ABOUT THE MESSAGE PANE**

Just like we have talked about the compose pane and it’s different features, it is also important for us to look at the email message pane and its different features.

To have a better grasp of the different features we are going to be looking at in the message pane, you can open your email account and then follow the description in the screen shot and texts below. The numbers below will help you understand the particular feature we are looking at, so that you can follow up accordingly.



### **“Navigation menu” \_\_\_\_\_ 1**

Most email providers will provide you with a navigation menu regardless of the email service that you use. The navigation menu helps you navigate different services including your contact list, calendar and more.

### **“Account Picture” \_\_\_\_\_ 2**

The section where you will see your account picture will allow you see some options. When you click on your picture like the one above, you will see a drop-down menu that will give you the option to do the following:

- Manage your accounts: This allows you to manage your other email accounts
- Add another account: If you have created a new account, you can add it here.
- Sign out: You can sign out of your account or accounts by clicking on **sign out**.

### **“Compose” \_\_\_\_\_ 3**

You can use the “compose” or “new” button to create a new message.

### **“Inbox” \_\_\_\_\_ 4**

The inbox is where all your received messages will appear. Your unread messages will appear in bold fonts so that you can easily see them.

## ***“Drafts”* \_\_\_\_\_5**

Drafts are simply messages that you have written or composed but yet to be sent. When you are composing a message, you can decide to save your message as draft and finish it later. Depending on the email service provider that you use, some will help you save your message as draft automatically.

## ***“Spam”* \_\_\_\_\_6**

Spam emails are emails that are sent without explicit consent of the recipient, spam emails are often referred as junk emails. Many times, these email are trying to sell a product or are just deceitful. There are various reasons why you may get a spam mail:

- Maybe your email address was exposed during a data leakage.
- Your email address was harvested by someone using a specialized tool.
- Your email must have been stolen from someone’s contact list.
- Maybe your email was randomly crafted.

Some spam emails are scam and they often carry viruses, so you may not want to read these messages. Your email provider will usually filter suspicious emails to the spam folder. If for any reason you receive a spam email in your inbox, you can always move it to the spam folder, which will help your email provider filter these message in the future.

## ***“Trash”* \_\_\_\_\_7**

Just like the name sounds, *trash* allows you delete emails from your inbox by moving the emails to trash. Messages in the trash can be retrieved for a short time. Emails in the trash will get permanently deleted after a certain amount of time.

Some email providers like Gmail will allow you to archive your messages which moves your emails from the inbox and does not delete them.

Sometimes, when you open an email, you may see the option to: **Click here to Reply, Reply to All or Forward**. Now, let’s take them one after the other:

## ***“Reply”***

Anytime you receive an email, you can use the Reply command to respond to the message. The compose pane will show with the text of the original message copied into the body of the mail. The

Reply command also allows you to reply to the person that sent the mail rather than everyone that was copied in the email.

### ***“Reply to All”***

This command always appear when you receive an email that is not only sent to you but several other recipients. When responding to an email that is not addressed to only you, you have to read the content of the email carefully to decide whether you want to reply to the original sender or all the recipients.

Many job seekers use the Reply All when they mean to just reply the original sender of the email.

### ***“Forward”***

The forward command is used when you want to share an email that you have just received with someone else. Instead of copying the content of the email into the compose pane, you can simply click on the forward button and insert the recipient’s email address.

Once you understand the basic email functions and how to use them, then you are sure on your way to sending and responding to emails effectively.

The way you send and respond to emails can either make or mar your job search efforts.

This simply means that the better you understand basic email features and interface the easier it will be for you to search for and respond to job offers using your emails.

Hope you learned from this lesson, click [previous](#) to read the previous lesson and [next](#) to read the next lesson.

Lesson 5: How to Recall/Replace an Email You Sent

# How to Recall a Sent Mail



MyJobMag

Hi, welcome to **Lesson 5** of the Email Etiquette Course. We have looked at 4 previous lessons in this course which has to a large extent given you a strong basic understanding of how the email works and [how you can make use of basic email functions](#).

All the lessons that you have read so far (lesson 1 – 5) will definitely help you improve your job search since you will be interfacing with the email often as a job seeker.

***In this lesson, we are going to talk about how you can recall/replace an email that you mistakenly sent.***

Since you have already gotten used to the email interface and have also learned how to send emails, but what happens when you send a mail to the wrong person?

As cool as it is that you can click **“send”** and your email will be sent immediately sure comes with some consequences. Once you send an email, you may not be able to get it back. This can cause some form of obstacle if you send a message at the wrong time or to the wrong person.

If you have been sending messages that you did not intend to send, guess what? There is good news for you. The good news is that you can recall an email before the recipient sees the email.

***Now the big question is how can you do this?***

In this lesson, we are going to be looking at how you can recall/replace an email on **Gmail** and **Outlook**.

## **How to Recall an e-mail on Gmail**

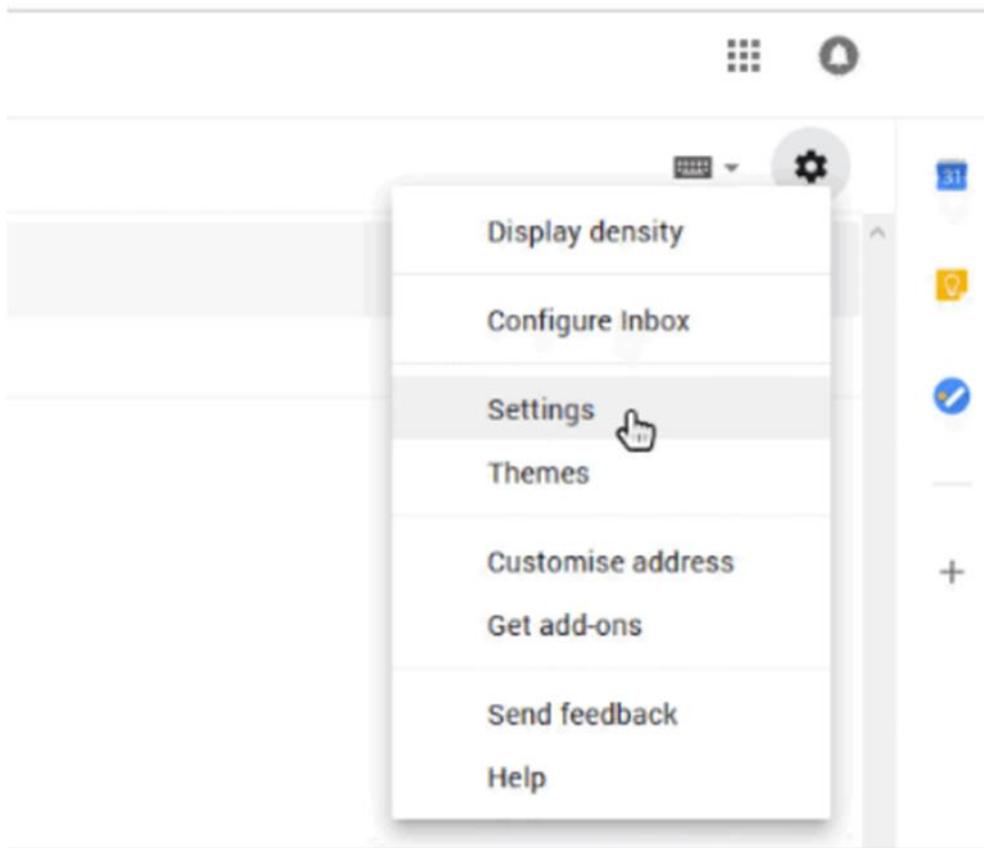
You must have sent messages that you instantly regretted, but Gmail has made it easy for you to recall/replace messages. We are going to take you through a step-by-step process on how you can recall a message in Gmail.

### **Step 1 – Go to Your Gmail Settings**

The good thing about Gmail is that an **“undo”** button will automatically appear when you send an email, and this button will enable you to undo a message that you just sent. That’s great right?

As good as the Gmail undo button is, you can adjust the undo settings to give yourself more time to recall an email in Gmail. To achieve this;

First, you have to log on to your Gmail account on a desktop. Once you are on your Gmail, click the little gear icon in the upper right-hand corner. Once you do so, a menu will drop-down, scroll downwards and select **“settings”** from the menu.



## Step 2: Personalize Your Send Cancellation Period

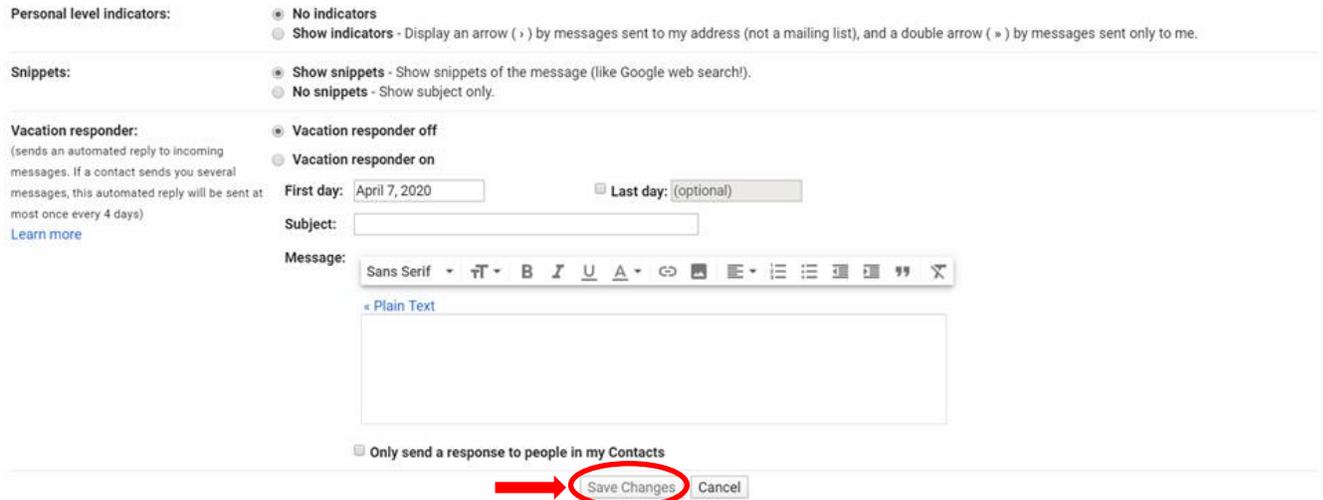
Just like we said earlier, in Gmail the undo button shows up by default immediately you send an email. The thing is that this button is only available for **5 seconds** after you send an email, and that may not give you enough time to realize that you made a mistake talk less of fixing it.

The good thing is that Gmail gives you the option to extend the time. Once you have clicked on settings, scroll down to the option that says **“Undo Send”**. (Make sure you’re in the “General” settings tab).

|                                                    |                                                                                                                                                                                        |
|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Language:                                          | Gmail display language: English (US) <a href="#">Change language settings for other Google products</a>                                                                                |
|                                                    | <input checked="" type="checkbox"/> Enable input tools - Use various text input tools to type in the language of your choice - <a href="#">Edit tools</a> - <a href="#">Learn more</a> |
|                                                    | <input type="radio"/> Right-to-left editing support off<br><input type="radio"/> Right-to-left editing support on                                                                      |
| Phone numbers:                                     | Default country code: Nigeria                                                                                                                                                          |
| Maximum page size:                                 | Show 50 conversations per page                                                                                                                                                         |
| <b>Undo Send:</b>                                  | Send cancellation period: 5 seconds                                                                                                                                                    |
| Default reply behavior: <a href="#">Learn more</a> | <input type="radio"/> Reply<br><input type="radio"/> Reply all                                                                                                                         |
| Hover actions:                                     | <input type="radio"/> Enable hover actions - Quickly gain access to archive, delete, mark as read, and snooze controls on hover.<br><input type="radio"/> Disable hover actions        |
| Send and Archive: <a href="#">Learn more</a>       | <input type="radio"/> Show "Send & Archive" button in reply<br><input checked="" type="radio"/> Hide "Send & Archive" button in reply                                                  |

### Step 3: Scroll Down and Click “Save Changes”

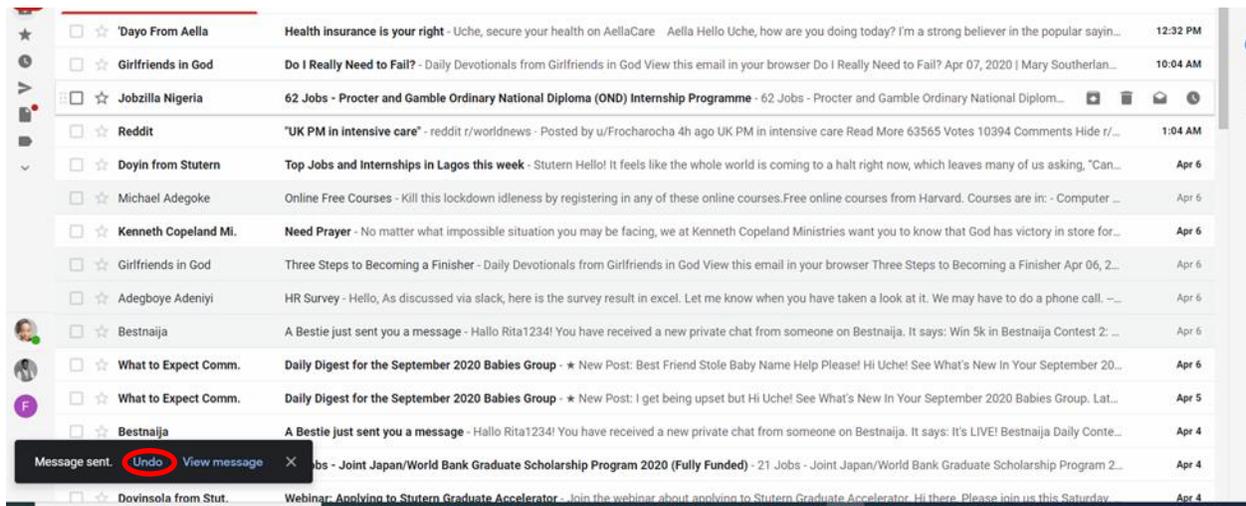
In this next step, once you have personalized the “undo time” for your Gmail account, make sure you scroll all the way to the bottom of the page and save the changes you’ve made in your settings.



**N: B** = always remember that this is an important step, you should always click the save changes button because if you click away without saving your changes your account will go back to default settings.

### Step 4: Test Your Email Recall Settings

Since you have finally updated your settings in Gmail, it is time to test if the settings that you updated is working. Once you are done with the settings, you can send a test email to yourself.



Depending on the settings that you have selected in the settings drop-down, you have between 5 to 30 seconds to recall your mail in Gmail.

Once you click on the undo button circled in red, you'll also receive a confirmation that the email has been recalled. You will see this text displayed ***"sending undone"***.

## Recalling a Mail on Gmail from Your Mobile Device

If you are accessing your email address from your mobile device, the process is pretty the same, just that you have to enable your preferred setting on the desktop for you to access it when you send a message on your mobile phone.

In the Gmail mobile App, you would see the ***"undo"*** button at the bottom of your phone screen.

## Recalling a Mail from Microsoft Outlook

If you are using Microsoft outlook, you can recall a mail following these simple steps:

**Step 1:** Open your sent items folder

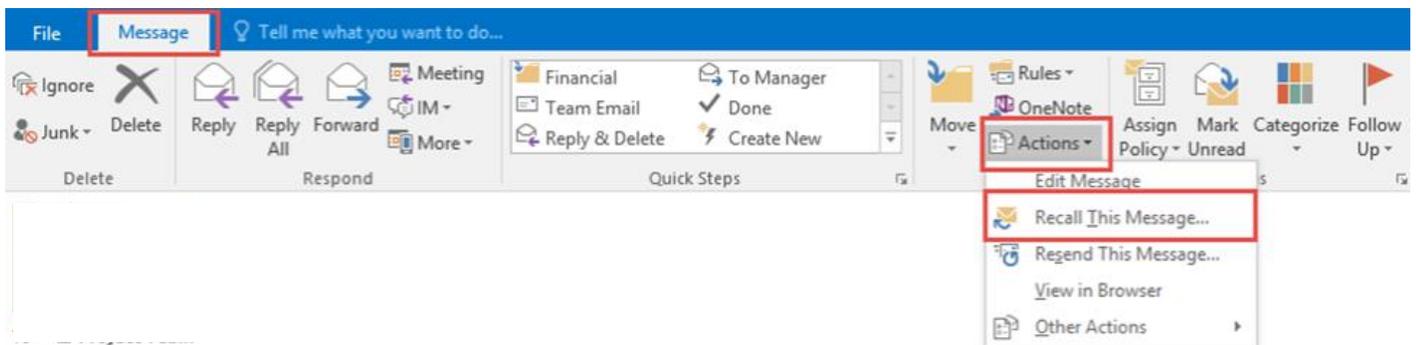
**Step 2:** Open the email you would like to recall/ forget.

**Step 3:** Mouse over to the ribbon top up, and go to "move group"

**Step 4:** Click on actions.

**Step 5:** Select ***"Recall This Message"***

**Step 6:** Click "Delete unread copies of this message" (or Replace ..., which is also good).



**A Few things to note when trying to recall an email in Microsoft Outlook**

- You can make the best use of Microsoft Outlook **“Message Recall”** after you have sent the message, since the message will move the unopened email right into the recipient’s Deleted folder.
- A recall request may not always work. If the recipient have already opened the message, the message is going to remain in their inbox (the recipients will be notified that you tried to recall the message).
- If you use a desktop Outlook application that is not on Exchange Server, you will still see this option to recall your message, but it would not delete an email from a third party email inbox. Your recipient will only receive a note that you attempted to recall the message.

Looking at the awesome recall features in both Gmail and Microsoft Outlook, it is clear that you may have experienced some form of limitations using these features.

While you have a maximum time of **30 seconds** to recall an email on Gmail and may probably face some limitation on Outlook, how about learning to prevent sending emails by mistake.

## **HOW TO PREVENT SENDING AN EMAIL BY MISTAKE**

We know that mistakes are things we don’t plan to happen, even if mistakes happen when you don’t expect, you can still do your best to prevent them from happening.

So how can you avoid making mistakes when sending your emails? You can avoid making mistakes when sending an email by following these steps:

**a. Run your emails through grammarly.com.**

Running your emails through grammarly.com before sending it reduces the risk of sending a message by mistake. Grammarly provides an extension that you can use on your chrome or Firefox browser, which means that you can use the proof-reading techniques to fix your emails while you are writing.

**b. Open links or attached files before sending your mail.**

Have you ever sent a broken link or attached a wrong file to your prospective employer? Or even sent an email without attaching a file you intended to attach.

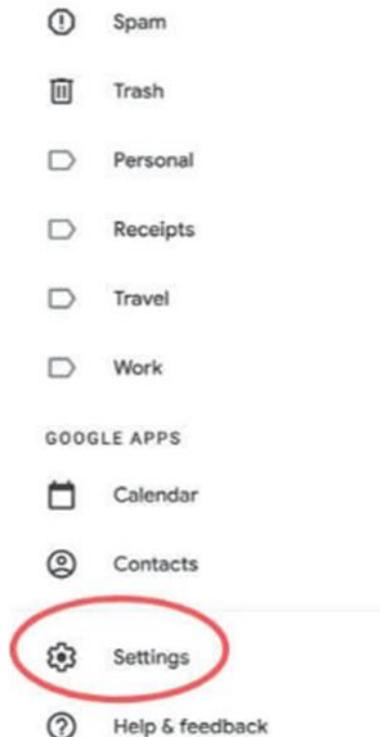
To prevent this from happening, take a moment to open all the files and links before sending your email.

**c. Enable the “Confirm before sending” setting in Gmail**

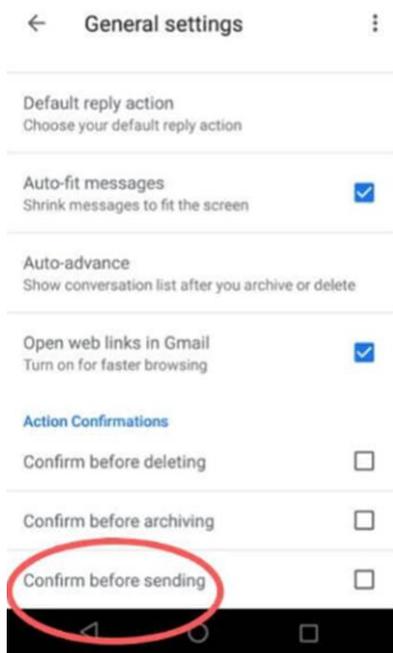
The **“confirm before sending”** settings on Gmail will allow you to be sure of the message you want to send before hitting the send button. This option basically asks you, **“Are you sure?”** before you send an email.

You can enable this setting on Gmail’s mobile app.

All you need to do is click on the three lines at the top left corner of the app to open the menu. Then, scroll down to settings.



Then select “confirm before sending”



Now, you have learned how to recall an email from your Gmail or Outlook account before you hit send.

You should note that every email is important, especially if you are searching for a job. You should know that emails form the building blocks to the relationships you are going to have with your prospective employers.

Even if you can recall an email that has an error, you should always take out time to go through your emails before sending them.

Hope this lesson was helpful, [click previous](#) to read the previous lesson.

Answer these questions to know how well you have understood this course so far:

**1. What are the basic steps you need to create an email account?**

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_

**2. List 4 things you must do when you are applying for a job through email?**

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

**3. What is a cold email?** \_\_\_\_\_

4. What are the factors to consider when sending a cold email?

- a. \_\_\_\_\_
- b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

**5. What are these email functions used for?**

a. Bcc \_\_\_\_\_

b. Cc \_\_\_\_\_

c. Subject field \_\_\_\_\_

6. What are spam mails? \_\_\_\_\_

Congratulations! You have come to the end of the ***"Email Etiquette Course"***. By now you should have a basic understanding of basic email functions, how to apply for jobs through email, tips to land a job by sending cold emails, and basic email etiquettes.

Hope you enjoyed this course?