

Calling & Texting Etiquette

1. Don't send just good morning/good night messages if you don't have work.
2. Don't send broken messages.
3. Don't share personal information in texting.
4. Don't type long messages.
5. Don't share jokes and unrelated images and videos in office chat groups.
6. Don't call or do a video call directly if it is not urgent. Ask permission first.
7. Don't call if a person doesn't respond. Be patient and wait for a reply.
8. Don't message repeatedly if a person doesn't respond. Be patient and wait for a reply.
9. Don't message after office timings/hours or when on leave/on holidays.
10. Don't use all CAPITALS.
11. Use a respectful tone.
12. If you want to message one person and the message is not important to others, message directly.
13. Don't use many emojis. (Only few are considered professional.)
14. Maintain a professional name and profile picture (display picture)