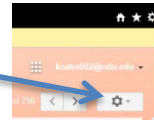


Email Etiquette

- Always include a subject line - the subject should include the course name and section
 - Remember professors teach more than one class- some with over 100 students, by including your course name and section your professor will be able to identify you more quickly
- Always include a salutation
 - Dr. _____,
 - or
 - Professor _____, if you are unsure of your professor's title
- Introduce yourself in the first line
- Always use proper grammar
 - You are not writing a text message; professors expect that you address them professionally
- Always be respectful
 - Remember email is forever, once you hit send you cannot take it back
- Always include a closing line
 - "Thank you," or "Sincerely," work in most cases
- Always sign your name
 - Adding a mail signature is an easy way to make sure that your name is not left out
- To add a signature:
 - Click the settings arrow in the top right corner of your screen
 - Select settings from the drop down menu
 - Scroll down until you see Settings in the left margin, select signature and type your name in the text box, then click Save changes at the bottom of the screen



Sample Email

