

# Email Etiquette:

## How to Email Your Professor

1.

**Use your resources:** Double check the syllabus to see if it has the answer to your question or ask a fellow classmate. If you still need to email the instructor, mention that you did check the syllabus.

2.

**Subject Line:** Include the class name and section number in the subject line, as well as word or two about the topic. Some instructors teach more than one section of the same class each semester.

Example: HDFS 250 - 18604 - Late Assignment

3.

**Salutations & Language:** It's important to include a salutation at the beginning of any email. Use the instructor's title and last name or default to 'professor' if you are unsure. Use professional language and avoid slang. Don't forget to close the email with a 'Thank you' and your first and last name.

4.

**Why are you emailing?** Start with the purpose of your email: "I have a question about the exam," or "I will miss class on Thursday and wonder if there is a way I can make up participation points." Give further details if you feel comfortable sharing the information.

5.

### Bonus Tips:

- Email sooner rather than later before potential problems can arise.
- Give your instructor time to respond.
- Follow up after your instructor responds. Answer any questions or if you're given options, let your instructor know which one you are choosing. Finally, be sure to thank your instructor for the assistance.