



Email Etiquette

Communicating with emails is a necessary skill for college and your future career. Below are some tips to help you craft an email to your instructors.

Greeting

- Put your class name and section in the subject line.
- Begin with a greeting such as “Hello”, “Good Morning” or “Dear”.
- Address the instructor or professor by their earned title until they request otherwise. If you are unable to find their title (Dr., Ms., etc.), you can always default to “Professor ____”

Body

- Keep your email brief, but not as short as a text (50-125 words).
- Use punctuation to increase clarity. Emails should look different than a text.
- Ask a question so the professor can respond directly to your request.
- If you are looking for a solution, share how you’ve tried to solve the problem.

Signature

- Sign your name with what you would like to be called. This helps the professor identify you and allows them to address you personally in their response.
- Set up an automatic signature with Outlook so you always sign with a professional ending.

Before You Send:

- Have you checked all your resources first to try to solve your concern(s)?
- Does your subject line refer to the class?
- Did you address the professor with their preferred name and title?
- Did you re-read for punctuation/spelling errors?
- Did you ask a clear question or indicate a need for a response?