Email Etiquette: Guidelines for Writing to Your Professors

View an Email to a Professor as a Professional Interaction. Your emails should contain the proper parts of letter, convey respect and courtesy, and reflect the fact you are a serious student. Here are a few specific tips:

1. Before sending an email **check if you can find the answer** in the syllabus or in MyLabsPlus FAQs.

2. Begin your email by **addressing your professor by title and name** ("Professor LastName"). Unless explicitly instructed to do so, never address your professor by their first name.

3. Be sure to **state your course and section number** (preferably in the subject line).

4. After your message, **end with a closing and signature**, such as "Sincerely, Your Name" or "Thanks, Your Name". Be sure to use your full name.

5. **Be clear and concise.** Make sure your message is easy to understand. Writing in a professional manner does not mean your message must be long. If your question is short or direct, a one-sentence email (provided it includes a greeting and signature) is fine.

6. **Use correct spelling and proper grammar.**

7. **Use Proper Email Etiquette.** In addition to the content of your message, there are other technical aspects to being professional and courteous in email.

   - **Always use an informative subject line.** For example: "Math 100-01 Request for Meeting".

   - **Do not make demands**, be courteous and make a request.

   - Before Sending an Email, **Check That What You Have Written is Appropriate.** Be respectful, and consider whether anything you have written might sound rude or offensive to your professor.

   - **Allow Time For a Response.** Allow up to 24 hours for a professor to reply -- possibly more if it is a weekend or holiday.

   - **Do Not Use Email as a Substitute for Face-To-Face Conversation.** Many issues are often better handled in person than by email.