

E-Mail Etiquette

1

Send from your college or university e-mail account.

2

Include the course number in your subject line.

3

Think about what you're asking, and ask politely.

4

Choose an appropriate greeting, be cordial.

5

Proofread what you've written before you send.

6

Sign with your full name, Student ID, course number, and class meeting time.

7

Don't send unexpected attachments.

8

When you get a reply, say "Thank you."