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."