

HOW TO EMAIL A PROFESSOR

USE THE SUBJECT LINE:

Write the class that you are in and the topic of your email. Example:

Subject: BE TU110 – Question about group project

Never send a message without a subject line.

In the message body of the email:

1. Always use a proper greeting. Spell your professor's name correctly. Example:

Dear Ajarn Russell,

2. Tell the professor who you are.
3. Briefly and politely state the reason why you are emailing.
4. If you are emailing with a problem, suggest a solution.
5. Sign the email with your name. Use your first and last name, your nickname, and your student i.d. number. Example:

Best regards,
Student Name (nickname)
Student I.D. number

6. Spell-check and proof-read the email before you send it.
7. Send the email.

Allow adequate time for a reply. See tips below about how to address a professor's failure to reply. If you are only sending a piece of information ("I have the flu and will not be in class on Tuesday, but my friend will turn in my paper for me.") the professor may not consider a reply necessary. In this case, you are done.

ALWAYS REPLY TO YOUR PROFESSOR'S EMAILS.

If the professor asks you a question, reply promptly with an answer.

If the professor has not asked you any questions, just reply with a quick "Thank you."

Tips

Use proper spelling, grammar, capitalization, and punctuation in emails to professors.

Do not use your phone to write emails unless you are going to follow the instructions above.

Configure your email account so that your real name is displayed along with your email address when you send emails.

Do not waste your professors' time by asking questions that have already been answered in course outlines and assignments.

Leave enough time for a response. Your professors have busy lives and may need a day or two to read and reply to your email.

Follow up. If more than 24 hours have passed and you have not gotten a response, it is appropriate to politely ask if the professor received your email and had time to consider what you wrote. Do not send more than one email on the same topic in any one 24-hour period.