



Email Etiquette for Students

- Always use your student email account, or a professional sounding email account.
- Always use a clear subject line.
- CC – Carbon Copy
- BCC – Blind Carbon Copy
- !! – High Priority – Use this sparingly
- Address your recipient respectfully, using *Dear Mr., Mrs., Ms., or Dr.*
- Write a clear and concise message. Always keep your tone positive. Say *please* and *thank you*.
- Sign off with *Sincerely, Best, or Respectfully*
- Always include your email signature with your full name and contact information.
- Attachments should be recognizable. Compress to a zip drive if extra large.
- Always proofread! Use proper capitalization, punctuation, grammar, and spelling - and write in complete sentences.
- Use standard fonts
- Do NOT include anything confidential or controversial
- Don't use acronyms – such as IDK or TTYL
- Don't use all caps – this can be construed as yelling
- Respond in a timely fashion – 24 hours-ish
- When responding, hit Reply – not Reply All