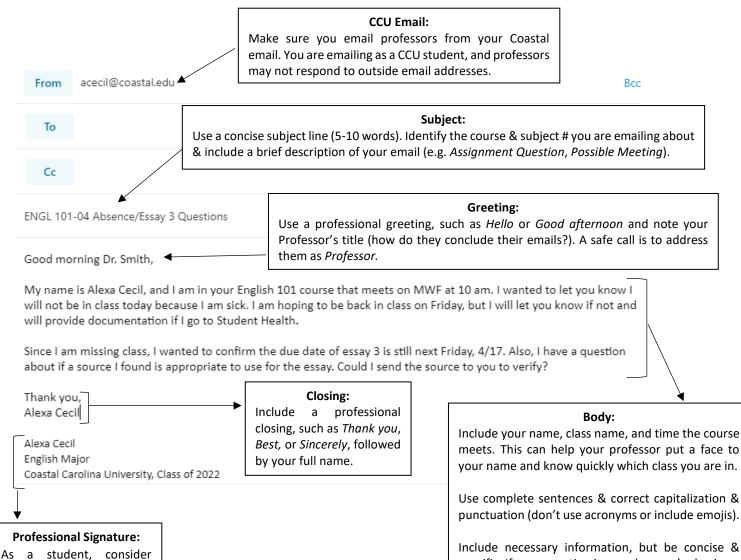
Email Etiquette: Emailing Your Professor



As a student, consider including your name, major, class, and job/position you hold on campus. Visit Coastal provides some guidance for creating one.

Include necessary information, but be concise & specific. If your question is complex, you're having a hard time identifying your specific question, or you need to discuss grades or other personal issues, send an email requesting a meeting time instead.

If you are including an attachment, be sure to include text in the body of the email (e.g. "Attached is...").



If possible, download the Outlook app on your phone. It's helpful to keep on top of email throughout the day & to ensure you are emailing from your CCU email.

- Before requesting a meeting, check office hours in the syllabus. If you can't make them, note that in your email and offer days/times you are available to meet.
- Be careful not to hit "reply all" unless it is necessary ("Reply all" is default in Outlook Web). Contact SCS at 843-349-2220 or 843-349-2908 for guidance to check and change this setting if necessary.