

# Email Etiquette: Emailing Your Professor

## CCU Email:

Make sure you email professors from your Coastal email. You are emailing as a CCU student, and professors may not respond to outside email addresses.

**From** acecil@coastal.edu

**Bcc**

**To**

## Subject:

Use a concise subject line (5-10 words). Identify the course & subject # you are emailing about & include a brief description of your email (e.g. *Assignment Question, Possible Meeting*).

**Cc**

ENGL 101-04 Absence/Essay 3 Questions

## Greeting:

Use a professional greeting, such as *Hello* or *Good afternoon* and note your Professor's title (how do they conclude their emails?). A safe call is to address them as *Professor*.

Good morning Dr. Smith,

My name is Alexa Cecil, and I am in your English 101 course that meets on MWF at 10 am. I wanted to let you know I will not be in class today because I am sick. I am hoping to be back in class on Friday, but I will let you know if not and will provide documentation if I go to Student Health.

Since I am missing class, I wanted to confirm the due date of essay 3 is still next Friday, 4/17. Also, I have a question about if a source I found is appropriate to use for the essay. Could I send the source to you to verify?

Thank you,  
Alexa Cecil

## Closing:

Include a professional closing, such as *Thank you*, *Best*, or *Sincerely*, followed by your full name.

Alexa Cecil  
English Major  
Coastal Carolina University, Class of 2022

## Body:

Include your name, class name, and time the course meets. This can help your professor put a face to your name and know quickly which class you are in.

Use complete sentences & correct capitalization & punctuation (don't use acronyms or include emojis).

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...").

## Professional Signature:

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

## Tips

- 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.