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.

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).

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.

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.

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…”).

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.

Adapted from Oregon State University & Florida Gulf Coast University.