

# EMAIL ETIQUETTE 101

A step-by-step guide for mastering your Inbox!

## Check your email DAILY

If you can check Instagram every day, you can check your email daily as well!

- If you do this, you will be less likely to miss important emails about registration or appointment reminders.
- It is always best to reply to emails within 24 hours whenever possible.



## Use a clear subject line

**Always** use a subject line, never leave it blank.

- Include relevant information about the topic of your email.
- Good = "Advising appointment request" or "Question from our appointment".
- Bad examples: "hello" or "help" or "I NEED HELP ASAP".



## Proofread and be patient

- Proofread carefully for spelling and grammar errors. **Avoid using slang.**
- Remember most staff and faculty will not check their emails between **5 PM to 8 AM**. They have 24 hours to reply.

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## Categorize your Inbox

Create folders that make sense to you so that you can easily find important emails.

- You can organize by professor, class, club or organization, or contact.
- Use flags or mark emails as "unread" to help keep important emails separate from the others.

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## Start with a simple "Hello."

Always include a greeting such as: "Hello...," "Dear..." but be concise and clear in your email.

- Be sure to use the appropriate title "Dr." or "Professor".
- Make sure you explain what you need and any relevant details.
- Use an easy to read font, not a decorative one.

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