EMAIL ETIQUETTE 101

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

1. **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.

2. **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.

3. **Use a clear subject line**
   - Always use a subject line, never leave it blank.
   - Include relevant information about the topic of your email.
   - Good examples: “Advising appointment request” or “Question from our appointment.”
   - Bad examples: “hello” or “help” or “I NEED HELP ASAP.”

4. **Start with a simple “Hello.”**
   - Always include a greeting such as “Hello...” or “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.

5. **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 5PM to 8AM. They have 24 hours to reply.