

E-MAIL ETIQUETTE

Learn how to craft a professional email to professors, staff, and other faculty members.

- If you are not familiar or feel that the professor does not know you, title your email with the title of the topic you are inquiring about, or the course name. Also, include your name in the subject
- Unless otherwise notified, use “Professor” instead of Mr. or Ms.
- If you are emailing a TA and they have not told you if you can use their first name, use Mr. or Ms. followed by their last name
- ALWAYS send emails from your University of Iowa email address
- ALWAYS use the instructors University of Iowa email address

Writing Emails to Professors:

The screenshot shows an email composition interface for The University of Iowa. The header includes the university logo and navigation icons. The 'To' field contains 'Tutor Iowa'. The subject line is 'General Chemistry Question- Herky Hawkeye'. The email body contains a message to a tutor, including a request for a meeting time and a signature. Annotations with arrows point to specific parts of the interface: 'Use the instructor's University of Iowa email' points to the 'To' field; 'Put your name in the email subject' points to the subject line; 'Provide your instructor with several times you are free so they have options to choose from' points to the meeting time request; and 'Don't forget to thank them and sign your name!' points to the signature.

Use the instructor's University of Iowa email

To Tutor Iowa

Cc

General Chemistry Question- Herky Hawkeye

Tutor Iowa,

I am currently enrolled in your General Chemistry I course. I have been reviewing the for the upcoming exam and have some questions about the material. Unfortunately, I cannot attend your office hours. I am wondering if you have some time to meet on Wednesday, April 6 anytime between 11am- 1pm?

Please let me know if these times will work for you.
Thank you,

Herky Hawkeye

Put your name in the email subject

Provide your instructor with several times you are free so they have options to choose from

Don't forget to thank them and sign your name!

TUTOR
IOWA

tutor.uiowa.edu | tutoriowa@uiowa.edu