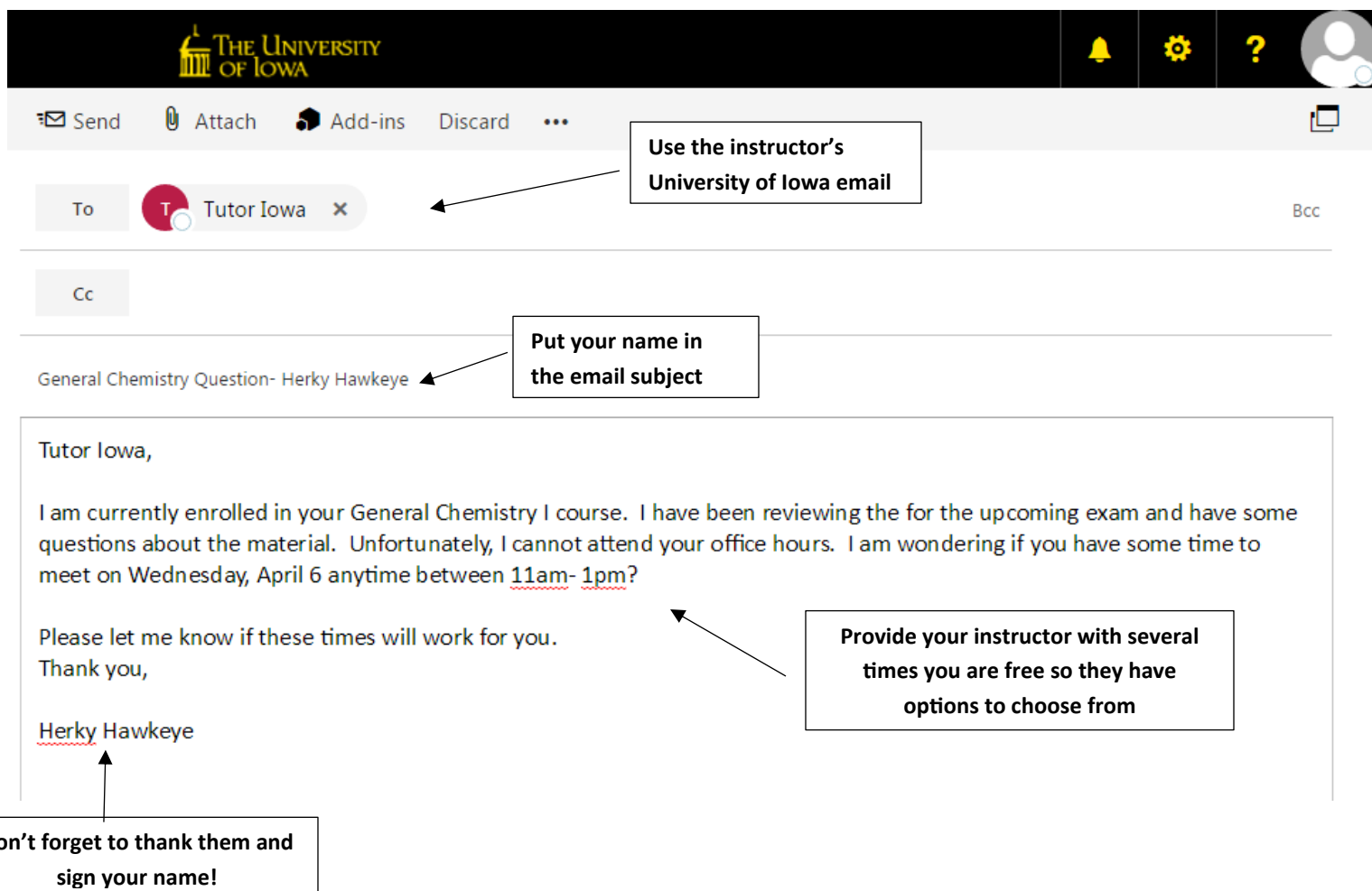


# E-MAIL ETIQUETTE

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' with an annotation: 'Use the instructor's University of Iowa email'. The 'Subject' field contains 'General Chemistry Question- Herky Hawkeye' with an annotation: 'Put your name in the email subject'. The email body contains the following text:

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

Annotations in the screenshot include:

- 'Use the instructor's University of Iowa email' pointing to the 'To' field.
- 'Put your name in the email subject' pointing to the subject line.
- 'Provide your instructor with several times you are free so they have options to choose from' pointing to the proposed meeting times.
- 'Don't forget to thank them and sign your name!' pointing to the signature.

In the space below, practice crafting a hypothetical email for one of your professors that has recently given you a new assignment. In the assignment, you notice there are contradicting prompts and want to clarify the assignment guidelines. Send the professor an email requesting updated guidelines given your area of study:

To:  
From:  
Subject: