**How to Email Your Professor**

1. First, check if your professor has an email preference. (This is probably listed on your syllabus!) Some may prefer the @mscc.edu email address and others may prefer the internal D2L email.
2. Write an informational subject line that states the topic of your email.
3. Use a greeting at the beginning like, “Dear Professor Hart,” or “Good Morning.”
4. The body of your email should be direct and concise. And don’t forget to be courteous! Make sure to include:
	1. which class and course section you are in (especially important early in the semester)
	2. your question or concern
	3. your name
5. Use a closing like, “Best,” or “Thanks,” and make sure to include your full name as your signature. (Your professor may have several students named Katie!)
6. Finally, be sure to read over the email and check for errors.
7. Make sure to add any attachments, like the draft of your essay you want your professor’s feedback on.
8. Once you’ve done that, you’re ready to send it!

Remember that questions about due dates, course policies, and more can often be answered by quickly checking your syllabus or D2L course shell without having to send an email and wait for a response!

It is also a good idea to be aware of your instructor’s email policies which may be listed on the syllabus. They may ask that you wait a certain amount of time before sending a follow-up email or remind you that they don’t respond to email on weekends.

Example:

