



Email Etiquette

Have a Professional Email Address

Ditch the funny email address when sending professional correspondence. Instead, use your school-provided email address, or create a new one for professional situations. Always use your Emich email when communicating with anyone else at EMU.

Have a Clear Subject Line

Having a straight-forward subject line will improve your chances that your email will be read. Let the reader know what you are writing about. Vague titles – or worse, no subject at all! – will get overlooked. Also include your course and section when emailing your professor, and include your EID when emailing a campus office.

Use Professional Greetings and Salutations

“Hey,” “Hi,” and “Yo!” are great for friends but not advisable for your professional contacts. Instead, when emailing a new contact, professor, or supervisor, address the person with Dear Mr. / Mrs. / Ms. / Dr. or Prof. Follow the other person’s lead in future correspondence, and only use a first name when invited to do so. Make sure to use Dr. if the person has a Ph.D. If you’re not sure, Prof. is a safe bet. End your email with a closer such as Thank you, Sincerely, or Regards, and follow that with your full name (first and last).

Proofread

Not using proper grammar can make you look lazy and uninterested. Take the time to proofread your email and use spellcheck your email to ensure there are no glaring grammatical errors. Remember, emails aren’t text messages, so avoid exclamation marks, all-capitals, abbreviations like thx, plz, and lol, and emojis.

Emails are Forever

Don’t put anything in an email you wouldn’t want forwarded to someone other than your intended recipient. Keep in mind that an email sent to a campus office like Financial Aid, Records and Registration, or your advisor could become part of your educational record and may live on forever.