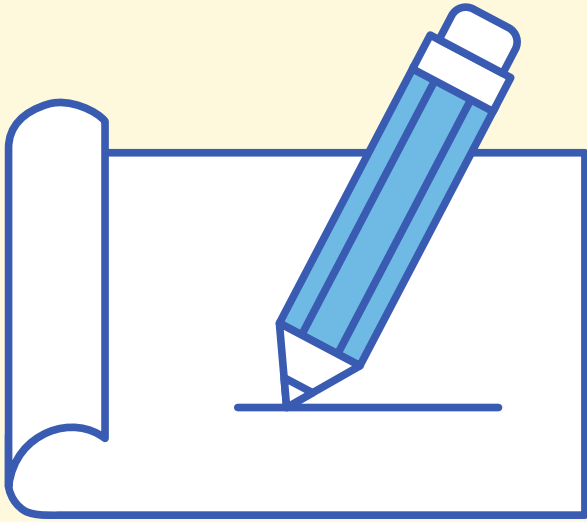


Email Etiquette

It always helps to be polite.



Write a brief description in the subject line.



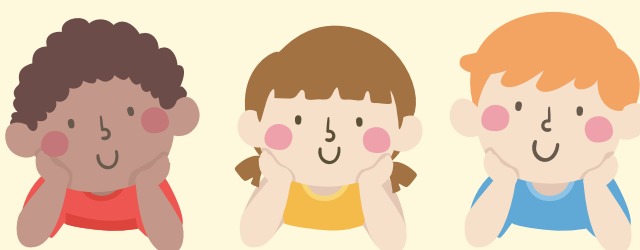
Use a proper greeting like, "Hi Mr. Byrne" or "Dear Dr. Reese."
Use a closing like, "Thank you" or "Sincerely."



Use proper spelling and grammar. A squiggly line under a word means something isn't right.



Before using "reply all" ask yourself if everyone needs to read your reply.



Be patient. Your teachers might not check their email on the weekends or late at night.