

# Emailing Professors

1. Ensure you need to ask the question
  - a. Check your syllabus and course site to make sure the answer isn't there
2. Use your Lehigh email account
3. Use the subject line
  - a. Make it informative – use a few words to state the purpose of your message
    - i. “Question about Essay #3 for English 52” or “Need to meet during office hours.”
4. Greet the professor politely by name and title
  - a. “Dear Professor Doe” “Hello Dr. Smith”
  - b. Never use first name unless you have been explicitly invited to do so
5. Briefly and politely explain why you are emailing. Make it informative, clear and simple. Make sure you are asking a question, not just stating what you do/don't know
  - a. If you need an in-depth response, ask for a meeting, don't expect a whole review of a lecture in an email.
6. Use a professional tone and style
  - a. No slang, texting shortcuts, emojis, etc.
  - b. Make sure it is grammatically correct and everything is spelled correctly
7. Sign your email with your first and last name, and the course that you are in
8. Review your email
  - a. Check for spelling and grammar
  - b. Make sure you are not ranting or venting – don't send an angry email!
  - c. Make sure you are not insulting or clueless in your email
9. Send your email
10. Allow time for a response
  - a. If you send an email during the week, wait at least 24 hours
  - b. If you send an email during the weekend, wait until at least Monday afternoon
  - c. if you have not heard anything within 5 days, you can resend your message

Adapted from: <https://www1.villanova.edu/villanova/provost/learningsupport/strategies/how-to-communicate-with-professors.html>  
and [http://cms.cerritos.edu/uploads/sc/How\\_to\\_Email\\_your\\_Instructor.pdf](http://cms.cerritos.edu/uploads/sc/How_to_Email_your_Instructor.pdf)



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