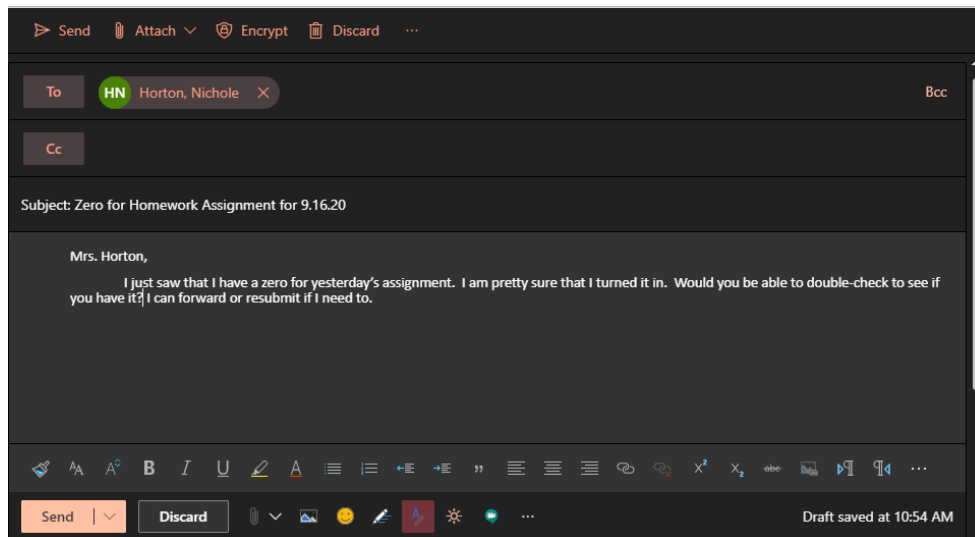


Email Etiquette

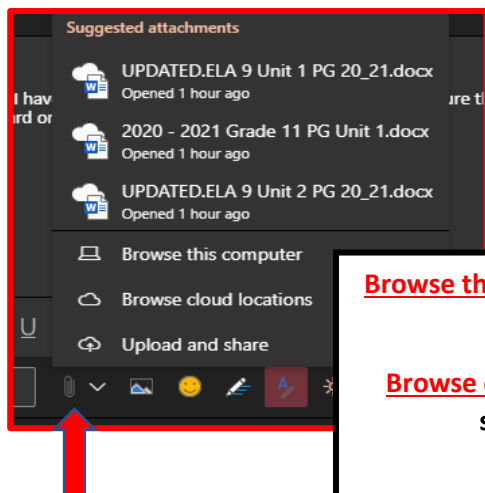
- When emailing a teacher, **ALWAYS use your district-issued email account.** This will avoid having your email sent to the SPAM/Junk mail folder.
- Include a subject so your teacher will know what you are emailing about. **Your subject should be less than 7 words...**not a sentence. For example:

Follow the following guidelines for the body of your email:

- Make sure your email is appropriate.** Think twice about whether the content of your email is appropriate--once you hit Send, anyone might be able to read it
- Check for spelling, punctuation and grammar errors before clicking Send. **Your email should not contain abbreviations that are typically used in texting or social media.**
- Use the same level of respect that you would use in a face to face setting.** If your teacher has given you a "0" for an assignment, make an inquiry...not an accusation.



Sometimes, you may need to **attach a file**. The paperclip at the bottom of your email will allow you to do this. Simply click it and choose the location of your file.



For additional help, check out the following video:

[Email Etiquette for Middle and High School Students](#)

Browse this location-for documents saved on your computer

Browse cloud locations-for documents saved in your Onedrive