The DOs and DON'Ts of Contacting Professors During Remote Learning

**DO...**

- DO use Piazza, Blackboard discussion boards, or any other centralized mode of asking questions BEFORE you email
- DO schedule remote office hour time if you have many questions/concerns
- DO tell professors about concerns you have about remote learning and what they can do to help

**EMAILS:**
- DO address them with their title ("Dr.")
- DO tell them who you are
- DO have a clear and short subject line
- DO thank them
- DO sign off with your name

**DO NOT...**

- DO NOT ask your professor a question that you can ask a TA/CA instead
- DO NOT blame your professors for things that are out of their control
- DO NOT be impatient when waiting for responses

**EMAILS:**
- DO NOT use slang or emojis
- DO NOT address them informally
- DO NOT be disrespectful, rude, or immature
- DO NOT forget to Proofread
- DO NOT make demands

[Click here for more info/email examples]