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](#)