Reminders for Emailing Furman Professors and Staff

- Always include a subject line and the course number
- Be concise but provide necessary details and information
- Write the email from your Furman email address
- Always double-check your grammar and spelling
- Start each email with a respectful greeting
- Check your syllabus first to see if your question is answered
- Thank them for their response and help
- Send emails to clarify assignment dates or requirements
- Expect to wait 24-48 hours for a response
- Emails are great to schedule meetings or office hours
- Remember that some questions are best asked in person and not via email
- Include your full name in every email

Adapted from: The Learning Center, University of North Carolina at Chapel Hill