

9 Tips on Emailing Me

These guidelines are for my current students only; not intended for external contacts or alumni.

1. **The first and the most important point.** Write a **clear subject line** expressing what your email is about. Do not hit the reply button from some previous email I sent without first changing the subject line that expresses the purpose of the email. If I see an old subject line I will most likely delete the email as issues already dealt with.
2. The **sender name should show your name**, as it appears in the class roster. I give highest priority to emails from students, when I can recognize the sender names. Emails from strangers often go to junk mail or receive delayed response.
3. Always **send your emails to** shan@csun.edu, not to the special emails I set up for assignment submission (such as: prof484@xxx.com, or professorshan@xxx.com) I do not monitor those mailboxes except for assignment submission.
4. Your emails provide a glimpse of your professional communication capabilities. Therefore, use **correct grammar, proper punctuation, and appropriate capitalization**. Write complete sentences and words, an email is not a text message, and always do a spell-check before sending.
5. **Establish the context and ask a question**, or make a comment; please **do not write rambling text** that does not go anywhere.
6. As my current student, **your emails receive my highest priority**, please do not abuse this privilege by sending frivolous emails or asking for information you can easily get from Moodle, fellow students, or a web search. I detest invitations to join Facebook, Twitter, or LinkedIn.

7. I often use a class email account to send emails to all students in class. You can reply to this class email account, but only from your @my.csun.edu account. Replies sent from other email accounts will be lost. Also, replies to this account will go to all students in class.
8. I can answer brief and to-the-point questions on coursework related issues; my response will be sent to all students in class.
9. I cannot run a tutorial by email, nor go over class material you missed. Please ask a friend to cover for your absences.

There are many suggestions in the web on “How to email your professor”, some good, some not. One amusing site is at <http://tinyurl.com/9-emailing-tips>