

How to Compose an Email

Untitled - Message (HTML)

File Message Insert Options Format Text Review Help Acrobat Tell me what you want to do

Paste Cut Copy Format Painter Clipboard

Calibri (Bod) 11 A⁺ A⁻ B I U Basic Text

Address Book Names Attach File Link Signature Include Adobe Acrobat Follow Up High Importance Low Importance Tags Dictate Sensitivity Editor Immersive Reader Viva Insights Add-in View Templates My Templates

To msu1878@msstate.edu

Cc

Subject Advising Question

Send

Good Afternoon,

Start with a greeting!
Good Morning/Afternoon/Evening or
Dr./Mr./Ms. <professor last name>

My name is Dak Bulldog, and I am currently a sophomore in the Secondary Education program. I was wondering if I could setup a time to meet with you to discuss my next semester class schedule. Do you have any time this week or next to meet?

Thanks,

Dak Bulldog
msu2022

Always:
Use the subject line! A direct title of why you are emailing
Include your name, major, and classification
⇒ (Fr, Soph, Jr, Sr)
Check your spelling and grammar
Sign off (Thank you, Sincerely, Best)
Include your name & MSU NetID!

