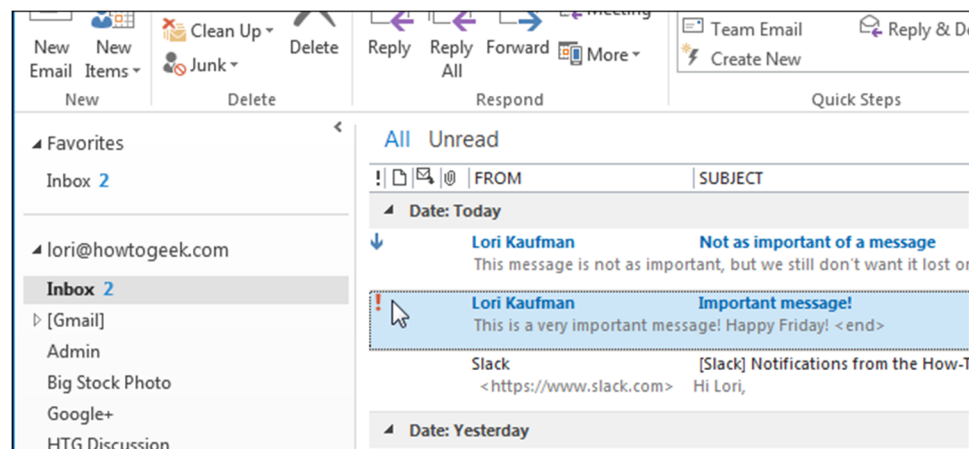


Email Organization for Remote Learning

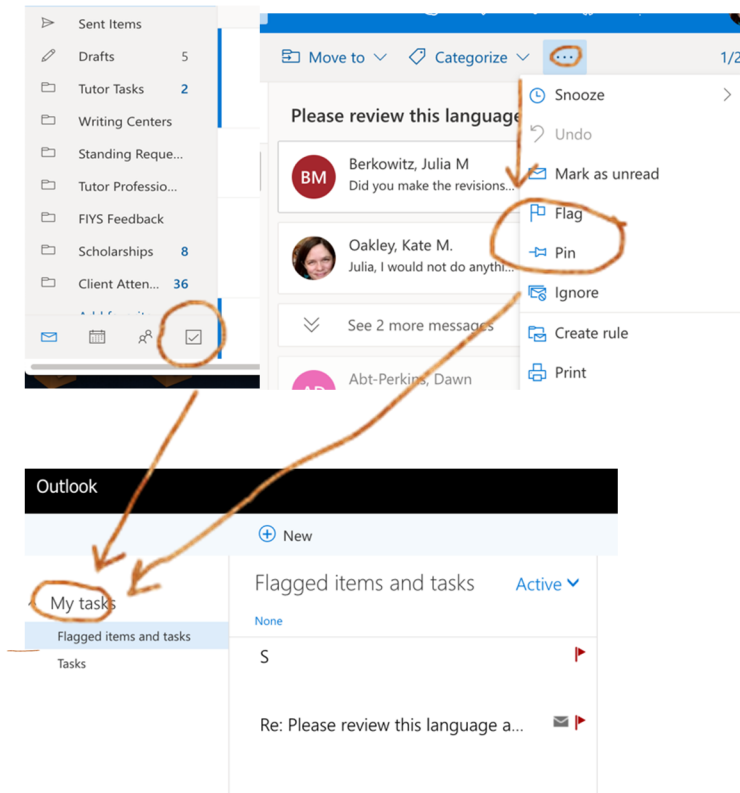
College emails require more thought and time than text messages and social media and can get overwhelming in a remote learning environment. Email is the official mode of business for the College. You are required to read College email and respond to College officials (see Student Handbook).

This document should help: Here are some tips for staying organized and how to write professional emails to your professors:

- 1. Establish times that you check email every day** and mark these times in your calendar. To stay on top of your inbox, checking email before classes, between each class, and at least once in the evening is recommended.
- 2. Read/Scan ALL of your College emails and:**
 - a. Open emails from your professors first and respond immediately. If you can't write a full response right away, send brief "check-in" responses to your professors like, "I have seen your email and will respond more thoroughly later," so that they know you are ok—which is their first concern.
 - b. Read all emails from the Registrar and follow up with your advisor and/or Associate Dean of the Faculty for Student Success, Dawn Abt-Perkins (abtperkins@mx.lakeforest.edu), with any questions.
 - c. Look for emails marked with a red exclamation point, which signals a message sent with high importance.



- 3. Think of your inbox as a "to-do list."** Immediately file, delete, or flag emails for follow-up that you read. Experiment with Outlook's "Task" function—the box with a checkmark.



4. Create folders for each of your courses and for your advisor communication in your email.

At the bottom of the folder pane in Outlook on the web, select **New folder**. You might need to scroll down in the folder pane to see the **New folder** button.

In the text box, enter a name for the folder and then press Enter.

5. **Move email** that you have responded to but may need to reference later to these folder. This keeps your inbox readable and less overwhelming.
6. **Delete email** you have responded to or have read. Deleting an email does not remove it forever. You can still find it if you need to. So don't worry if you "over delete." Better to delete to keep your inbox readable.
7. **Use the Outlook search function** to quickly find emails in your inbox or folders. Click on the "Search" field at the top of your inbox, then search by a person's name or by keyword. You can search all of your email, including deleted email this way.
8. **Use short, clear subject lines** that read like brief, informative text messages. For example, "HIST 110: pdf access problem." This will help you later when you go searching for information.

9. **Write professional emails** with proper greetings, for example, “Hello Dr. Jones” instead of starting by just saying “Hey.”

[Check out this document](#) written by another Lake Forest College student for helpful tips on how to write emails to your professors!

10. **Test the tone against how you would speak in person.** Before sending an email to your professor, imagine reading it aloud to that professor in person during office hours. If you would feel comfortable doing so, it is probably safe to send.

11. **When to use CC field:**

- a. The CC field is for people that you’re not talking to, but you want them to know what’s going on. You use this field when you are not expecting your recipient to take any action or respond to your email.
 - b. Good email etiquette for students is to announce your use of the CC field to the emails of the primary recipient. For example, “I’m cc’ing my advisor who will be following up with you for the status of my request.”
 - c. Use this field to include someone who asked you to send an email, such as your advisor.
 - d. Add your own email address in the CC field so you have the email in your inbox for future reference or as a to-do item.
12. **Reduce stress by taking time each day to organize your email box.** You can do this while listening to music or watching tv. You will get a little burst of satisfaction whenever you can move an email or delete one because you have already responded appropriately and taken care of the issue at hand. Soon, it will become a routine, like brushing your teeth.