EMAIL POLICY CS 007 / 401 / 445

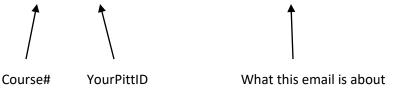
Instructor: Tim Hoffman

Any time you send an email to your instructor or the course staff (TAs) you must use the following format in the subject line of the email.

<Course #> <Your Pitt ID> <What it's about>

Here is an example of a subject line for an email to the course staff:

SUBJECT: 401 JFK63 The handin system does not recognize my ID



Do not put your people soft number in the subject. Your Pitt ID is your Pitt email minus the @pitt.edu.

If you do not follow this format, I do not guarantee a timely response to your email.

Also, when possible, use your Pitt email account to send the message.