

EMAIL POLICY CS 007 / 401 / 445

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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



Course# YourPittID What this email is about

The diagram shows three arrows pointing upwards from labels below to specific parts of the subject line 'SUBJECT: 401 JFK63 The handin system does not recognize my ID'. The first arrow points from 'Course#' to '401'. The second arrow points from 'YourPittID' to 'JFK63'. The third arrow points from 'What this email is about' to '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.