Email guidelines:

- Include course, section, and topic in subject line.
- You do not need to tell me how hard or long you've been working, who you've consulted for help, or how frustrated you are.
- Clearly state the problem/concern and then also what you expect from me.
- If working on Excel or Access, include the file if you think it will help.
- Send images only if they help (rare!) – would you need this image to understand the problem?

How I would prefer email:

Subject: MIS 213-013, Access 5   Indicate course, section, topic of concern (brief/clear topic, e.g. exam 2, illness)

Prof Stoker,   Use a greeting; this is a relaxed, but formal interaction.

I am having trouble w/ step 20 in the Access 5 assignment.   Clear/concise problem statement.
I am trying to group and count the total number of students in each class.

My access file is attached.
Can you point out what's causing the problem?   Indicate what it is you would like me to do.

Thanks,   Use a closing.
Student X   Indicate the name you prefer.