

LASTNAME_classname

- always present
- always the same
- last name in CAPS if you can remember
- classname, not your roster first name

ASSIGNMENT TAG

- used when I request it

EA105_S04_BACH_Johnny question

J7A_RP03_KIMURA_Tak gradeissue

EA109_KODA_Kumi random comment

COURSE NUMBER

- always present
- always the same

**No spaces
in subject lines
please. Use
underlines.*

KEYWORD

- sometimes required