General Information:

1. Greetings: Please use greetings in your e-mail MSGs.

   No greetings = No reply.

2. The Subject Header of Your Message:

   When you e-mail me any message, please use the following format:
   “CmpE CourseNumber-SectionNumber: Insert the subject topic“

   Any violation of this rule = No acceptance and No reply

Examples:
  • Assume you want to e-mail me your contact info as a student in CmpE 202, the subject
    header of your message should be: CmpE 202-02: Contact Info. OR CmpE 202-05: Contact Info.
  • Assume you want to e-mail me your team info as a team in CmpE 202, the subject
    header of your message should be: CmpE 202-03: Team Info. OR CmpE 202-05: Team Info.
  • Assume you want to e-mail me requesting an article on S/W as part of CmpE 202, the
    subject header of your message should be: CmpE 202-03: S/W Article OR CmpE 202-05: S/W Article
  • Assume you want to e-mail me the submission of Project One, the subject header of your
    message should be: CmpE 202-03: Project One Submission OR CmpE 202-05: Project One Submission

3. Please do not send composite e-mail messages.

   Composite Msg = No reply

4. Your Contact Information: When you e-mail me your contact information, please use
   the following format:

   FirstName  LastName <E-mail Address>
   Phone #     (ddd) ddd-dddd

   Any other formats = No acceptance = No reply

Example:

Joe Jordan <joe@yahoo.com>
(408) 222-4444
e-mail to: m.fayad@sjsu.edu

Note: You must submit your contact info immediately.

5. Your Team Information: When you e-mail me your contact information, please use the following format:
   - Team Name [Select a positive team name]
   - Team Members’ Names & Their Email Addresses
     - FirstName Last Name <Email Address>,
     - FirstName Last Name <Email Address>,
     - FirstName Last Name <Email Address>

   Any other formats = No acceptance = No reply

Example:

Alpha
   Joe Jordan <joe@yahoo.com>,
   Max Chen <maxchen@hotmail.com>,
   Huascar Antonio <hantonio@gmail.com>

6. No duplicate messages of the same e-mail.
   With duplicates, there is
   - No acceptance
   - No reply

7. No group e-mail address
   With group e-mails, there is
   - No acceptance
   - No reply