



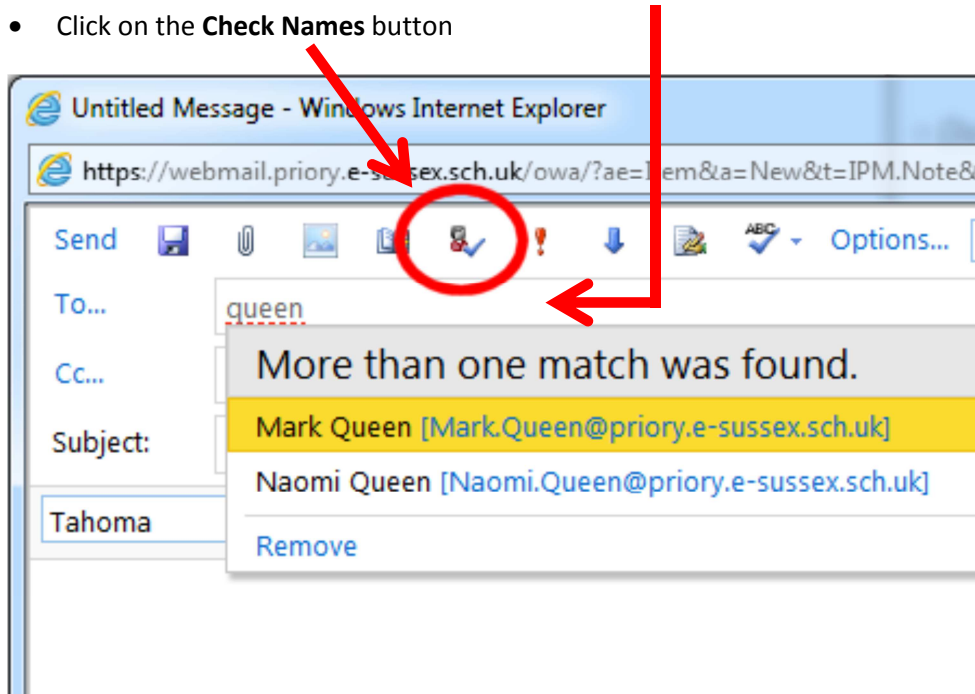
How to Email Your Teacher

You can use your school email wherever you are :

- In school? Use the link on the Intranet
- Outside school? Go to the school website and use the link under Student/Staff Access > Students

Once you've logged in, it's easy to email your teacher even if you don't know their email address :

- Click on **New** to open a new email
- Start typing your teacher's surname in the **To...** field
- Click on the **Check Names** button



- If the teacher has a *unique* name it will automatically be filled in for you
- OR
- If it finds *more than one* name it will give you a short list to choose from - just **click the one you want** and it will be filled in for you

*Note : You can also look up a teacher's email address with the **Find Someone** button on the email front page, which works the same way :*

