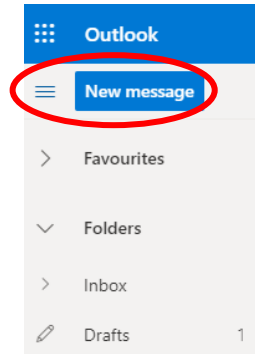
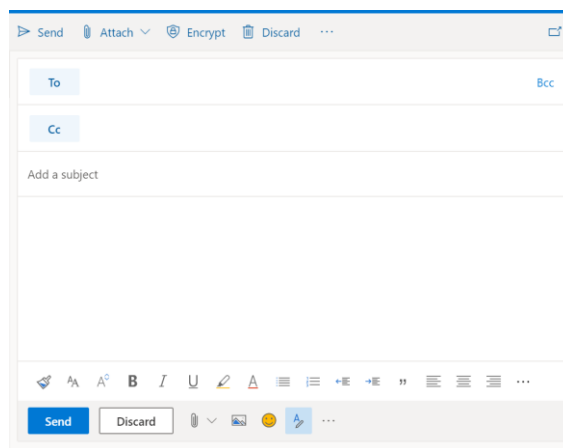


## Emailing Work to your Teachers

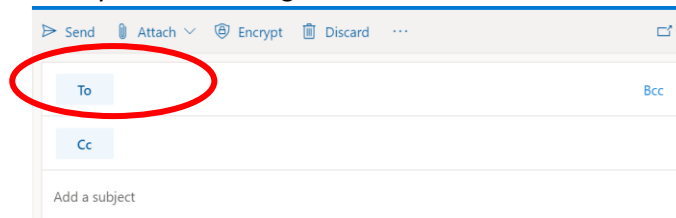
1. Log in to your emails via the school website (if you struggle to do this, check the Student Guide on the website for how to do this)
2. Click on 'New Message' on the top left hand corner.



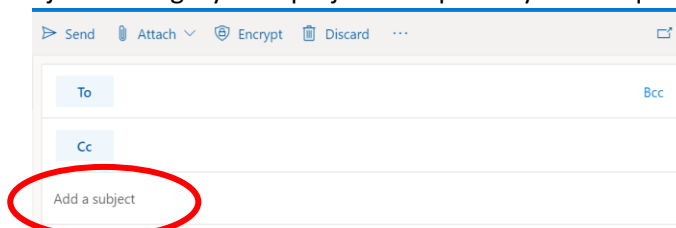
3. This will bring up blank message on the right hand side of the screen



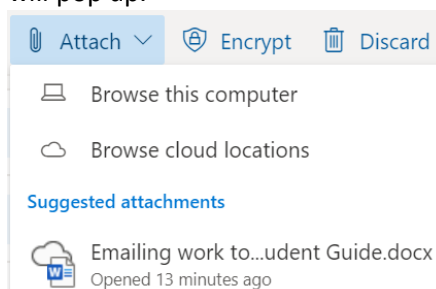
4. Type in the name of the teacher that you are emailing in to 'to' box



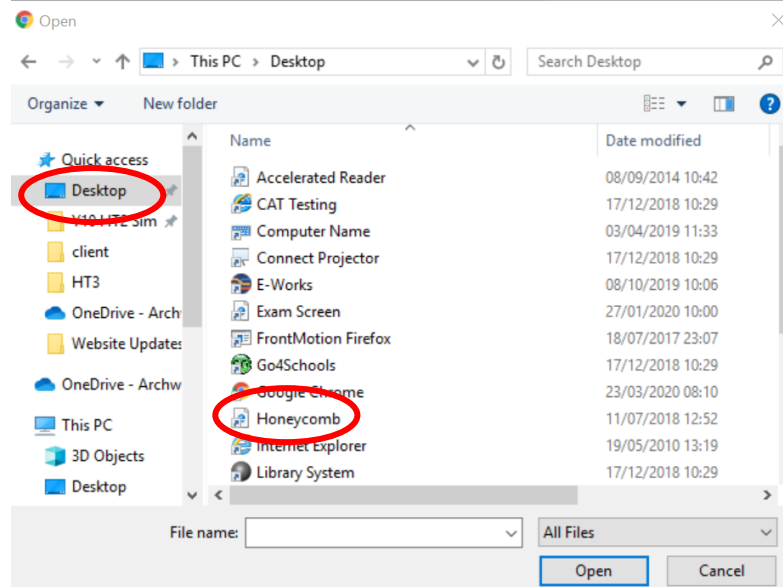
5. Put a **short** description in the subject box e.g. "year 7 project" or "photosynthesis questions"



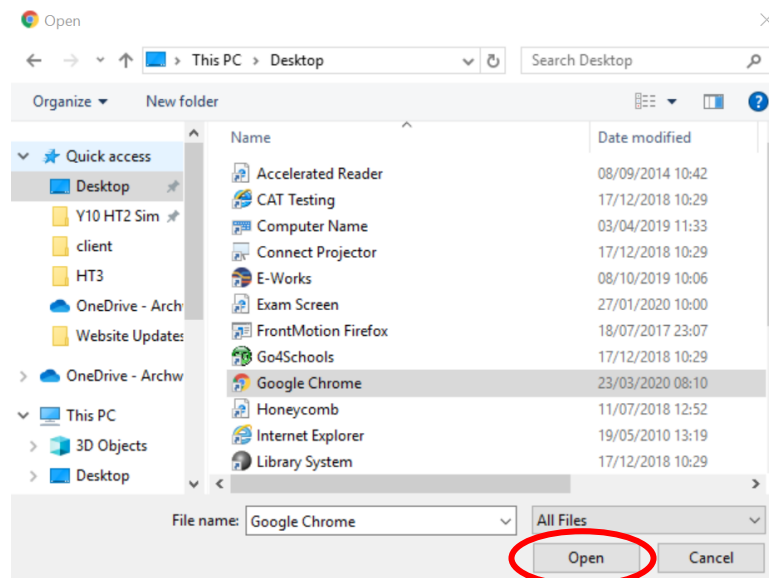
6. Click on 'Attach' and the following menu will pop up.



7. Locate the document that you want to send. For example, if you have saved the document on your desktop, select 'desktop' on the left hand side and then select your document.




8. Click 'Open'.




9. Write your email. To make sure that you are giving all the information needed and are being polite, you could look at the emails below for examples of good (and poor) email communication:

Hi Mr Jones,  
I've attached my answers to the quiz.  
Thanks,  
Richard Jackson



Dear Mr Jones  
I'm sending you my completed worksheet to mark. I wasn't sure about question 3 but I've tried anyway.  
Thank you,  
Richard Jackson



sir I'm sending you my worksheet to mark I found question three hard but I tried it.

