Emailing Your Teacher

Use the Gmail App

Send and receive emails from your school email address only. Try to email only during school hours. Emails can be scheduled. Important messages can be shared or received and work/notes attached.

New Message

Recipients

Subject **1:** 2 to 5 word email summary - e.g. *"File Won't Load"* or *"Classroom Code"*

2: Start with a Greeting
e.g. *"Good morning Miss"*, *"Hello"*, *"Good afternoon Sir"*, etc.

3: Your Reason for Writing... with Details
Clearly, and briefly, state why you are emailing - e.g. *"I am writing because..."*

If there's an issue, describe it and any actions that you have taken - e.g. *"The following is what happened"*, *"I have tried..."*, etc.

4: Closing
e.g. "Thank you", "Kind regards", "Stay safe", etc.

5: Sign Your Name

Verdana

Send