## HOW TO FIND A TEACHERS EMAIL ADDRESS WHEN SENDING AN EMAIL

Sometimes you may need to send an email to a new teacher or you cannot find your teachers email address.

There is a very simple solution to this that is very easy to do!

Open your Outlook (emails)

## Click NEW EMAIL



## Click on the TO Button (Above CC)

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To Send Cc Subject							

Now SEARCH the name of the teacher you wish to email by the LAST NAME. Once you have found them click once so the name is highlighted in BLUE Then click TO and the teachers name and email address will appear beside TO. Then simply click OK

	oʻbrien	Go	2265_Staff_GAL	- mjobr0@eq.edu.au	~	Advanced Find
<ul> <li>O BRIEN, Liam (lobri 140)</li> <li>O'BRIEN, Michael (mjobr0)</li> <li>O'CONNELL, William (wocon12)</li> <li>O'CONNOR, Aurgan (acon121)</li> <li>O'CONNOR-BOWREY, Bilin (bo</li> <li>O'CONNOR-BOWREY, Harriet (</li> <li>OLIVE, Jasmine (joliv99)</li> <li>OLIVE, Talicia (toliv45)</li> <li>OLSEN, Josh (jolse63)</li> <li>O'NEILL, Tehya (tonei53)</li> </ul>	Name	Title		Business Phone	Location	Departm
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This will now take you back to your email where you can continue to email the teacher you wish to speak with.