

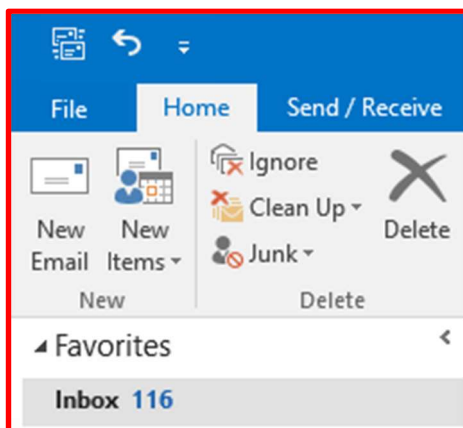
HOW TO FIND A TEACHERS EMAIL ADDRESS WHEN SENDING AN EMAIL

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

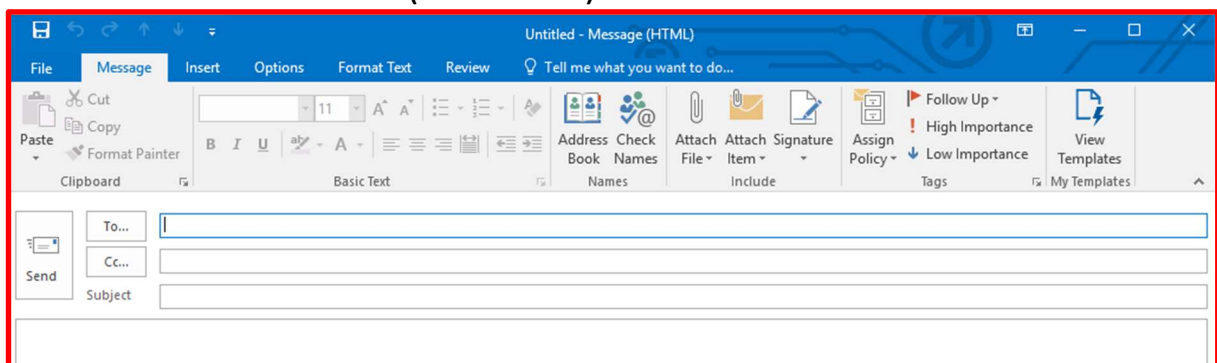
There is a very simple solution to this that is very easy to do!

Open your Outlook (emails)

Click **NEW EMAIL**



Click on the TO Button (Above CC)

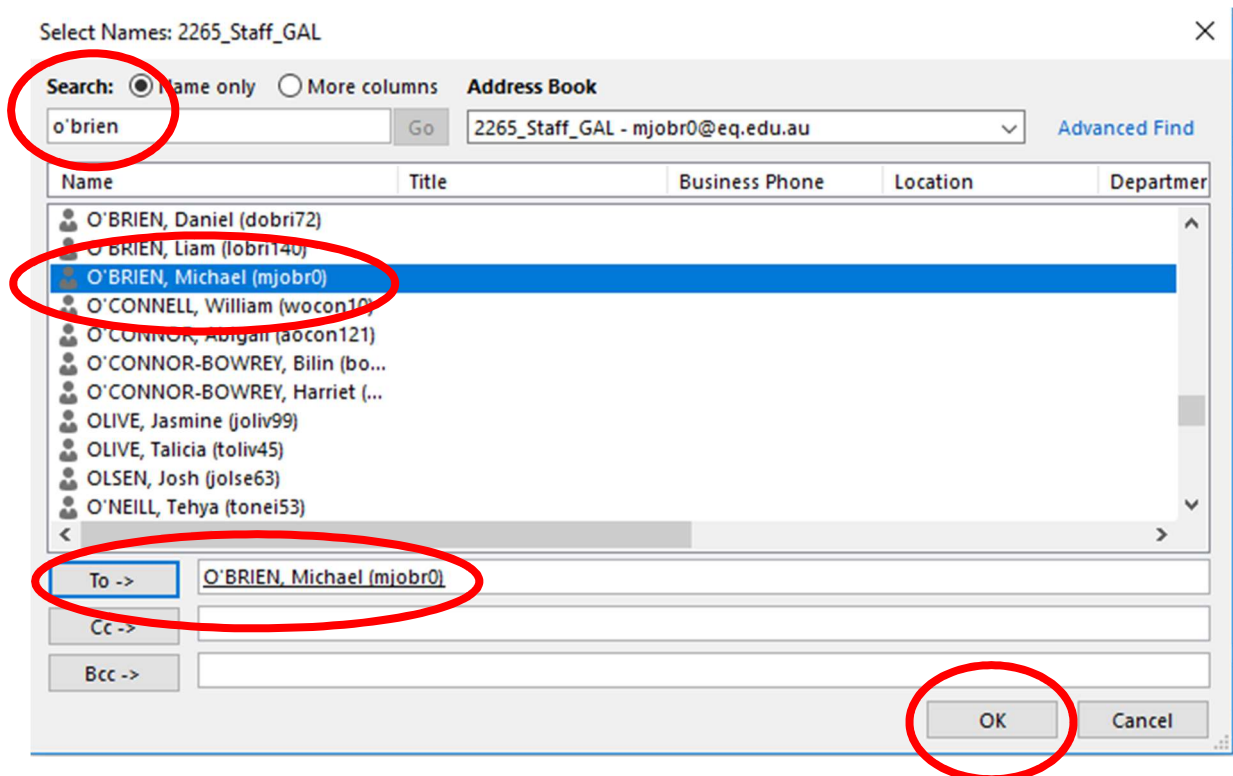


Now SEARCH the name of the teacher you wish to email by the LAST NAME.

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



This will now take you back to your email where you can continue to email the teacher you wish to speak with.