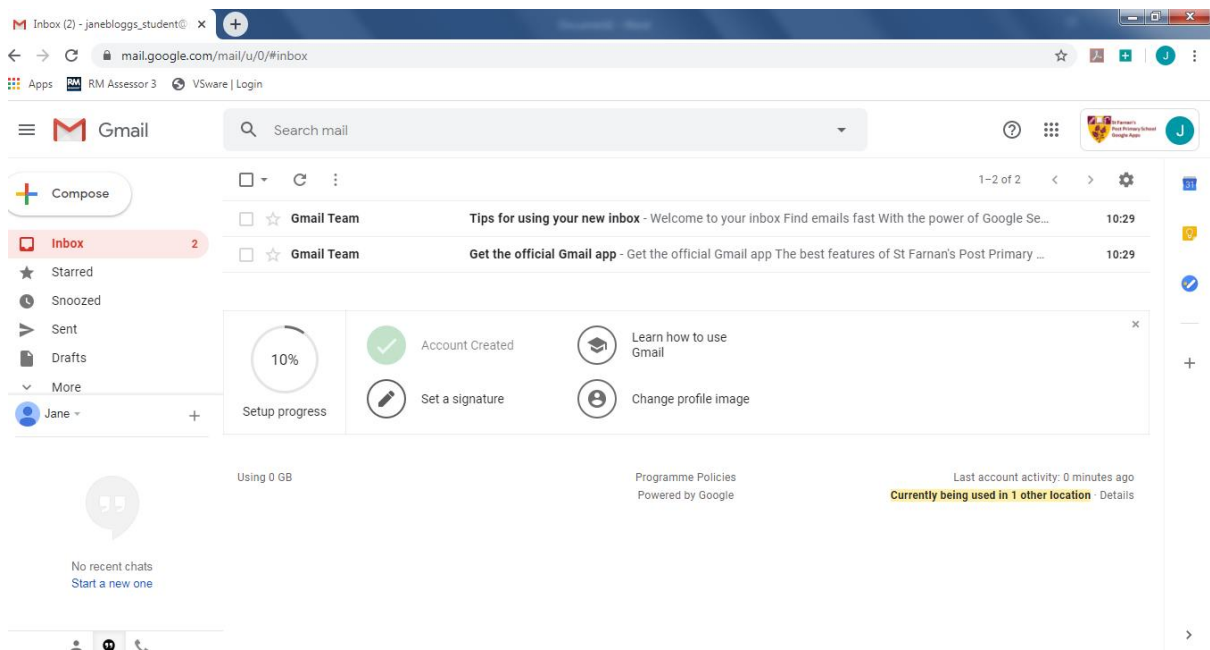




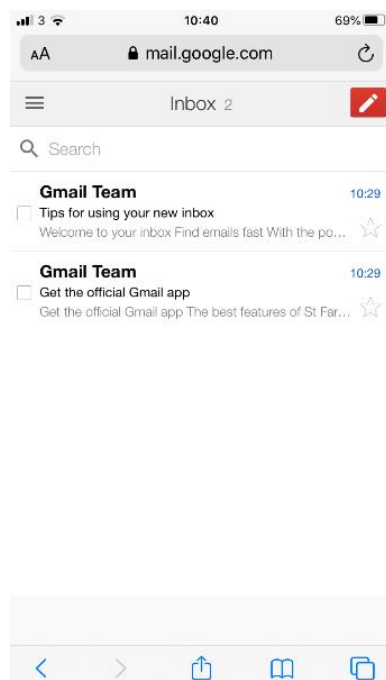
St. Farnan's Post Primary School

Tutorial 2: Sending an email

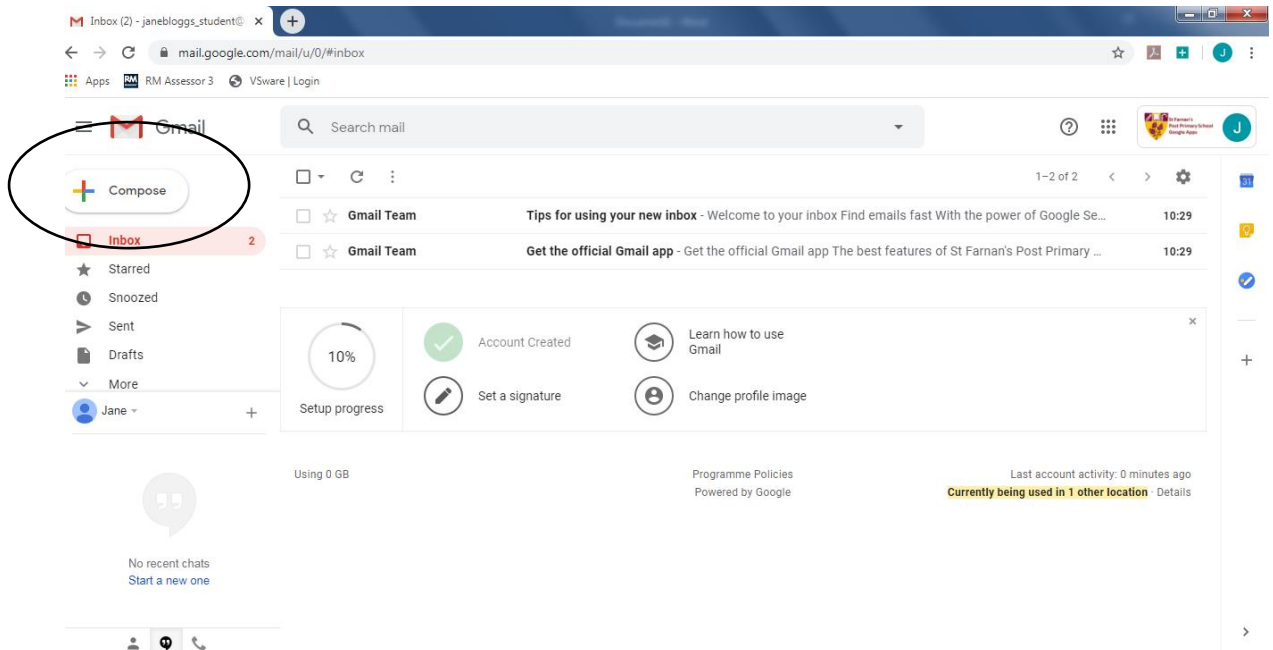
1. Your email account screen should look similar to this. If not don't worry, there are other examples below.



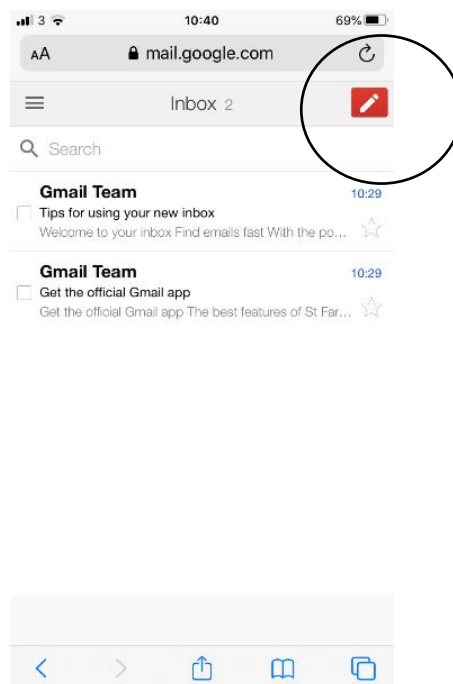
If you sign in on your phone, the main screen might look more like this.



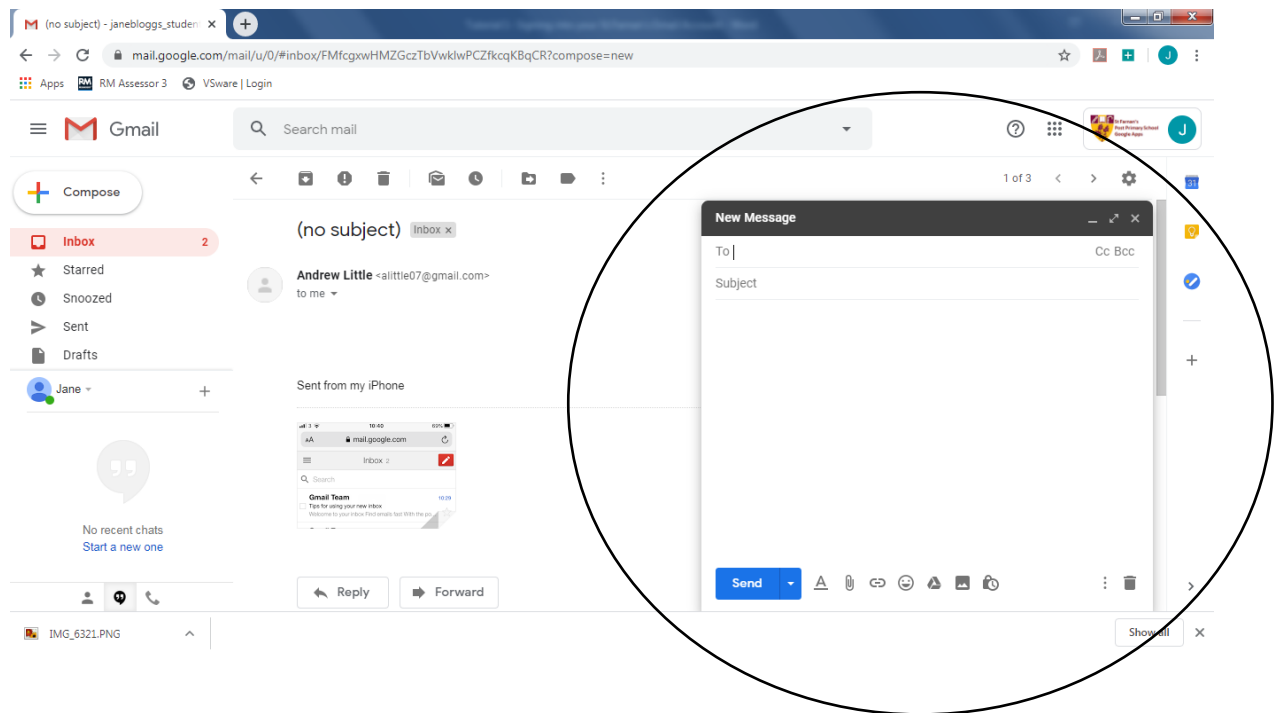
2. To send an email click on the compose button which is circled below.



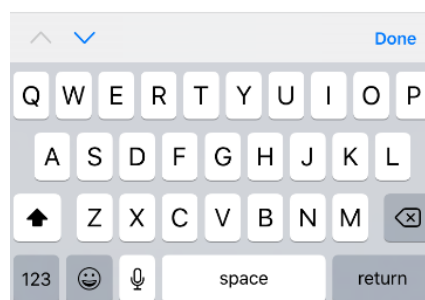
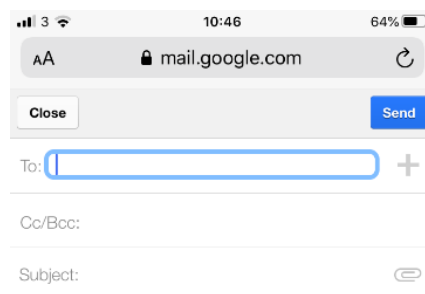
Or if you are using a phone or some tablets, click the pen symbol, which is circled below.



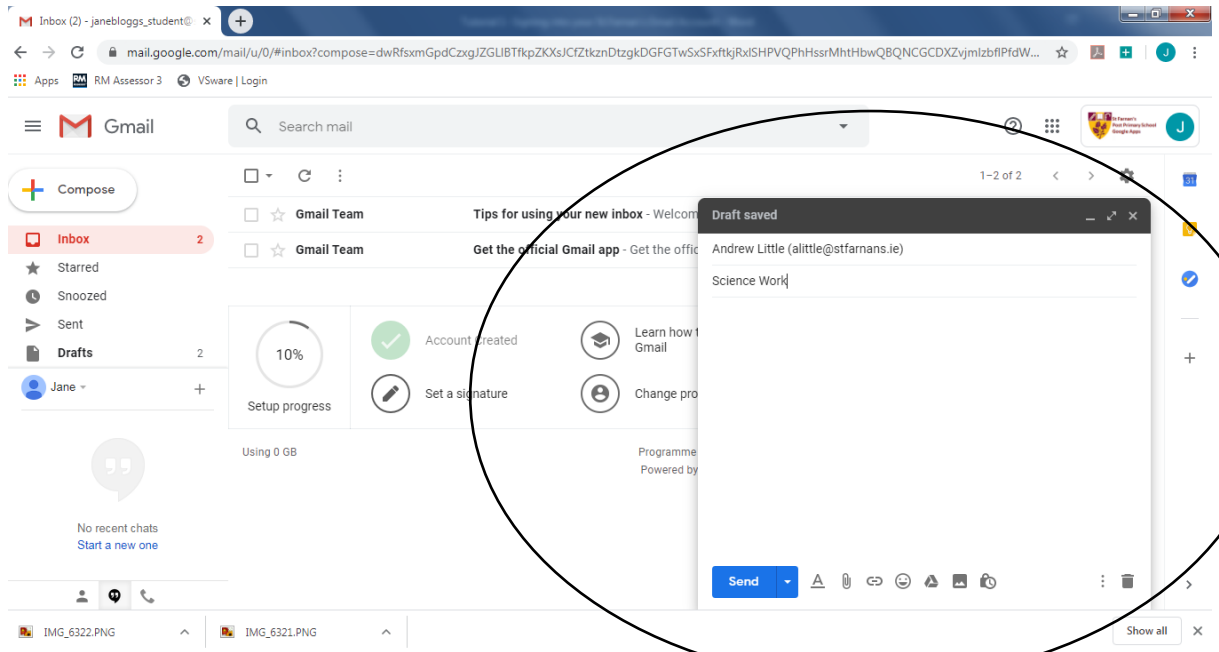
3. A new smaller screen will pop up in the bottom right corner. This is where you will write your email.



Or on your phone / tablet, a new screen will open, like this.

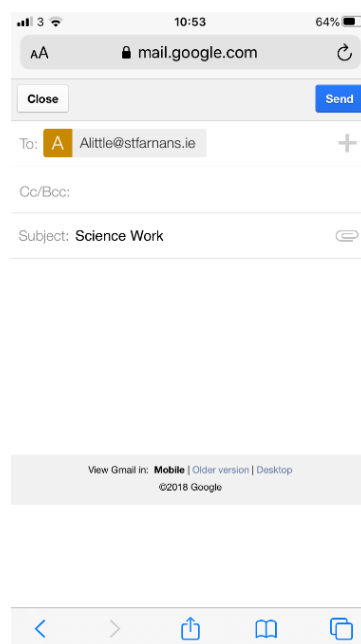


4. To start sending an email, you need to fill in the boxes for who it's 'To' and the 'Subject' so what your email is about. Here is an example. I am sending Mr. Little an email about Science work.

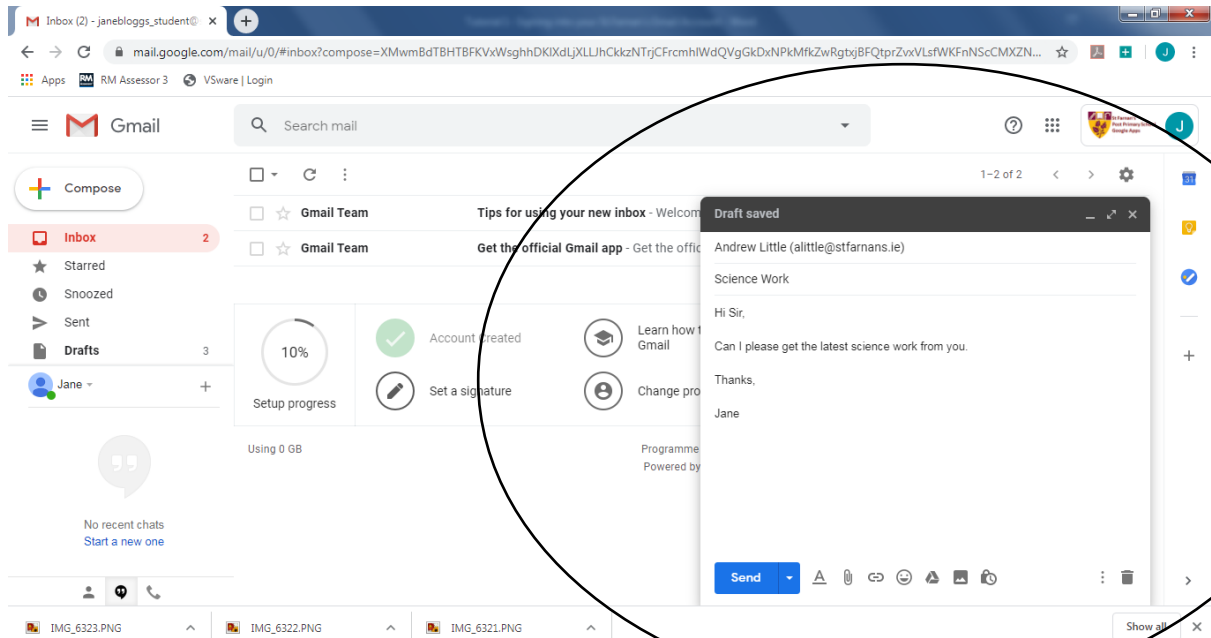


To send an email to your teacher, start to type their name and their email should appear. For example when I want to send an email to Mr. Little, I type alittle@stfarnans.ie , When I type 'ali' the email alittle@stfarnans.ie appears and I can then click on that.

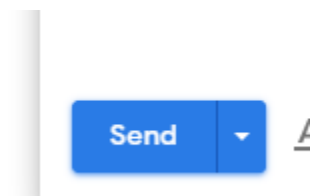
On a phone, it looks like this....



5. In the large box, you can then write your message to your teacher. Remember to always be polite in your emails and sign off with thanks and your name.



6. Finally, once you have filled in the boxes at the top and the message to your teacher you press SEND. On all devices, this is a blue button.



7. Well done, your email is now sent and your teacher will be back to you soon.