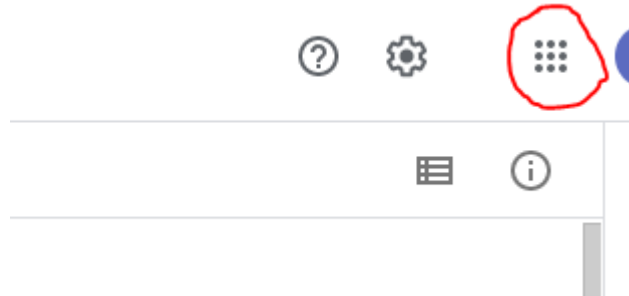


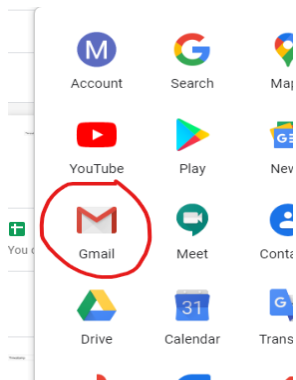
Students sending a teacher an email.

Your student's email address is (their school ID number)@student.stpsb.org

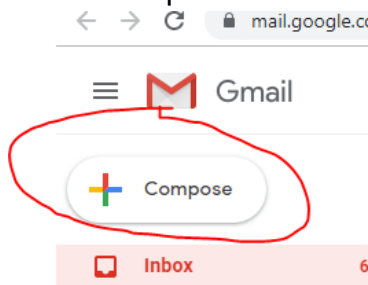
1. They must be logged into their stpsb Google account. Their username to log in is their school ID number and they must enter their password as well.
2. Once they have logged in they will need to click on the waffle symbol at the top right of their Google account (see pic below)



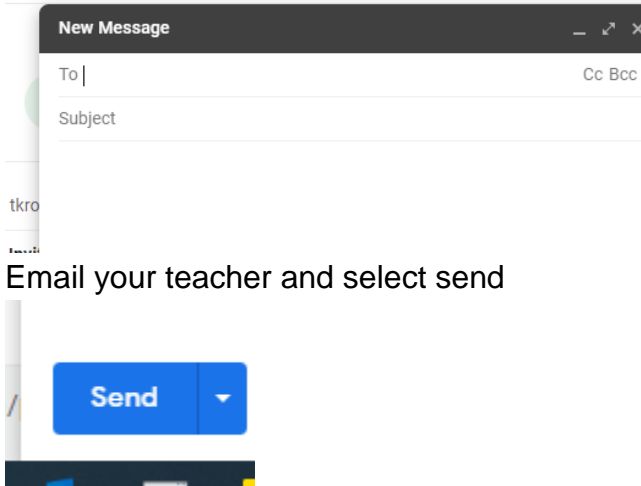
3. Next click on the Gmail icon



4. Select compose



5. Type in the teacher's email address



6. Email your teacher and select send