

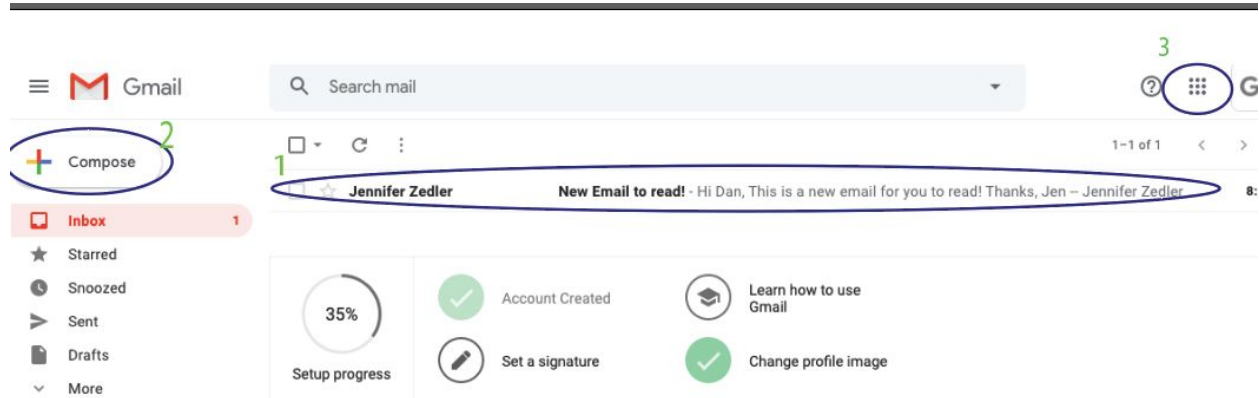
CHECKING EMAIL FOR MFCS STUDENTS

Step 1: Open a web browser and go to www.gmail.com

Step 2: Log in with your MFCS Student Account (it's the same one as you use for Google Classrooms! If you are already logged into Google Classrooms, then you don't have to log in!)

- Enter your MFCS account (i.e firstname.lastname@millfalls.org)
- Click the blue "next"
- Enter your password
- Click the blue "next"

YOUR INBOX



- 1) This is where your emails live. Click on the email to open. **Bold means you haven't read the email**
- 2) Compose- Click here to write a new email
- 3) This is the Waffle icon. Clicking it will help you navigate back to Google Classrooms

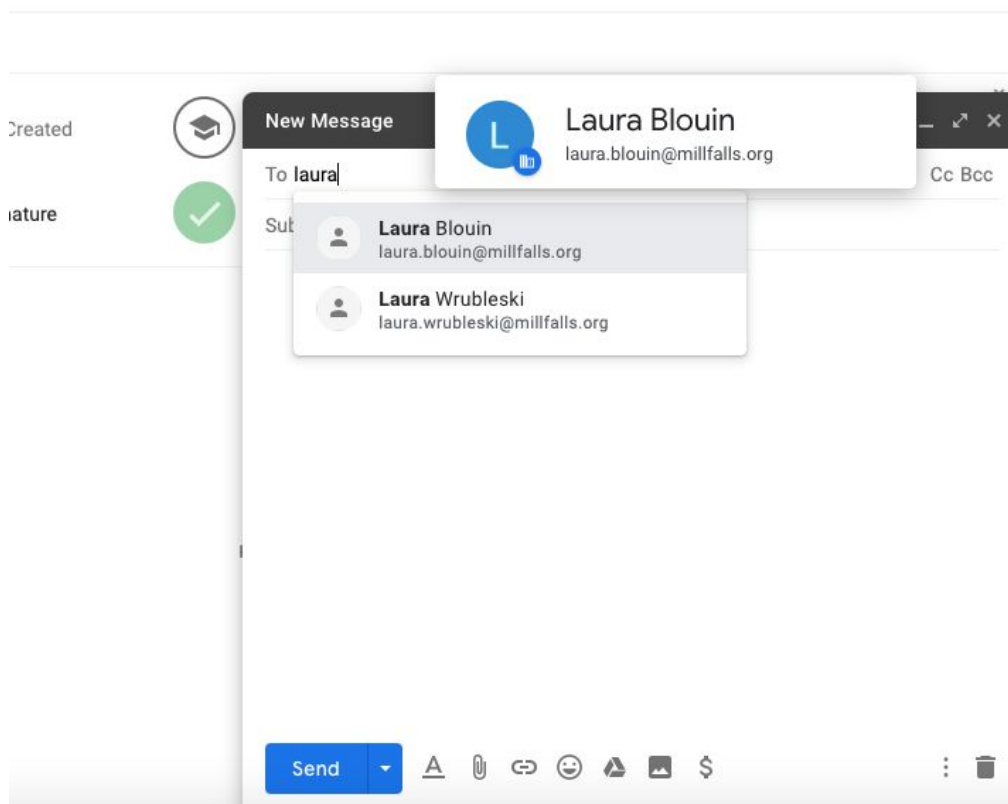
WRITING A NEW EMAIL

Clicking the “Compose” button will open up a new window for you to write your email

- 1) In the “to” field, start typing the teacher you want to email. You only have to type a few letters of your teacher’s first name, and then click on the correct email.

Remember, you can only email teachers and some staff. Even if you see your friend’s email, and try to email, it won’t go through! If you try, you will receive an email back reminding you that you can only email teachers.

- 2) Add something in the “subject” line
- 3) Write your email
- 4) Click the blue “Send” button and your email is sent!



REPLYING TO AN EMAIL

- 1) Open the email from your inbox
- 2) Read the email, and then click the “reply” arrow
- 3) A window will open where you can type your reply
- 4) Click the blue “Send” button

