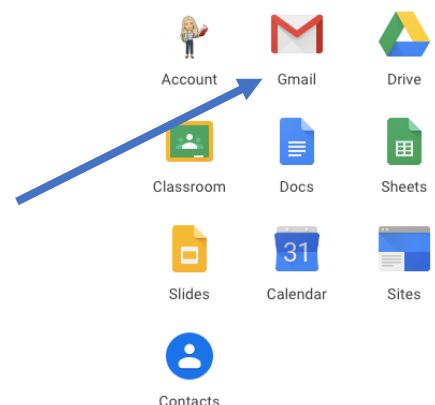# How to use your Google Mail to send your work privately

When you sign into your online Google Classroom you will see the 'stream'. It is lovely to see so many of you exploring how the stream works. Lots of you are also sending photos of your fantastic home learning on the stream, which is great to see.
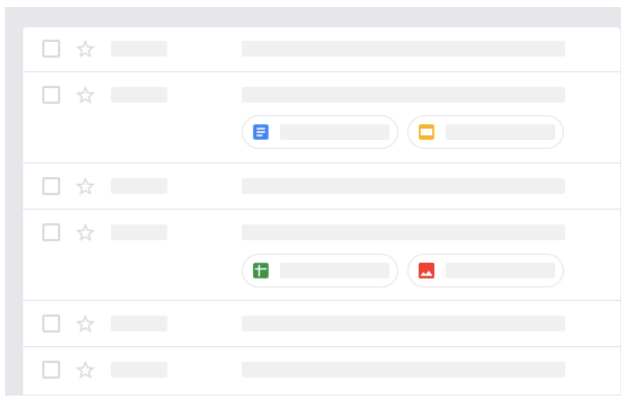
This guide will show you how to send your work privately to your teacher so you can get private feedback, which only you and your teacher can see.

At the top right of your screen, you will see an icon with 9 dots. This is called Google apps.

When you click on the 'Google apps' icon, you will have an option of different applications. Click on Gmail (also known as G Suite).
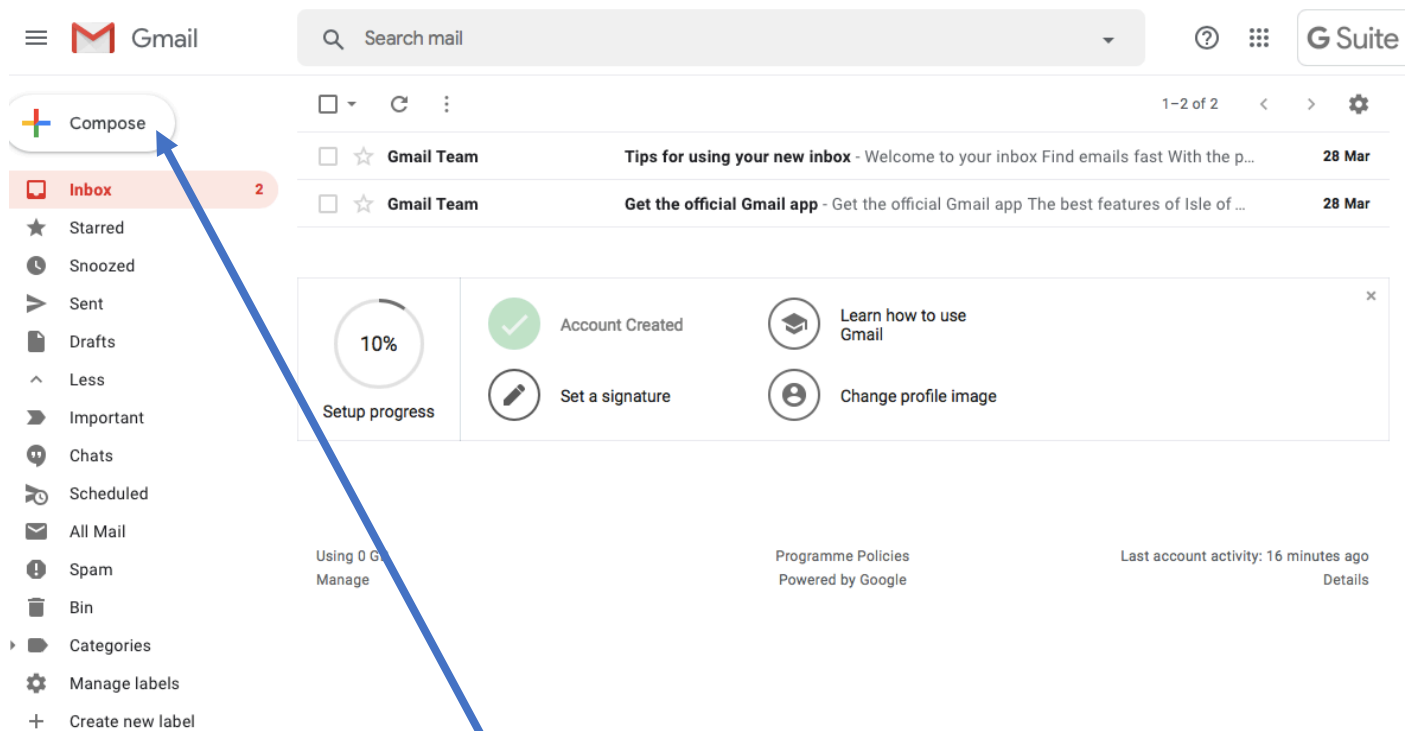
You will be asked to 'choose a view'. Just leave your view as 'default' and press 'ok'.

Choose a view

Default | Comfortable | Compact

OK

This is what your email screen will look like:

Your email options are all here

To send an email to your teacher, you will need to click 'compose'.

My science work

Sophie Leaton (sophieleaton@online.sch.im)

My science work

Hi Miss Leaton,

I have just attached my science work for you to see!

I hope you like it.

From

Joe

Solar system project.pages (3,382K)

Send

Type the email address of who you want your email to go to. This will be your teacher's email.

Give your school work email a title.

Type your message to your teacher here.

If you click the paper clip symbol (attachments) you can attach a file or picture to your email, which your teacher will be able to open.

Click send when you are happy with your email.

When your teacher has read your email, they will reply to you with their feedback for you and this will be in your Gmail inbox. All you have to do now is click on the email to read it!

Gmail

Search mail

G Suite

Compose

me, Sophie 2	**My science work** - Hi Joe, Thank you for sending me a picture of your fantastic wo…		13:54
	Solar system pr…		

Inbox 3

Starred

Snoozed

Sent

Drafts

More

Gmail Team	**Tips for using your new inbox** - Welcome to your inbox Find emails fast With the p…		28 Mar
Gmail Team	**Get the official Gmail app** - Get the official Gmail app The best features of Isle of …		28 Mar

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