



St. Peter's College Email Etiquette

Before you send an email to your teacher check:

- That you are using your SPC email account
- That you have the correct email for your teacher

To | ← In the 'to' box, type in your teachers email Bcc

Cc | ← CC means 'carbon copy'. You can write in the emails of anyone else who should receive the same email

Add a subject | ← In the subject box, type in the title of your email. You must always include a subject line.

In the large area, write your message to your teacher. Greet them, say what you need to say, and sign off appropriately with your names. Emails to teachers are more formal than emails to friends.

Calibri | 12 | **B** *I* U | [Color] | [Background Color] | [Link] [Unlink] | [List] [List] | [Indent] [Outdent] | [Quote] | [More]

Send | [Dropdown] | Discard | [Attachment] [Image] [Emoji] [Pencil] | [More] Draft saved at 12:51

Press send when you have proofread your email, and double checked the email you are sending it to.

Writing your email late at night? Press this button for 'schedule send'- it will send your email at a time that you choose.

If you need to attach a document to your email, press here.