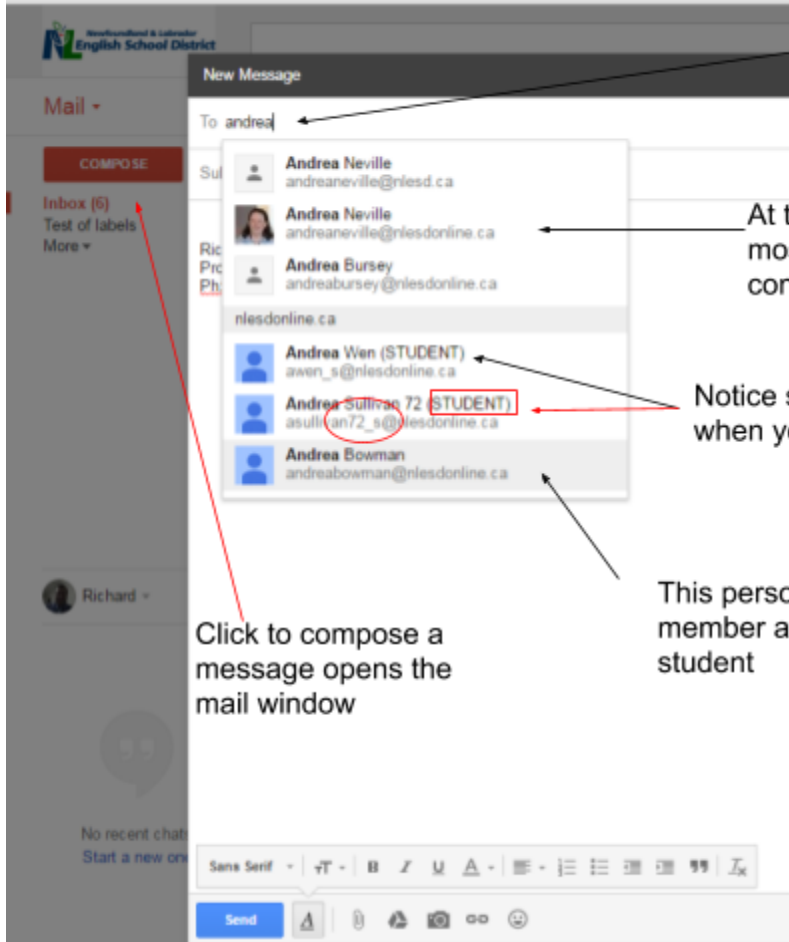


## Sending an E-mail to the Correct Person

Let's look at how to ensure that you have the right person or people selected to send e-mails.

Open up your Gmail and try to send a message.



The screenshot shows the Gmail 'New Message' interface. The 'To' field contains the text 'andrea'. Below the field, a list of contact suggestions is displayed. The suggestions are:
 

- Andrea Neville (andreaneville@niesd.ca)
- Andrea Neville (andreaneville@niesdonline.ca)
- Andrea Bursey (andreabursey@niesdonline.ca)
- Andrea Wen (STUDENT) (awen\_s@niesdonline.ca)
- Andrea Sullivan 72 (STUDENT) (asullivan72\_s@niesdonline.ca)
- Andrea Bowman (andreabowman@niesdonline.ca)

 The student accounts are clearly marked with '(STUDENT)'. The 'COMPOSE' button is highlighted in red on the left sidebar. The 'Send' button is visible at the bottom of the message composition area.

Type in a few characters or an entire name

At the top will be people you contact most often. They will be in your contacts.

Notice students are clearly identified when you are drafting an e-mail.

This person is a staff member and not a student

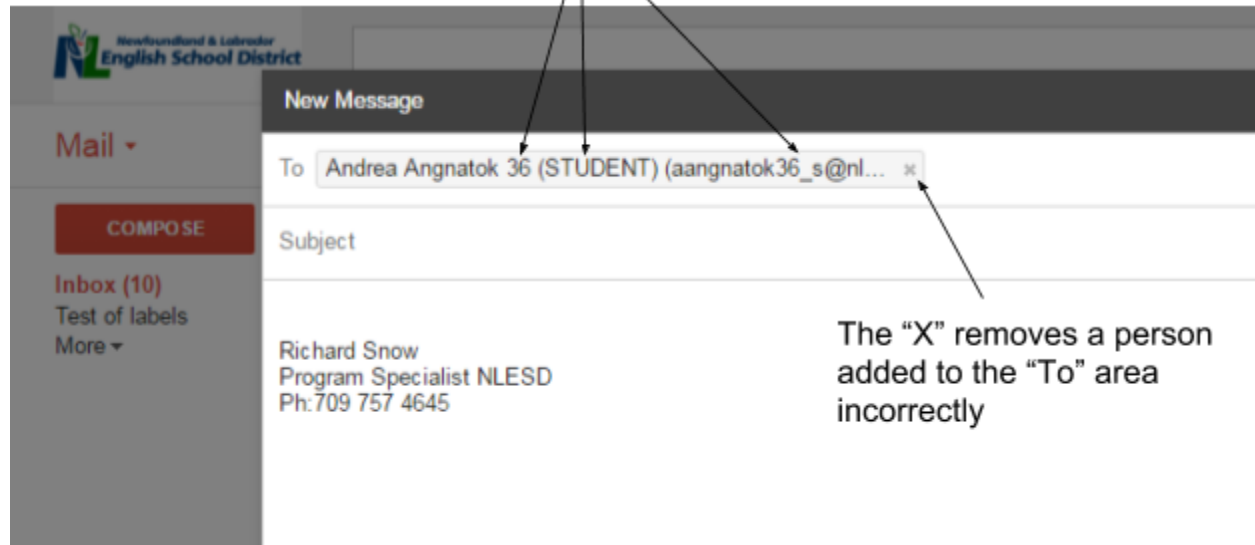
Click to compose a message opens the mail window

When you click on the name it will be added to the "To" area for sending the e-mail.

If you have selected a student by mistake it will show immediately in the "To" area. Student accounts are easily distinguishable under or NLES D Google System.

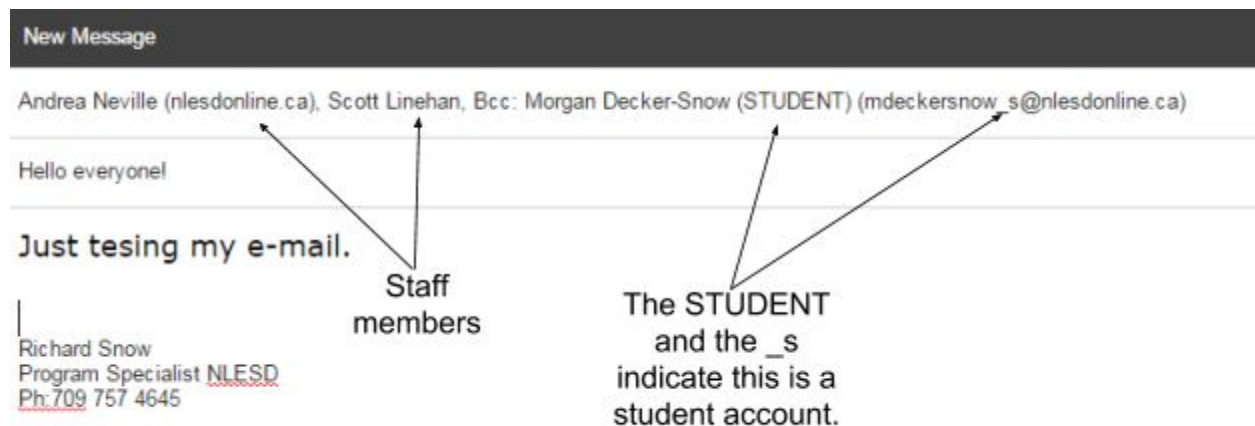
Indicators of a student account:  
numbers in the name/username,  
upper case STUDENT

and \_s



The "X" removes a person added to the "To" area incorrectly

Before you send your e-mail please check to ensure you are sending it to the correct person or people.



Staff  
members

The STUDENT  
and the \_s  
indicate this is a  
student account.

It is highly recommended you add students to a Google Classroom and use the Students tab in that classroom to send individual e-mails to a student. The use of Google Classroom with students will facilitate all class communication and file

G-SUITE



distribution for you, eliminating the need to use Gmail in almost all student/teacher communication.