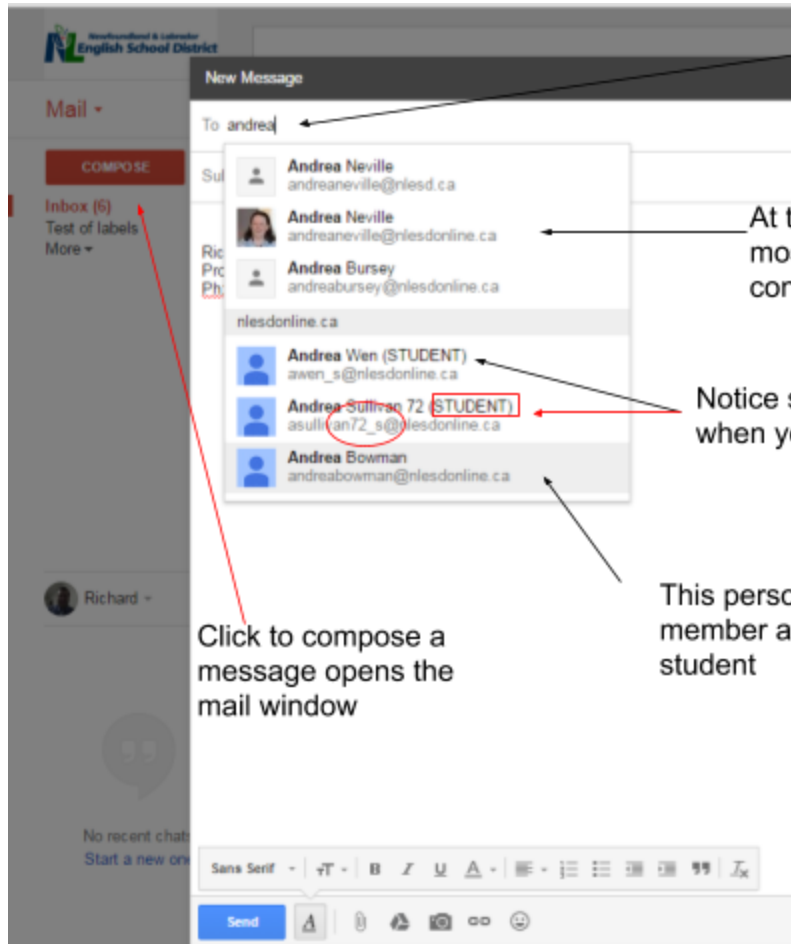


## Sending an E-mail to the Correct Person

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 'To andrea'. A dropdown menu displays a list of contacts. The top two contacts are staff members: Andrea Neville (andrea.neville@nlesd.ca) and Andrea Bursey (andrea.bursey@nlesdonline.ca). Below them are three student accounts, all marked with '(STUDENT)'. The student account for Andrea Sullivan (asullivan72\_s@nlesdonline.ca) is highlighted with a red box. The student account for Andrea Bowman (andrea.bowman@nlesdonline.ca) is also visible. The interface includes a 'COMPOSE' button, an 'Inbox (6)' section, and a 'Send' button at the bottom.

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

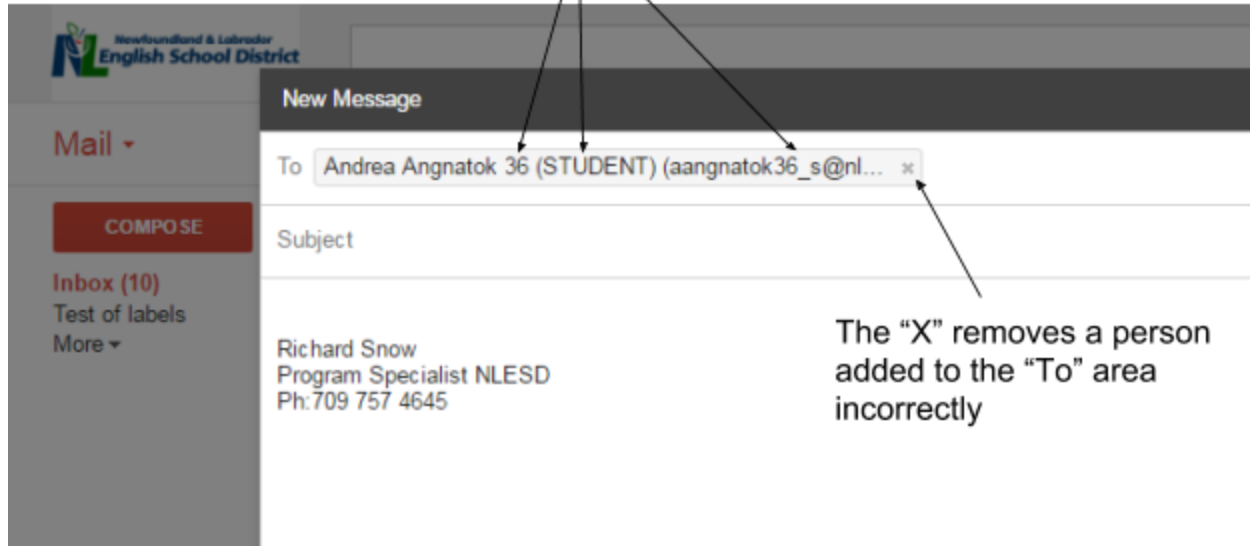
When you click on the name it will be added to the "To" area for sending the e-mail.

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.

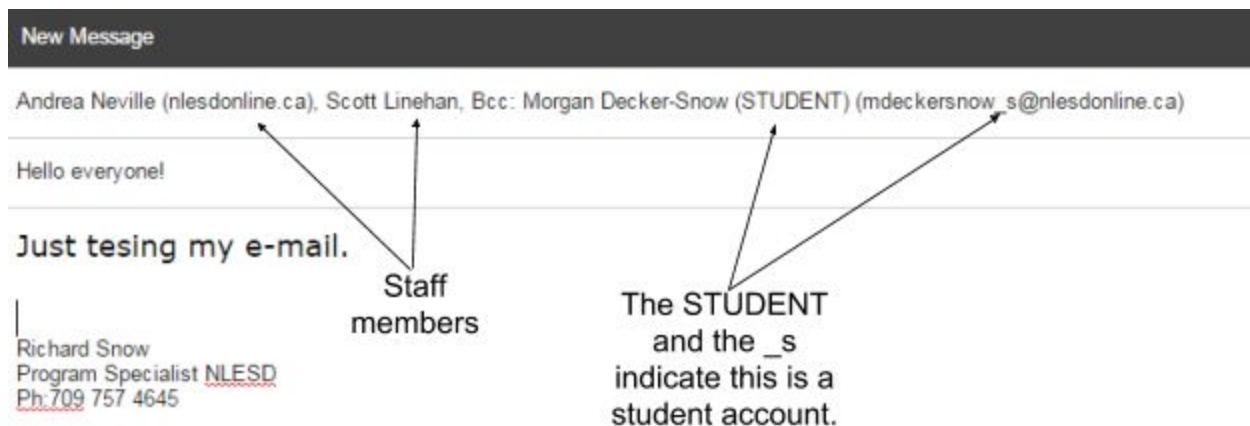


Indicators of a student account:  
numbers in the name/username,  
upper case STUDENT

and \_s



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



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.