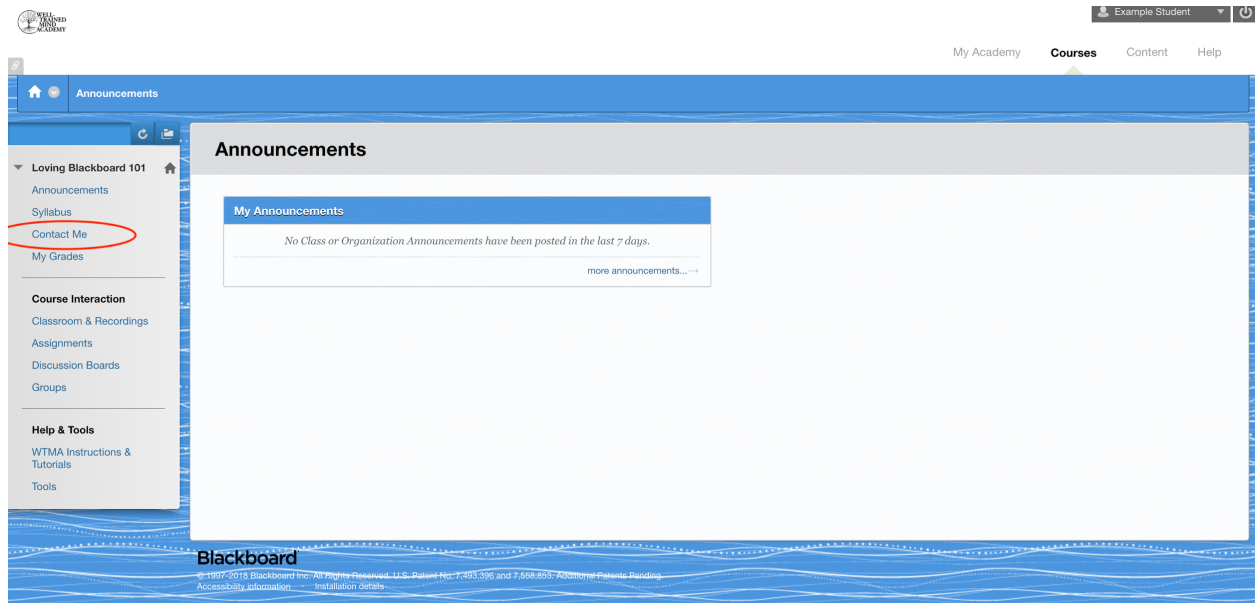


How to Find Your Teacher's Email in Blackboard

Open up the Chrome Browser

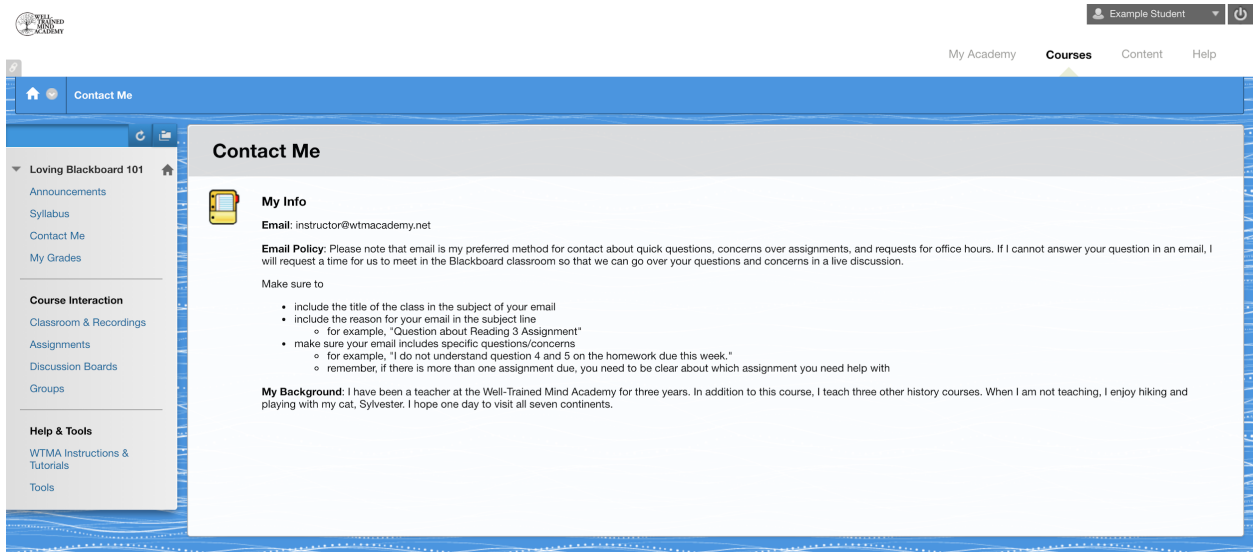
1. Open up your Chrome browser, navigate, and log into the [the Well-Trained Mind Academy Blackboard Site](#). ([Click Here for step-by-step log-in directions](#))
2. Click on the class you want to enter.
3. Once in your classroom, look for the link on the left hand side that says “Contact Me” and click on that link.



(instructions continued on the next page)

How to Find Your Teacher's Email in Blackboard

- There you will find your teacher's email address as well as any particular instructions for how your teacher would like you to format your email, including subject headers. Remember, it is important to be formal and polite in your email, always including a salutation (Dear Mr./Ms./Mrs./Dr.) and a signature with your name. The more specific your questions are in your email, the more easily your teacher will be able to help you!



- Remember: you will need to copy and paste your teacher's email address into your mail application or browser window when you open your mail online.