

# How to email a teacher

What to Do

What Not to Do

**Always use  
OG gmail account**

Ex: sc9011111@og.cfsd16.org

# Put first and last name in subject line

New Message



To |

Cc Bcc

Subject

New Message



OG Carol Schaedler

This is Suzy Student

# Don't use texting language!

My smmr hols wr CWOT. B4, we used 2go2  
NY 2C my bro, his GF & thr 3 :-@ kids FTF.  
ILNY, it's a gr8 plc.

# Include details of assignment and/or specific questions

## No:

*Dear Ms. Schaedler,*

*I don't get the assignment.*

## Yes:

*Dear Ms. Schaedler,*

*Can we use any internet resource or do we have to use a specific one? **OR***

*Were we supposed to use a set format for our paragraphs? **OR***

*What did you mean by "Cite your sources"?*

# Use manners



# Use link to teacher when possible

- Or, start typing name and when teacher's name comes up, click on it.
- If name doesn't come up, you're not spelling it right.

**TYPE: csch**

**Click on: cschaedler@cfds16.org**

