Sending an Email

1. Log in to your gmail account.
2. Click on “Compose” located at the top left; above the label inbox.
3. Fill in the “To” with the email address: [example@susd12.org](mailto:example@susd12.org)
4. Fill in the “Subject” Example: Today’s Homework (You cannot send an email without a subject)
5. Type in your message.
6. Click “send”

Uploading an attachment to an email

1. Click on “add attachment” (sometimes it looks like a paperclip)
2. Upload your saved file to the message
3. Be sure to save the attachment
4. Click “send”