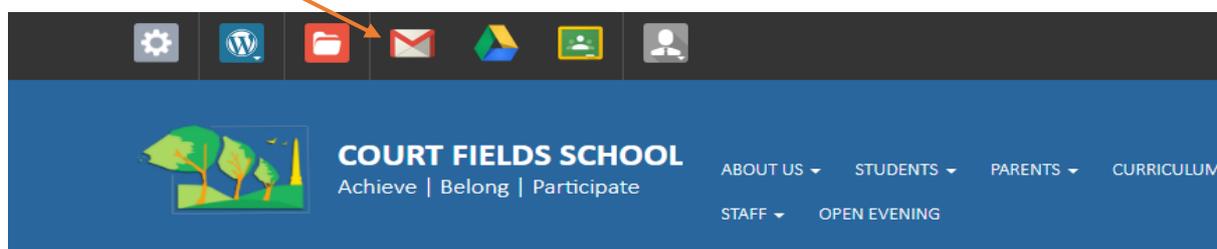


## [Accessing Gmail & Emailing Teachers](#)

Login to courtfields.net site, at the top the google icons will be available, select the **Gmail icon**.



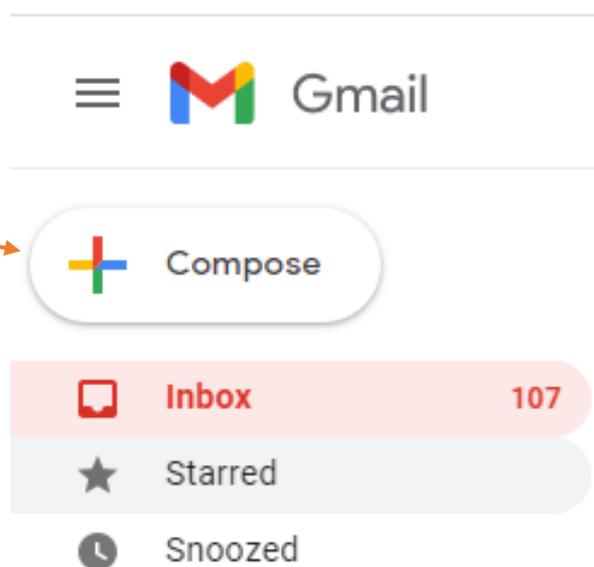
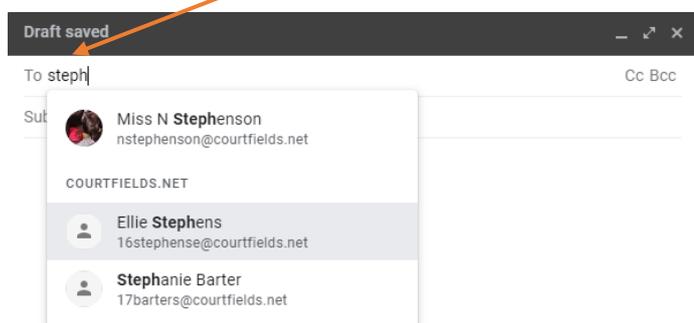
This will take you through to your **Inbox**.

If you are not seeing the emails you expect but instead see emails addressed to a personal Gmail account. Please follow the previous steps using a **different web browser**.

## [Emailing Teachers](#)

To email a teacher and find their email address, select **compose** at the top left.

In the **"To"** section of the email, enter the **Teachers surname** I.E Stephenson and select the teacher.



Alternatively, if you know the staff members name, all staff emails are as follows:

**"Initial + Surname + courtfields.net"**

**I.E nstephenson@courtfields.net**

