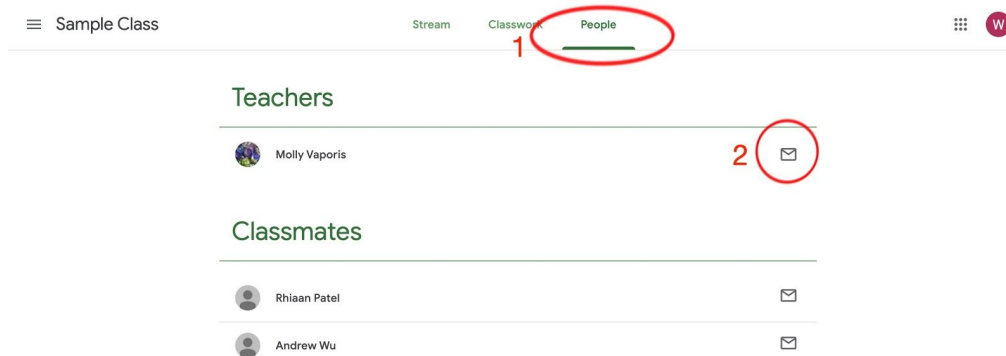




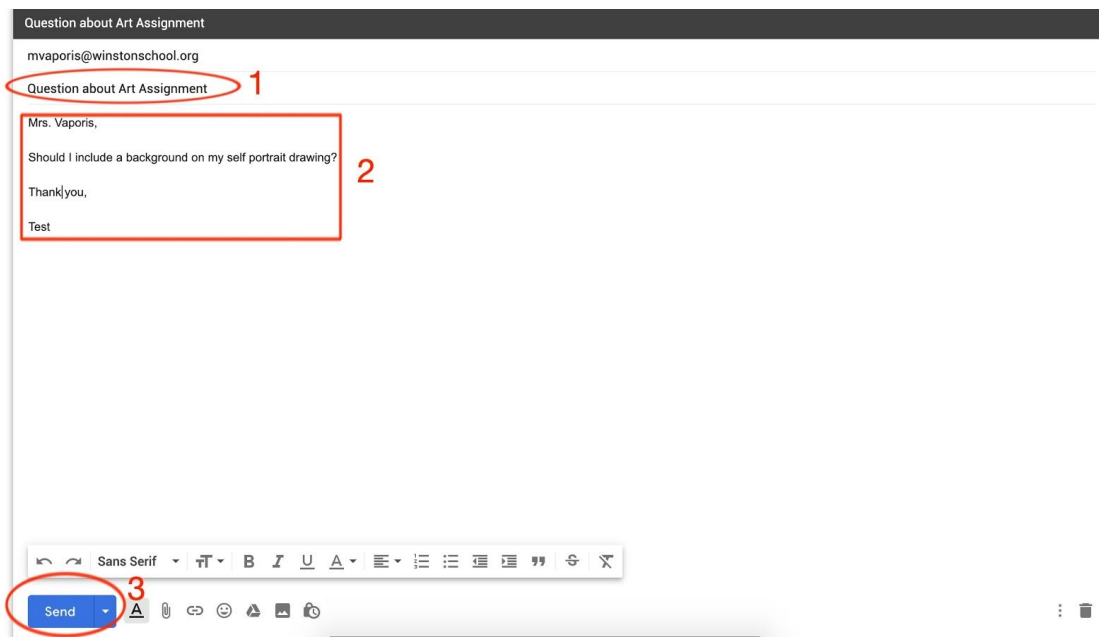
# Google Classroom:

## A Guide for Contacting your Teacher

**Step 1: From within your Google Classroom, click the “People” tab, then click the “Envelope” icon next to the teacher you wish to contact. This will open a new email window.**



**Step 2: Enter your subject, write your email, & click “Send”**



**Contact:** techtalk [techtalk@winstonschool.org](mailto:techtalk@winstonschool.org) with questions, comments, or requests for help.

03/10/2020

We will respond within 24 hours on school days and 48 hours over weekends or school breaks.