

Access email via Webmail - <https://webmail.eq.edu.au>

HINT: Look at your **timetable** to know the **teacher name** and your **class code**

## Email Protocols for staff and students

Step 1: Go to <https://webmail.eq.edu.au>

Step 2: Click **New Message**

Step 3: In the **To** field - Type in your **teacher's name**

Step 4: In the **Subject** field - Type your subject code and brief topic (e.g. ENG071A, DIG071A)

Step 5: In the **Body** field:

5.1: Ask your question in a short sentence (Look at eLearn > WTE > Short Sentence)

5.2: Then in a second paragraph, please ask your clarifying questions

Step 6: **Send**

Look at the example below...

The screenshot shows the Outlook 'New message' window. The address bar contains the URL <https://webmail.eq.edu.au>. The 'To' field is populated with 'BJ BETTS, Justin (jgbet0)'. The 'Subject' field contains 'DIG07 Lesson Materials'. The body text reads: 'Hi Sir, can you tell me how I do Question 2. Do I need to answer the question in the eLearn classroom discussion board? How many words do I need to write about it? Kind Regards Mj Raatz, Head of Department, mj@eq.edu.au, office@forestlakeshs.eq.edu.au, https://forestlakeshs.eq.edu.au, https://www.facebook.com/FLSHSofficial/, High Street, Forest Lake Qld 4078 | T: (07) 3714 2333 | F: (07) 3714 2300 | PO Box'. The 'Send' button is highlighted with a blue arrow. The draft is saved at 12:19 PM.

All information is available on our school website – <https://forestlakeshs.eq.edu.au> > Quick links > Computers and BYOD