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

Fmail 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

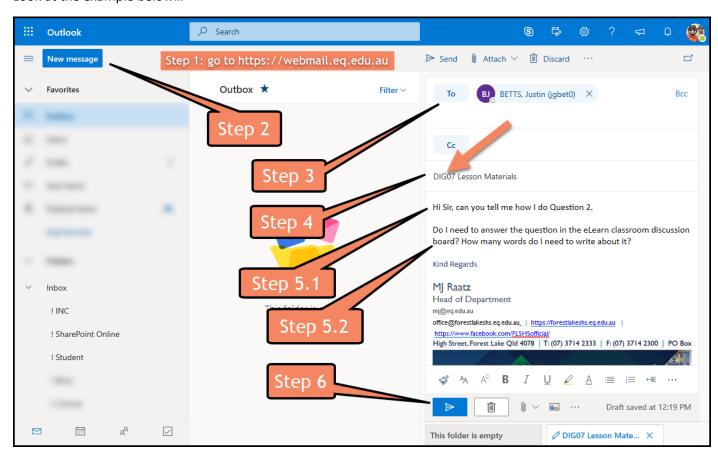
Step 4: In the Subject field - Type your subject code and brief topic (e.g. ENG071A, DIG071A)

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...



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