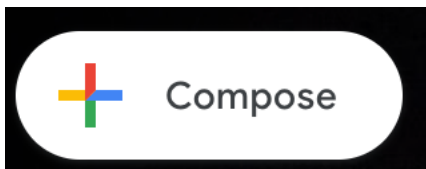


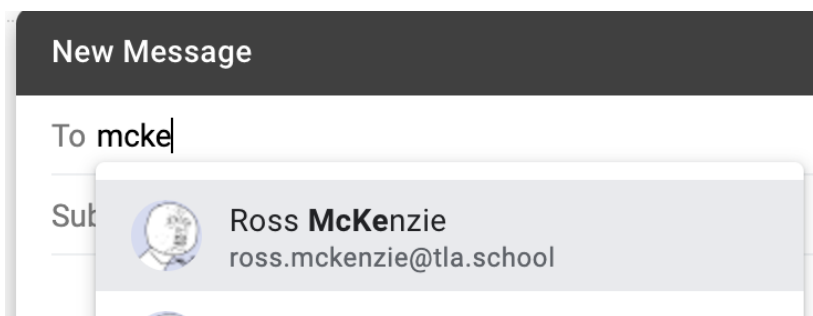
Contacting Staff

If as a student, you wish to contact a member of staff during the school closures regarding work use the following steps below:

- 1) Navigation to <http://www.gmail.com>
- 2) Type in your school email.
This is your school username @tla.school e.g. t18mckenzie@tla.school
- 3) Your school password is the same for Gmail.
If you cannot remember this, please contact email: tla-ictservices@tla.essex.sch.uk for support.
- 4) Once you have access to your Gmail click Compose



- 5) In the **To:** box type the surname of the staff member you wish contact to find them.



- 6) Compose your email as normal. The member of staff will get back to you as soon as they are available.