

ONLINE COMMUNICATION CHARTER 3: SENDING E-MAILS

General Guidelines for St Kilian's Community School

I WANT TO SEND AN E-MAIL...



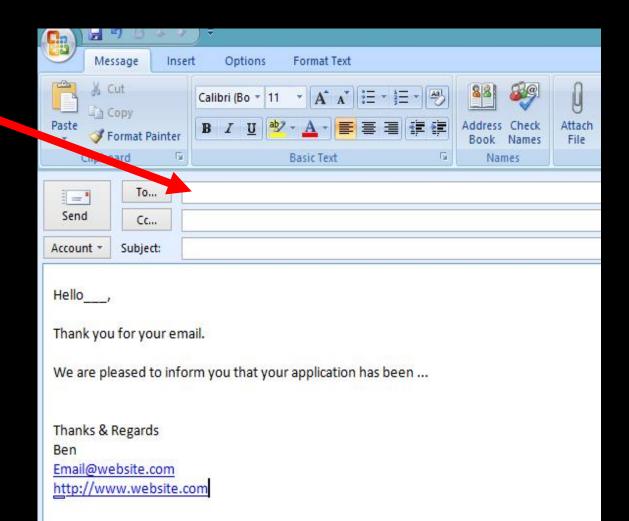
- Look for this blue icon
- Download the Microsoft Outlook app on your phone.
- That way you can access your email and get notifications any time.

E-MAIL COMMUNICATIONS

USE SCHOOL E-MAIL ACCOUNTS ONLY FOR ALL COMMUNICATIONS ON E-MAIL AND TEAMS e.g. 21bloggsjoe@stkilianscs.com

'TO' LINE OF AN E-MAIL

This line is where you put the name of the person to whom you are sending the email. Make sure you send it to the correct person.



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Thank you	u for your em	all.			
We are pl	eased to info	rm you that your application has be	en		
	Regards ebsite.com vw.website.c	om			

, 'Cc' LINE OF AN E-MAIL:

This is where you put in the name of other people whom you wish to copy into the email.

'SUBJECT' LINE OF AN E-MAIL:

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Send	То	
	Сс	
Account *	Subject:	

Hello___,

Thank you for your email.

We are pleased to inform you that your application has been ...

Thanks & Regards Ben Email@website.com http://www.website.com On this line, write the SHORT purpose of the e-mail, for example: Assignment 3, 20/01/2021 THIS LINE IS NOT FOR YOUR FULL E-MAILS

MAIN BODY OF AN E-MAIL:

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Account -	Subject:			

Hello____

Thank you for your email.

We are pleased to inform you that your application has been ...

Thanks & Regards Ben Email@website.com http://www.website.com

This goes in the large white space you see here. This is where you write the details of what you want to say.

E-MAILING TEACHERS

- Teachers should be e-mailed outside of class times.
- •The chat function on Teams is <u>not</u> to be used outside of class time to communicate with teachers.
- E-mail is a formal type of communication.
- Do not expect immediate replies to your e-mails.

WHAT GOES IN THE MAIN BODY OF THE E-MAIL?

FORMAL GREETING TO ADDRESS A TEACHER

• Dear Mr Myers,

• Dear Ms Jones,

• Dear Mrs Dench,

 Always followed by a comma





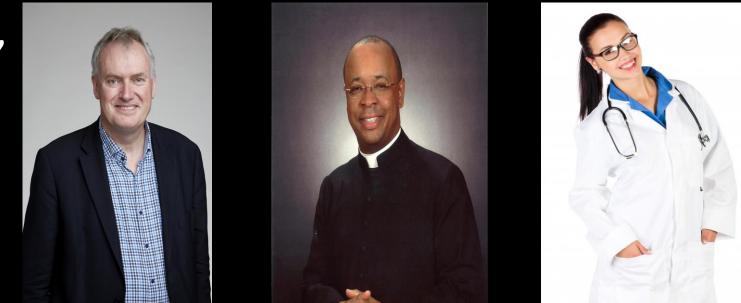


FORMAL GREETINGS ARE ALSO USED TO ADDRESS SOMEONE YOU DO NOT KNOW

• Dear Professor O'Neill,

• Dear Fr Mathai,

• Dear Dr O'Connell,



Main body of e-mail continued

- •Do not use text-speak in writing emails. Avoid using 'u' for 'you', 'coz' for 'because', '4' instead of 'for' etc.
- •Write using correct English language with full sentences and punctuation.

ENDING YOUR E-MAIL

 Conclude your e-mail by saying 'Thank you.'

 End by signing your name and your class
e.g. Mary Jones, Class
3X



CLICK 'SEND' TO SEND YOUR E-MAIL

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Send	To Cc					
Account *	Subject:					
Hello, Thank you for your email. We are pleased to inform you that your application has been						
Thanks & F	Regards					

Ben Email@website.com http://www.website.com

REPLYING TO E-MAILS: BE CAREFUL!

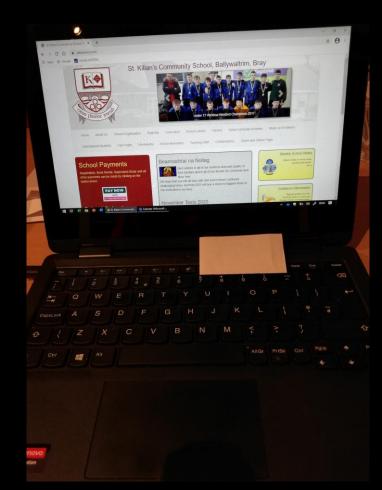
REPLY TO ALL HAS TWO ARROWS REPLY TO AN INDIVIDUAL HAS ONE ARROW Search Search P B C TR. 3 R T . 14 Fold View View Send / Receive Folde Send / Receive File Home File Home 63 03 N 2 **N**~ **Delete** Archive Delete Archive Reply Reply Forward Reply Forward New Reply New New **Niew** 8-~ 8 All Items ~ Email Items ~ All New Delete Respond New Delete Respond Focused Focused Other Other By Date ~ By Date V



IN THIS SCHOOL, REAL AND VIRTUAL, WE VALUE:

- RESPECT
- COMMUNICATION
- LEARNING
- PARTICIPATION
- CARE





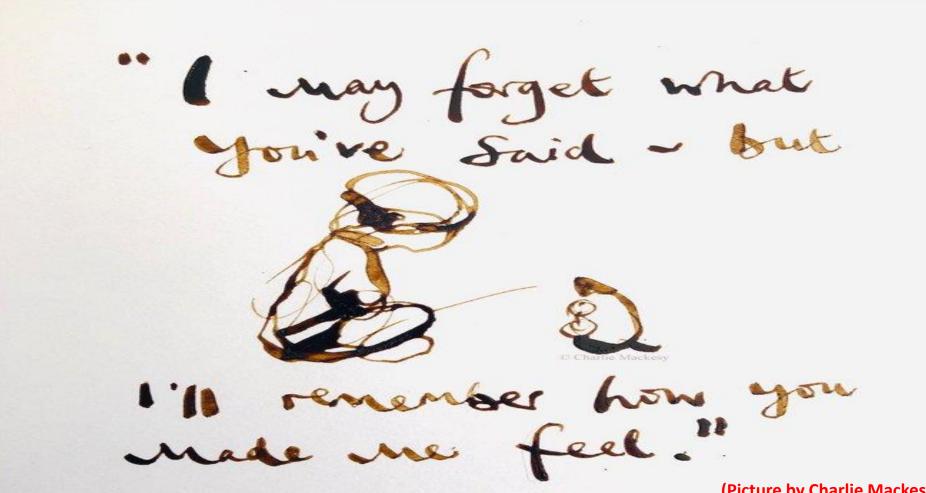
REMEMBER ...

- Use only your designated school e-mail account.
- If in doubt about anything, ask your teacher or a member of the ICT Team at ictteam@stkilianscs.com
- Never disclose personal details of your place of residence, bank details, or share personal photographs online.
- Never send anything offensive to anyone.

REMEMBER...

The Code of Behaviour applies online as well as in school

STAY KIND, CARING AND LOVING...



(Picture by Charlie Mackesy)