

# Hebburn Comprehensive School



## Student Email Cheat Sheet

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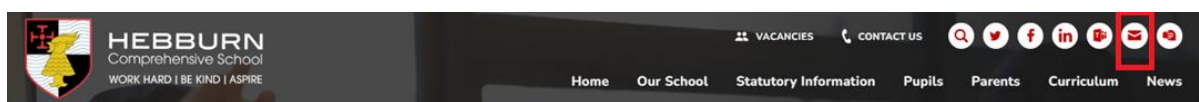
### Logging into your e-mail account.

Open your browser (Internet Explorer, Edge, Chrome) and visit the school website.

[www.hebburn.net](http://www.hebburn.net)

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Click on the email icon.

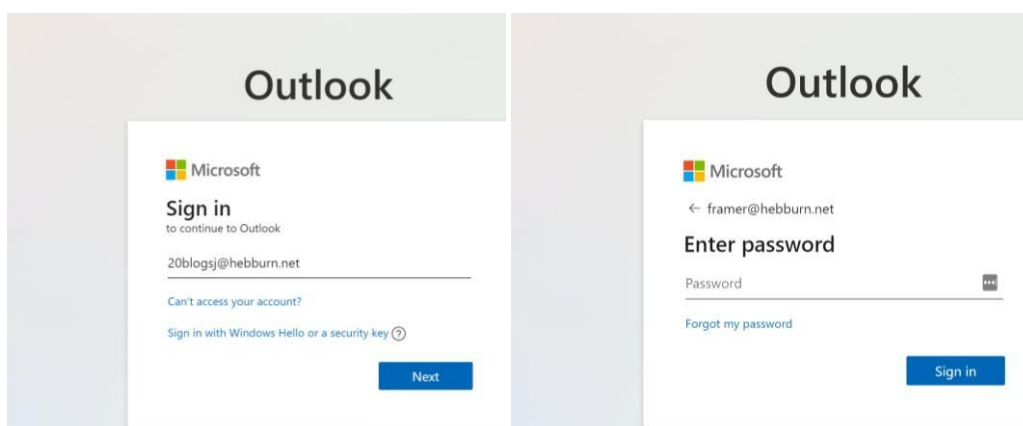


You will be asked to enter your username and password.

Your username is arranged in the following way =

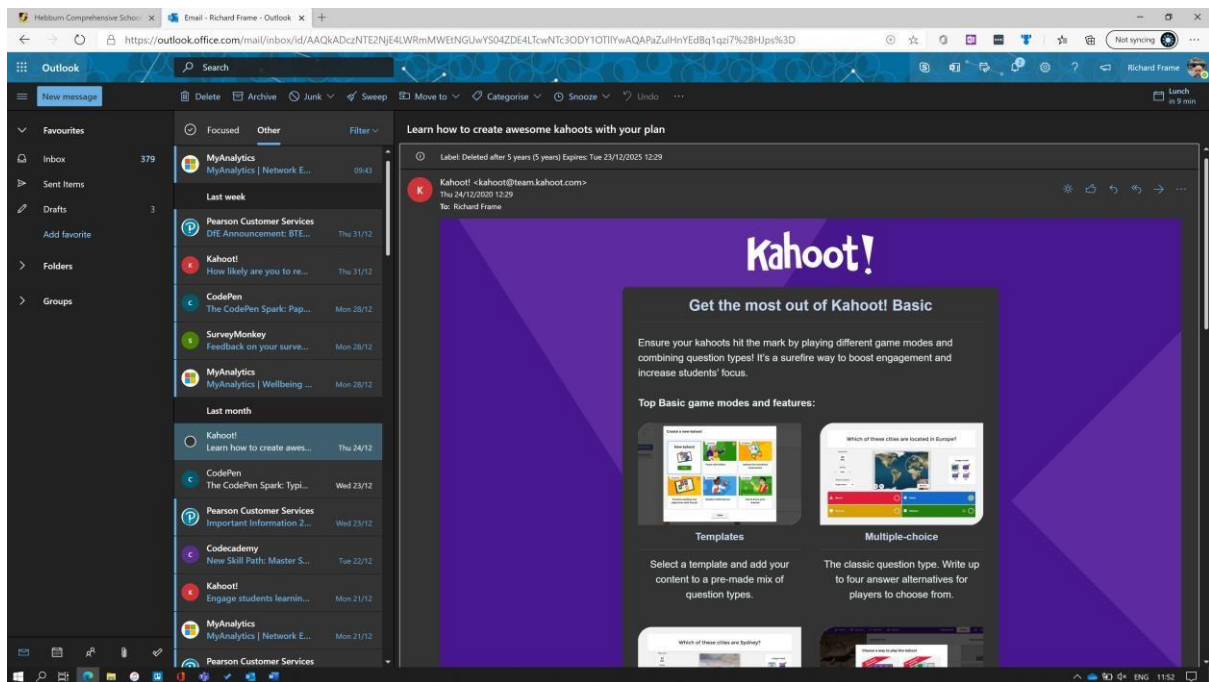
Year you started Hebburn Last name First initial @hebburn.net E.g.

[20bloggsj@hebburn.net](mailto:20bloggsj@hebburn.net)

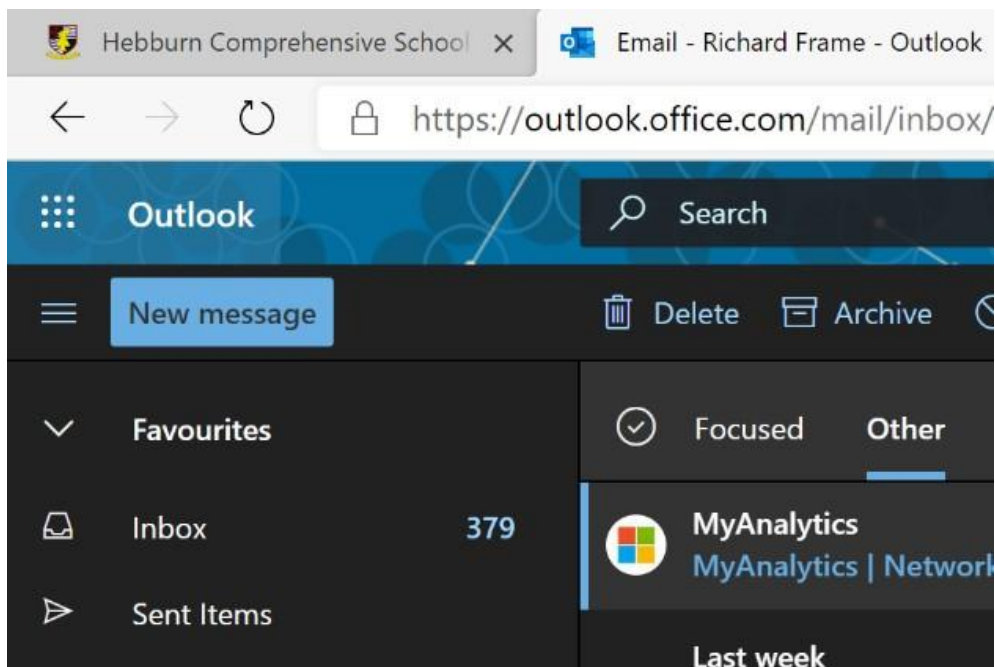


You will need to enter in your password (this is the password you use at school to access the computers. If it does not work or you cannot remember your password, click on the 'forgot password' link.

Once you have logged in you can then access your emails. Your received emails will be displayed in a column at the left side of the screen. Simply click the message you would like to read, and it will be displayed at the right.



To Create a new message to send to a member of the school community click on the blue 'new message button at the top left of the screen.

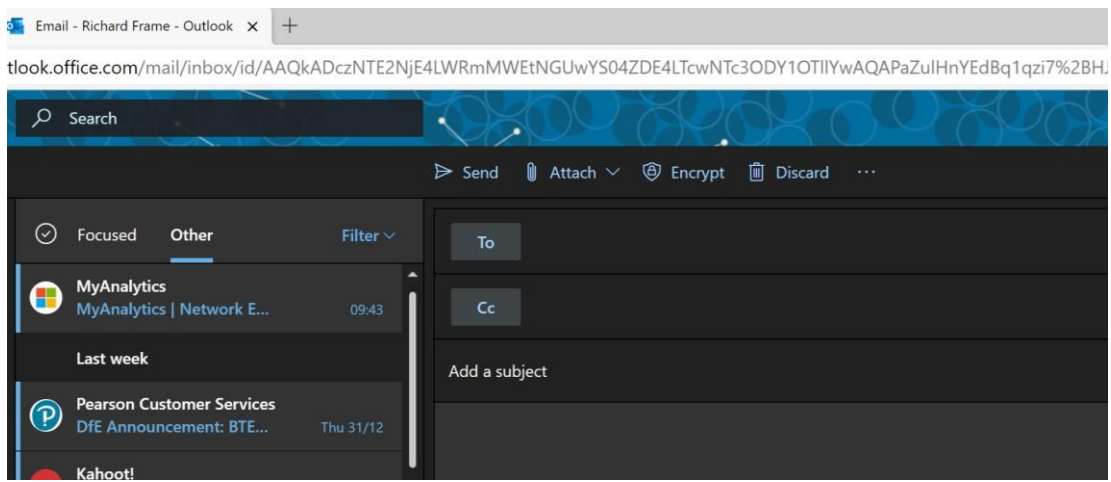


**\*\*\*PLEASE NOTE\*\*\***

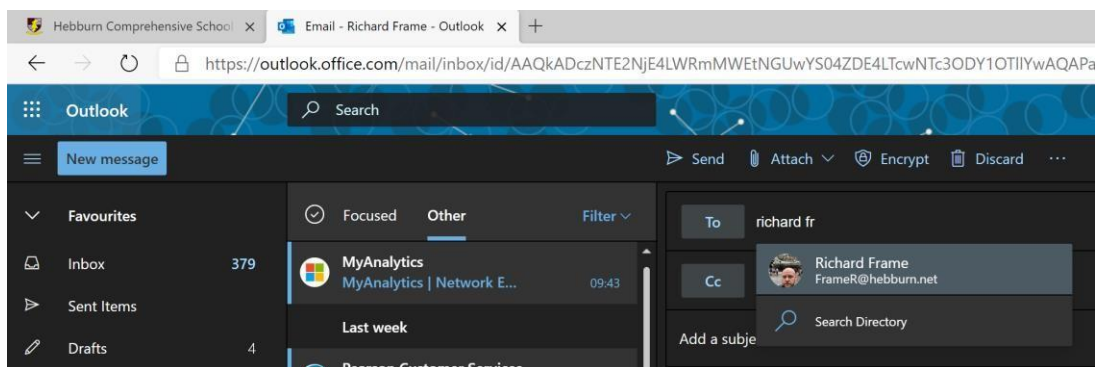
E-mail should only be used to contact staff and under no circumstances should it be used for informal chat.

The e-mail system is constantly monitored, and any inappropriate content will result in the account being locked and school behaviour sanctions issued to students.

When you click on the new **message** button the display screen at the rights side will change to a compose screen so you can create your message.

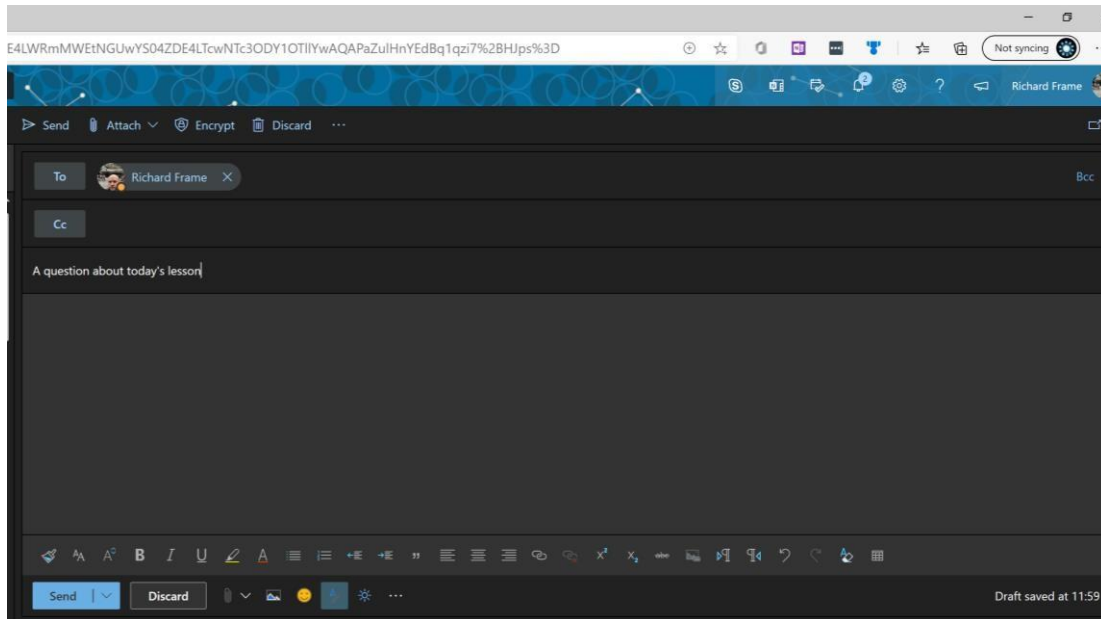


To send a message you can begin typing in the **TO** field and the staff members name should appear.



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You will also need to click in the **'add a subject'** field and give the email a simple title to help staff understand the nature of your message for example - *A question about today's science lesson.*



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When you have finished writing your email you will need to press the **send** button at the bottom of the screen.

