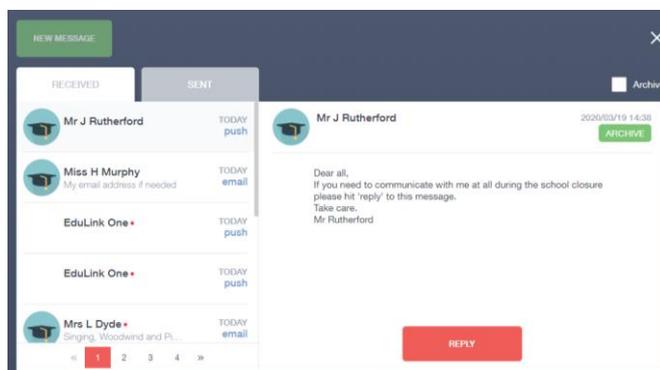## Communicating by Edulink

The easiest way to send your teacher a message is through Edulink. Log in and open the messaging tool: All of your teachers should have sent you an Edulink message. Scroll down to find a message from the correct teacher and then press 'reply'.

Communicating by email

If you want to send a quick message to one of your teachers you should use Edulink. If you want to send a message to someone who doesn't teach you or you need to send a file, you can use your school email account.

1. Go to the school website and select Email Access from the 'Useful Links':

2. Log in with your school email address and your network password. Your school email address is:
   ___*your username*___@student.marlborough.herts.sch.uk

3. To send an email, click 'New message'

Did you know...

You can install Microsoft Office (Word, Excel, Power Point) for FREE using your school email account! Simply follow these steps:
1. Log in to your school email
2. Click the 3-by-3 grid button in the top left:
3. Press on the 'Office 365' link
4. Press on the 'Install Office' button

4. In the 'To' box, start typing the name of the teacher you want to email. Their name should appear for you to select.

   Add a subject for your message and type the message in the big box below.

   If you want to send a file use the Attach button.

   Press the Send button when you are done.