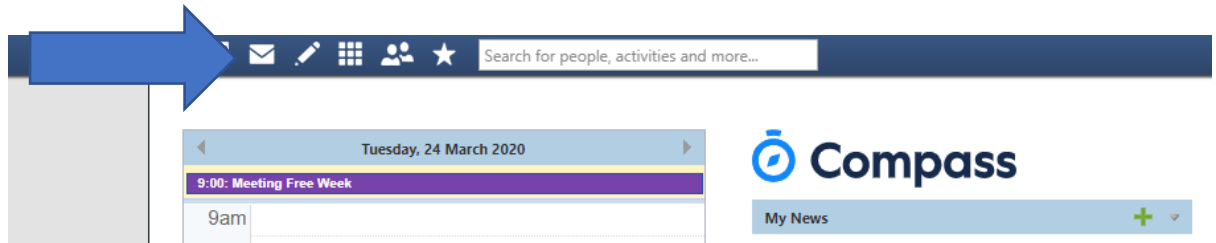


## HOW TO EMAIL YOUR TEACHER ON COMPASS

1. Open up Compass on your laptop, or in browser on your phone and then go to the envelope symbol up the top.



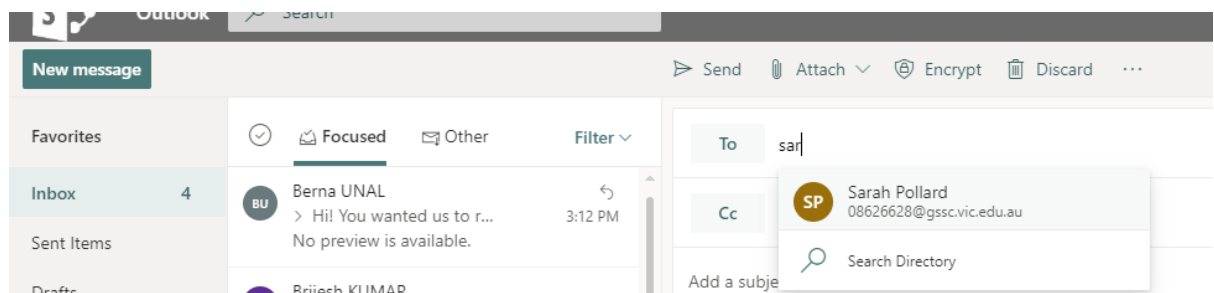
2. Then you will need to sign in to your GSSC email account. Your email address is your GSSC username e.g [xxx0001@gssc.vic.edu.au](mailto:xxx0001@gssc.vic.edu.au) and your password is whatever password you were given (I think these all begin with Password#####). If your password doesn't work, you should let your Learning Mentor or another one of your teachers know and we can generate a new one for you.

You may also need to choose your language and time zone.

(sorry, I can't show you images because I've already done these steps on my computer and I can't do them again).

3. The you're into your new GSSC email account 😊

To send me an email all you need to do is go to NEW MESSAGE in the top left, and then start typing in my name and you should be able to find me (or any other teacher or student).



4. You can set this email account up to forward to any other email account that you have too (go to settings- only on a laptop).

I think that about covers it 😊