
How to Use Your Student Email

Your school email is an effective way to communicate with your teachers if you have any questions about the lesson resources. This guide will teach you how to access it.

STEP 1

→ Head to <http://portal.det.wa.edu.au>

STEP 2

→ Login using your school username and password

STEP 3

→ Click on the 'Email and Calendar' button. This will take you to your email inbox

STEP 4

→ To write an email, click the 'New Message' button

STEP 5

→ In the 'To' section, write the email of the teacher you are trying to contact

STEP 6

→ In the 'Add a subject' section, give your email an appropriate title. For example, "Question about Government Worksheet"

STEP 7

→ In the large textbox, start writing your email. Below is an infographic that explains how to write a professional email.



Professional Email Message Guidelines

Subject Line: Concisely convey your purpose for writing

Greeting: Always include a greeting

Font Style: Avoid ornate, playful or colored fonts

Length: Keep it as concise as possible

Emoticons: Avoid in professional emails

Spelling & Grammar: Edit carefully before sending

Sample Email:

Subject: Thank You-Assistant Account Executive Interview

Dear Ms. Doe:

I enjoyed speaking with you today about the assistant account executive position at the Smith Agency. The job seems to be an excellent match for my skills and interests.

The creative approach to account management that you described confirmed my desire to work with you.

In addition to my enthusiasm, I will bring to the position strongwriting skills, assertiveness, and the ability to encourage others to work cooperatively with the department.

I appreciate the time you took to interview me. I am very interested in working for you and look forward to hearing from you regarding this position.

Sincerely,
John Smith