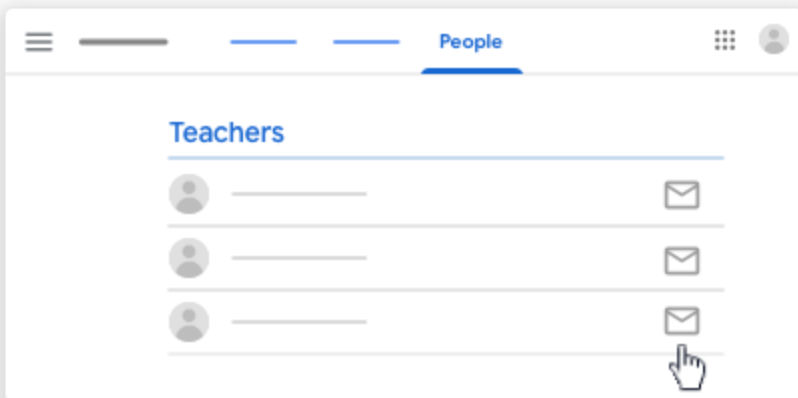# Email a teacher

1. Go to classroom.google.com.
2. Click the teacher's class.
3. Click People.

4. Next to the teacher's name, click Email ✉.

   Note: If you don't see Email ✉, you might not be allowed to use email in Classroom. Or, you might be using Classroom with a personal account.

5. In the new email, enter your message ❯ click Send.

Open your email

1. Go to classroom.google.com.

2. In the top-right corner, click the App Launcher ⦂⦂⦂ ❯ Gmail M.