

## Contact Information

### Add your English teacher(s) your Gmail *Contacts*:

1. Login to Gmail. Then, click **Contacts** (left).
2. Click the new contact icon (upper left corner). It looks like a plus sign (+) and a silhouette of one person.
3. Highlight, copy, and paste the following information into the appropriate fields:

**\*\*If you are in class with both Mrs. Taylor & Mrs. Frerichs, then be sure to add both teachers to your contacts.\*\***

- **Name:** Mrs. Taylor
- **Title:** English 1
- **Company:** WHS
- **Email:**  
christina\_taylor@roundrockisd.org → **Work**
- **Phone:** 512-428-3936 →  
**Work**

- **Name:** Mrs. Frerichs
- **Title:** English 1
- **Company:** WHS
- **Email:**  
colleen\_frerichs@roundrockisd.org → **Work**
- **Phone:** 512-428-3933 →  
**Work**

4. Click **Save**.
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