Saint Raphael School Family Email Account

- **Welcome to Saint Raphael School!**
  - **Your Saint Raphael Family Email is the primary point of communication between the school and your family**
  - **Each family is assigned a Saint Raphael School Gmail account. From this address parents can keep in contact with their child's teachers, administrators, and other staff members. It also allows the school to safely share news about upcoming events, permission slips, forms, pictures, event sign-ups, and more.**

- **How do I access my new Family email account?**
  - All SRS accounts are Google/Gmail accounts. Please login using one of the methods listed below.
    - Web Login: **mail.google.com**
    - Mobile: Use standard MAIL apps
      - Example: Apple Mail, Gmail App, Outlook, etc.
      - Choose Google as account type on mobile

- **How do I setup Email Forwarding?**
  - **Please Note:** Email forwarding is <u>not</u> mandatory. Many families choose to leave their SRS account separated from work/personal accounts and only check as needed.
  - You can set-up email forwarding from your new school email directly to your home/work email address. All messages to your SRS account will be automatically forwarded to your home/work account
  - Google currently only allows **one** forwarding address to be added
  - Check with work I.T. if the school address (@saintraphaelparish.com) needs to be whitelisted or unblocked. Some may route to SPAM depending on the company.
  - Detailed instructions for Email Forwarding on Page 3 of this PDF

# Saint Raphael School Family Email Account

- **How can both parents check the SRS email account?**
  - There is no "right" or "wrong" way to access your family email between parents. Usually it is whatever fits best for your family and your preferences. Here are just a few examples of how various families choose to access their SRS email.
    - **Example #1:** Both Parent #1 and Parent #2 add the SRS account to their mobile phone, allowing both to access at anytime.
    - **Example #2:** Parent #1 adds the SRS email to their phone, and Parent #2 chooses to log in on the web a few times per week to check the email.
    - **Example #3:** Parent #1 sets up email forwarding to their work account and Parent #2 syncs the account to their phone or computer.
    - **Example #4:** Both parents save the login on a home laptop, PC, or tablet and login to access daily / as needed.

- **What are my login credentials?**
  - Username:
  - Temporary Password:
  - Web Login: https://mail.google.com
  - Mobile: Use standard MAIL apps
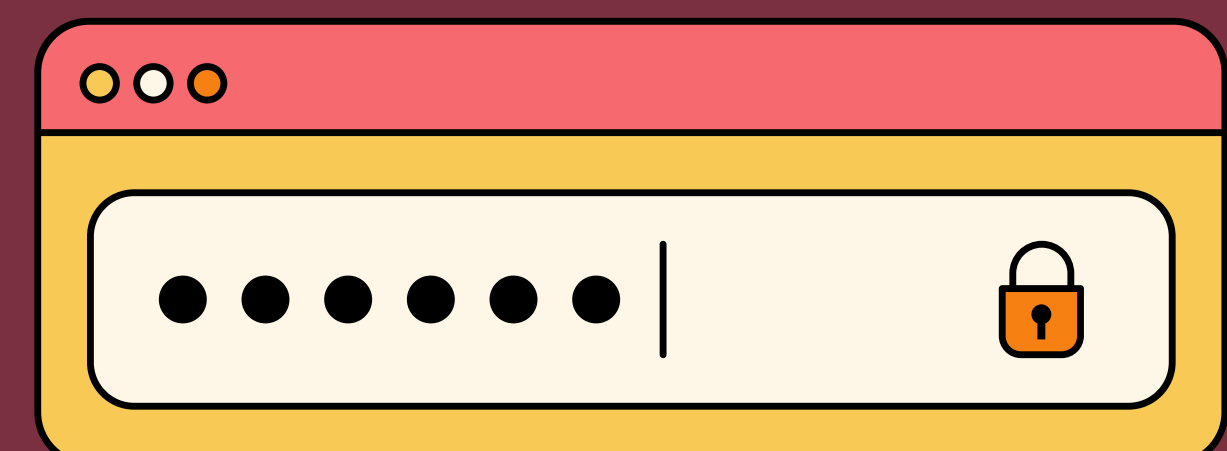
  - Please Note: After accessing the account for the first time, the login page will request that you update the password. You should set your own unique password at this time. The school cannot view your password, but can have it reset again as needed.

- **Having trouble with your SRS Family Email?**
  - Contact Saint Raphael School Technology Coordinator
    - Colin Blayney
    - cblayney@saintraphaelparish.com
    - Office 440-360-7551

Automatically forward Gmail messages to another account

You can choose to forward all of your new messages to another email address, or only forward certain types of messages.

Set up automatic forwarding

You can automatically forward your messages to another address. You can choose to forward all new messages, or just certain ones.

Note: You can only set up forwarding on your computer, and not on the Gmail app. If you have an account through work or school and have trouble, contact your administrator.

Turn automatic fowarding on or off ⌃

Note: When your new messages are forwarded, messages from spam won't be included.

Turn on automatic forwarding

1. On your computer, open Gmail ⧉ using the account you want to forward messages from. You can only forward messages for a single Gmail address, and not an email group or alias.
2. In the top right, click Settings ⚙ > **See all settings.**
3. Click the **Forwarding and POP/IMAP** tab.
4. In the "Forwarding" section, click **Add a forwarding address.**
5. Enter the email address you want to forward messages to.
6. Click **Next** > **Proceed** > **OK.**
7. A verification message will be sent to that address. Click the verification link in that message.
8. Go back to the settings page for the Gmail account you want to forward messages from, and refresh your browser.
9. Click the **Forwarding and POP/IMAP** tab.
10. In the "Forwarding" section, select **Forward a copy of incoming mail to.**
11. Choose what you want to happen with the Gmail copy of your emails. We recommend Keep Gmail's copy in the Inbox.
12. At the bottom of the page, click **Save Changes.**

Turn off automatic forwarding

1. On your computer, open Gmail ⧉ using the account you want to stop forwarding messages from.
2. In the top right, click Settings ⚙ > **See all settings.**
3. Click the **Forwarding and POP/IMAP** tab.
4. In the "Forwarding" section, click **Disable forwarding.**
5. At the bottom, click **Save Changes.**