



Have you checked your school-issued email account yet?

Why should SJES parents check their stjosephalameda.org email accounts?

Beginning October 1st, your stjosephalameda.org email account became the only way to receive the weekly electronic envelope and most other school-related communication. The school manages this email account, and it is for school-related business only. Using email and Google Apps for Education's other features will help reduce the school's need to use costly paper and printing supplies. Plus, it has really great features that will help you keep in touch with some of the best people at St. Joseph Elementary School – the parents and the teachers! Students will be learning how to use their accounts in technology classes. They'll be collaborating on documents, spreadsheets, and presentations using their accounts.

St. Joseph Elementary School Calendar

The SJES Google Apps for Education accounts give you access to the BLAST calendar. When logged into your account, click on calendar. Add blast@stjosephalameda.org in the other calendars area. You will automatically receive an email reminder anytime there's an event occurring at the school.

St. Joseph Elementary School Groups

Want to get in touch with the parents in your child's class to help plan the Halloween party or to get together at the annual auction? Classrooms have groups, and the parents of children in each class are in the class groups. You can see your group memberships by clicking on groups (on the top menu bar when logged into your account). This feature can only be used when you are logged into your SJES Google Apps for Education account.

Log-in Information

Hopefully, you received the login information when you returned your signed Network Acceptable Use Policy forms at the beginning of the school year. If by chance you never received it, or if it has been misplaced, simply email techteam@stjosephalameda.org for your log-in information. Please remember to include your full name and your enrolled child's name in the email. Of course, you can email the Tech Team anytime you have a SJES Google Apps for Education question. You can even schedule a training time if you need one-on-one help with your account.

Can I have the stjosephalameda.org email address forwarded?

Yes, forwarding is an option, and the directions are included on the next page.

To check your account now, go to: <http://mail.stjosephalameda.org>



STJOSEPHALAMEDA.ORG E-Mail Forwarding

As mentioned at the General PTG meeting, below are the directions for forwarding your @stjosephalameda.org e-mail address to another email account.

Go to <http://mail.stjosephalameda.org>
Enter your username and password.

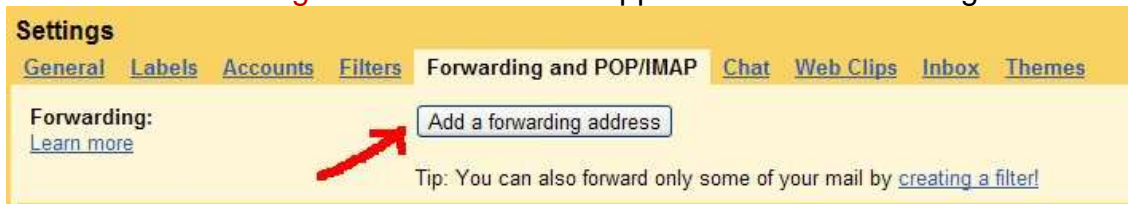


After you have successfully logged into your school email account, go to the upper right hand corner where there is a gear-shaped object and click on it.

Next, click on MAIL SETTINGS. A new screen will appear. Click on **Forwarding and POP/IMAP**.



Click on the **Add a forwarding address** button that appears below Forwarding and POP/IMAP.



A pop-up screen will appear, and you will enter the personal email address to which your school emails will be forwarded. A confirmation code will be sent to your personal email address that you typed into the box. Please check your personal email inbox and click on the confirmation link to activate this feature.

****REMEMBER:** For safety and security reasons, @stjosephalameda.org addresses can only send and receive email from @CSDO.org and other @stjosephalameda.org addresses. If you need to respond to another family or a classroom, you must use your @stjosephalameda.org address.**

Forgot your log-in information? Send an email to:
techteam@stjosephalameda.org