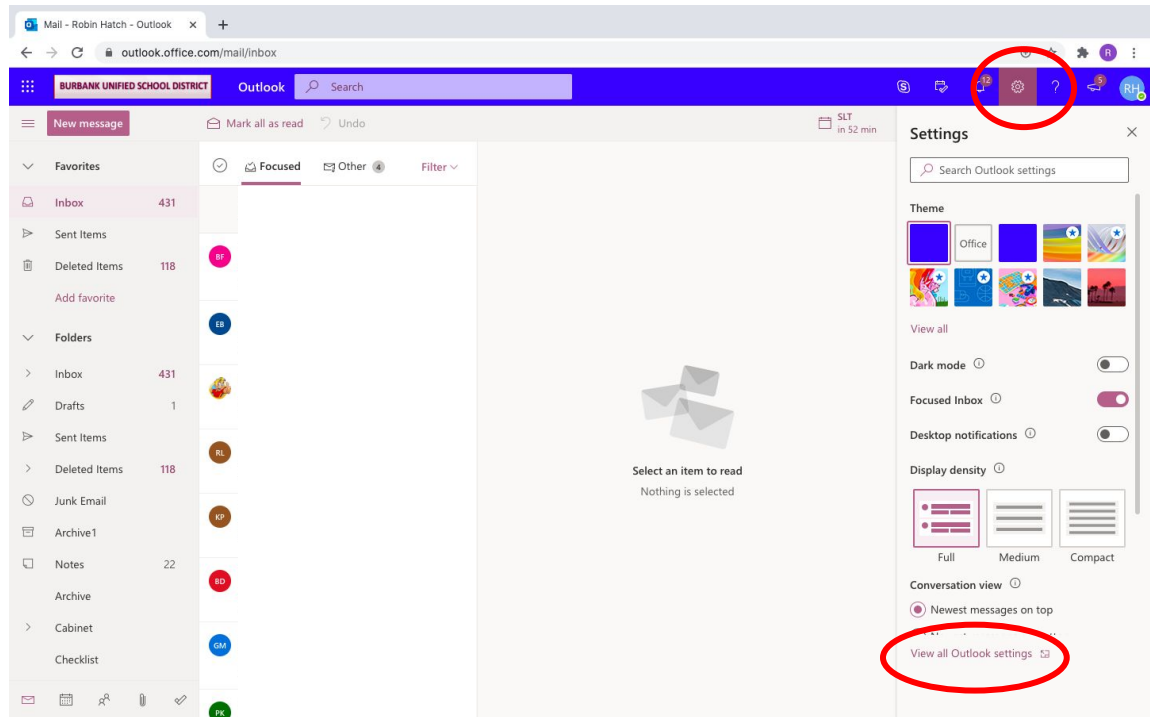


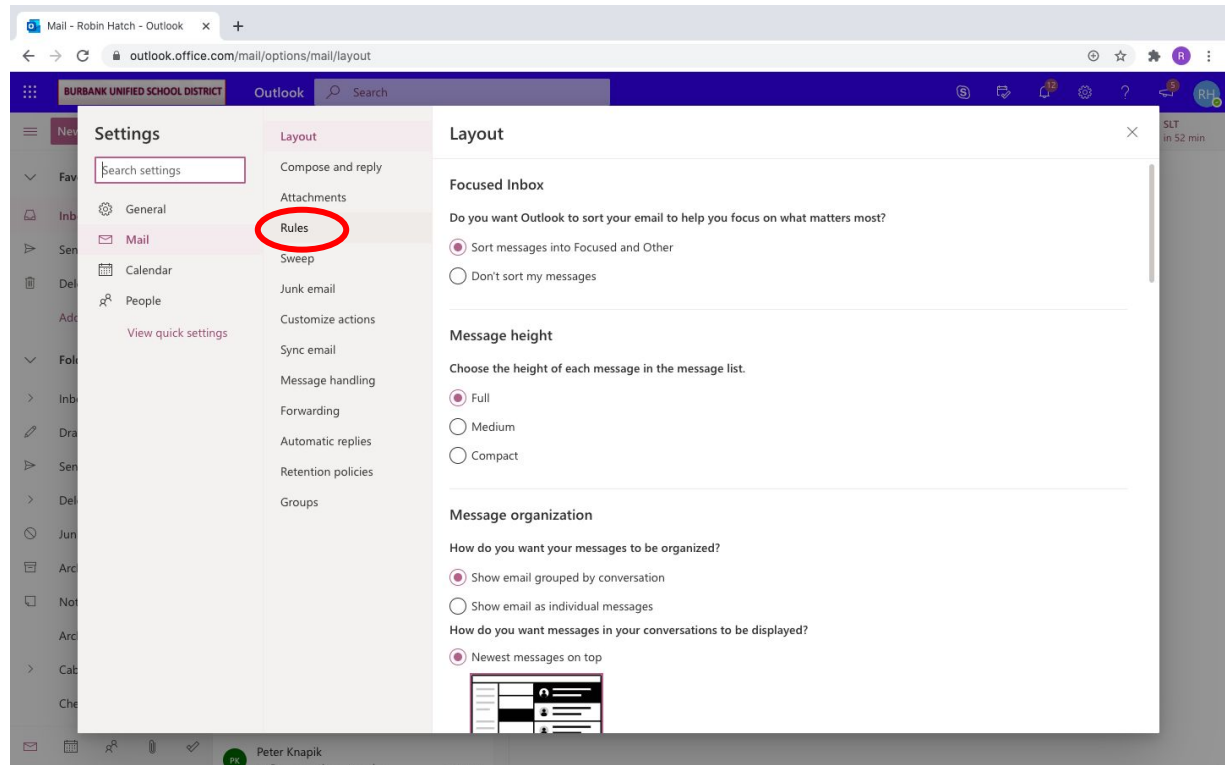
Email Box Organization

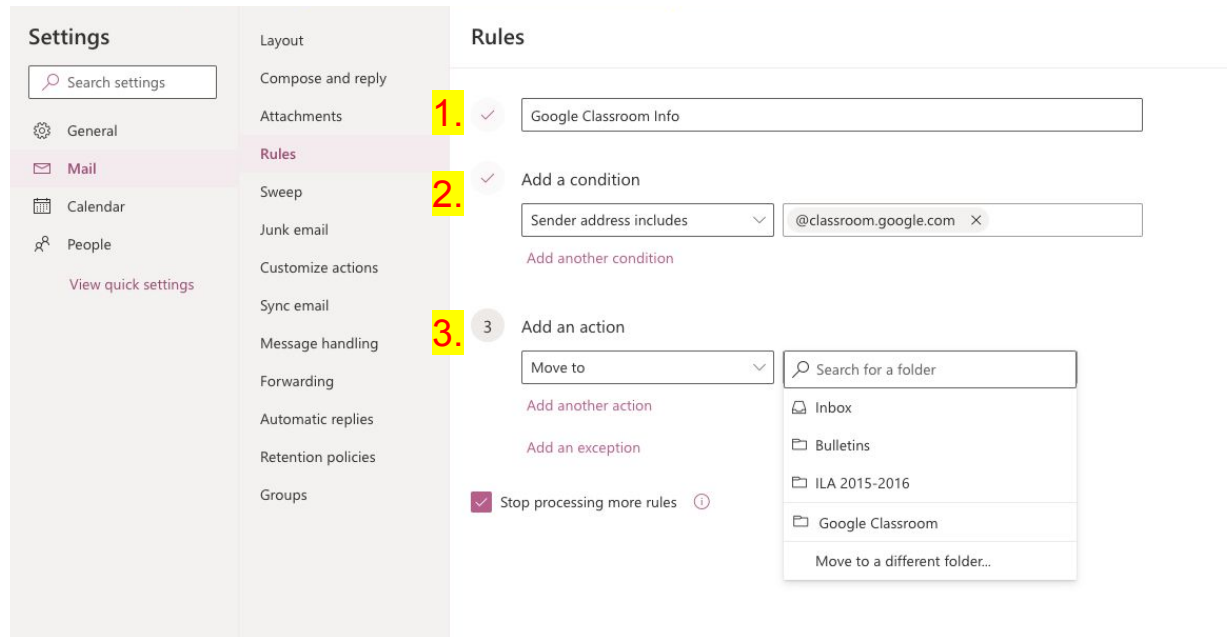
All google classroom emails will be put into a folder in your inbox. It will be your job to check this daily.



- Open office.com (use your BUSD user name and password) and go to mail
- In upper right corner, click the gear to open settings
- At the very bottom, click View all Outlook settings

- After you've clicked settings, find the second column
- In the second column, click Rules





1. Name your Rule, I suggest “Google Classroom Info”
2. Under add a condition, select “sender address includes”
 - a. Type in @classroom.google.com
3. Under Add an action, select Move to
 - a. Select create a new folder and name it Google Classroom

- From now on, the emails from google classroom should go straight to this folder
- It is your responsibility to check this folder daily