

# Saint Raphael School Email Account

## F.A.Q.

**Q: Where do I login to my SRS email account?**

**A:** You may log in using the “School Email Account” link on the schools website, or by simple going to [www.gmail.com](http://www.gmail.com)

**Q: Do I need to put @saintraphaelparish.com after my username to log in?**

**A:** Yes, you must enter the full-length username in order to log in. For example: [Jones@saintraphaelparish.com](mailto:Jones@saintraphaelparish.com)

**Q: Can I change my account password?**

**A:** Yes, if you have not already, please feel free to change your account password. You may do this by logging in and following these steps. Click on your username in the top right corner of your inbox. Click the blue “Account” link. Click the “Security” Tab at the top of the “Personal Info” Page. Click “Change Password”.

**Q: How often should I check my school email?**

**A:** It is recommend that you check your school email multiple times per week. Both the School Office and your child’s teachers may send out multiple messages per week. If you have setup Email Forwarding, you will receive all school messages to your home or personal email account.

**Q: What is Email Forwarding?**

**A:** Email Forwarding allows your Saint Raphael family account to automatically forward all messages to your home/personal/work email account. This way you do not have to check your SRS account, as all messages are sent to the personal account of your choosing.

**Q: How do I setup my Email Forwarding?**

**A:** Please follow the “Guide To Setting Up Email Forwarding” on the [Technology At Saint Raphael School Webpage](#).

**Q: I thought I setup Email Forwarding, but I am not receiving the School’s Emails...**

**A:** Please check the “Common Issues” section of the “Guide to Setting Up Email Forwarding” on the [Technology At Saint Raphael School Webpage](#).

**Q: I need to contact a staff member. Where can I find a list of staff email addresses?**

**A:** There is a full list of staff email addresses available on the [Technology At Saint Raphael School Webpage](#).

**Q: I have misplaced my username or password, who do I contact?**

**A:** Please email Colin Blayney at [cblayney@saintraphaelparish.com](mailto:cblayney@saintraphaelparish.com) or call the Tech Office at 440-871-6760 ext. 128

**Q: Is my school account private?**

**A:** We do NOT share your account information with any outside sources or companies. Your school email account can be accessed by the Tech staff to aide in password recovery and the setup of email forwarding.

**Q: Will I have access to my SRS account during Summer & Holiday Breaks?**

**A:** Yes, your SRS email account can be accessed at all times during the calendar year. The only time you will lose access is when all children have graduated or left the school.

**Q: How should I be using my SRS email account?**

**A:** The primary function of your SRS email account is two-way communication between the school and the schools families. You will be receiving emails and updates from the school, and you will also receive emails from your children's teachers for that school year. You are able to respond and communicate with both administration and staff from your SRS account.

**Q: Will my SRS email account cost me anything?**

**A:** No. Your school email account is provided to you free of charge through the school's Google Apps for Education subscription.

**Q: Will anyone outside of Saint Raphaels have access to my school email account?**

**A:** No, the school does not distribute your account to anyone outside of the school. Unless you personally sign up for a third party website using your account, you will not receive emails from another source.