

Accessing Google Docs and Email

You can access your BRF Google Docs/Email account by going to

<https://www.google.com/a/brf.org>


School District of Black River Falls - Windows Internet Explorer provided by BRF School District

https://www.google.com/a/brf.org/ServiceLogin2?continue=https%3A%2F%2Fsites.google.com%2Fa%2Fbrf.org%2F&followup=https%3A%2F%2Fwww.google.com%2Fmail%2F

File Edit View Favorites Tools Help

Google Apps Aristotle BRFSD Help Desk Dashboard SchoolMessenger Login GFI MailArchiver BRF Webpage

Help Desk - Open Problems School District of Black Ri...

 **Welcome to School District of Black River Falls**

Sign in to your account at
School District of Black River Falls

Username:

Password: @brf.org

Stay signed in

[Can't access your account?](#)

Two ways to access this site at School District of Black River Falls

1. **Use your School District of Black River Falls account and password**
2. **Sign in with a different account**
If you don't have a School District of Black River Falls account, no problem.

- You may be able to sign in with an account outside School District of Black River Falls.
- You can create a Google Account.

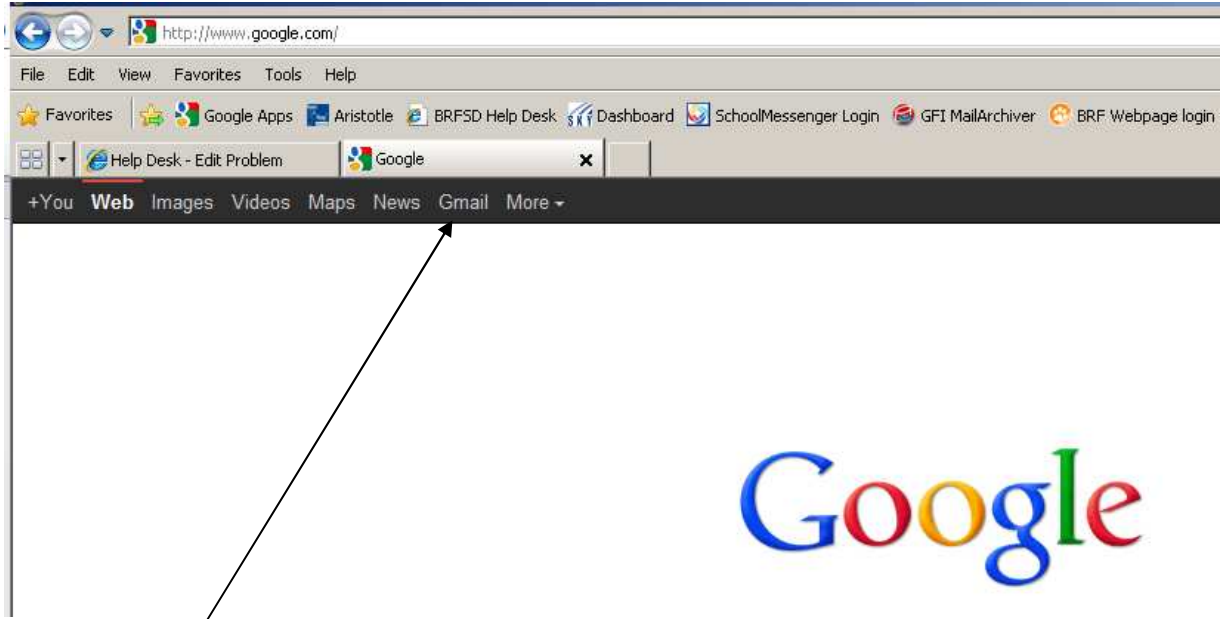
Don't have an account at
brf.org?
[Sign in with a different account](#)

At this screen, you enter your firstnamedotlastname (example peggy.gordon) in the username box (the @brf.org is already entered for you since this page is specifically for our organization)

Enter your password in the password box - this is your Google password, not necessarily the password you use to log into the computer.

Alternatively you can also enter Google Docs / Email by going to

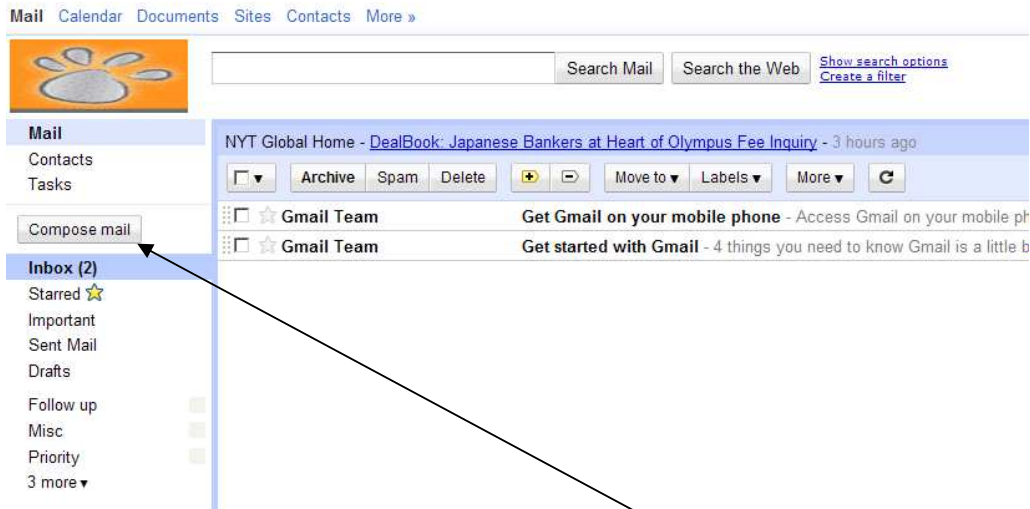
<http://www.google.com>



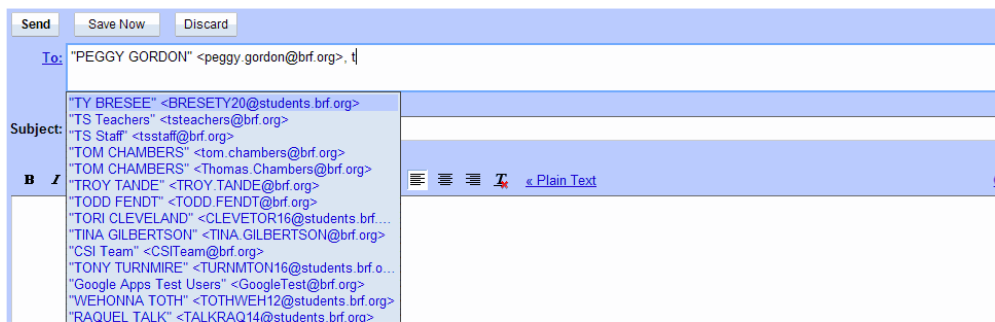
Click on the Gmail link

A screenshot of the Google sign-in form. The form is titled 'Sign in' and 'Google'. It contains two input fields: 'Username' and 'Password'. Below the fields are a blue 'Sign in' button, a checkbox labeled 'Stay signed in', and a link 'Can't access your account?'. An arrow points from the text 'click on Sign in' below to the 'Sign in' button.

At this login, you have to enter your full email address - peggy.gordon@brf.org
Enter your password in the password box and click on **Sign in**

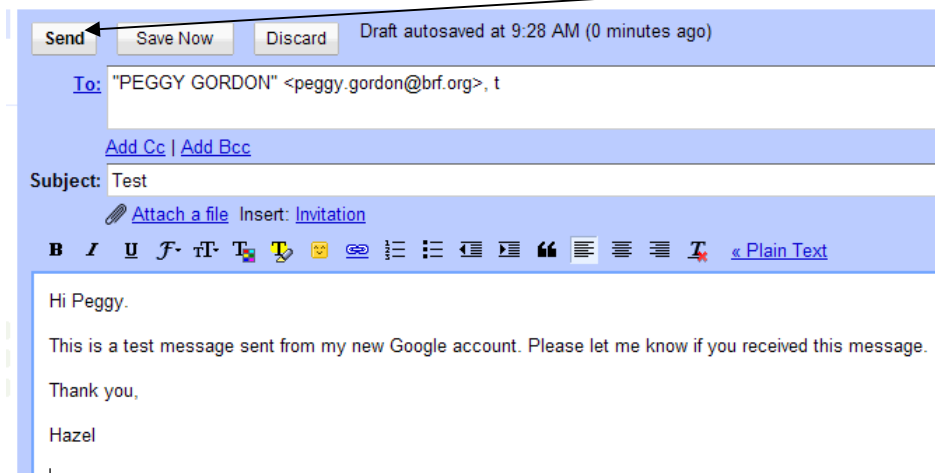


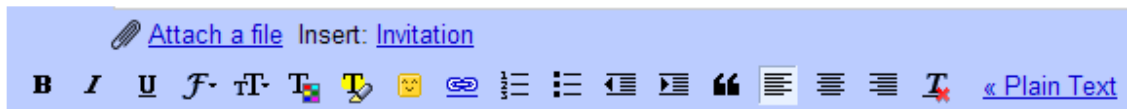
To create a new mail message, click on Compose mail



In the **To:** box, start typing the email address of the person you want to send to. If this person is an employee or student of BRF, their email address will come up as you begin to type the name in, and you can select it from the list.

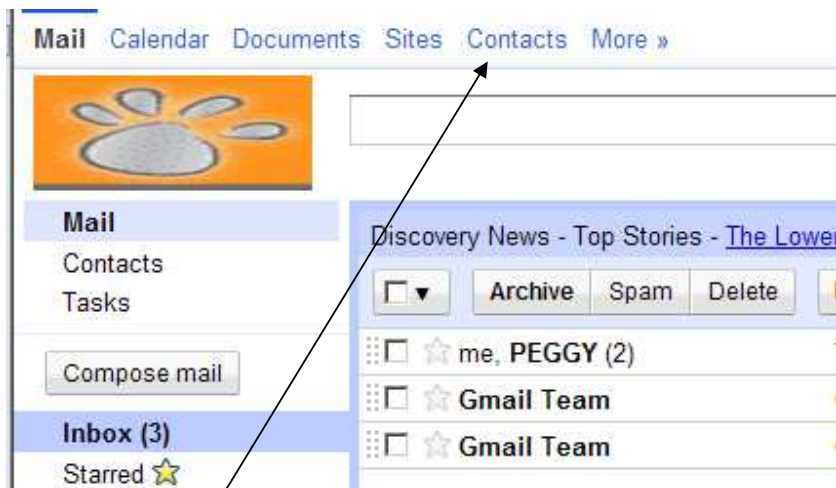
Enter a subject, enter the body of the email message and then click **Send**.



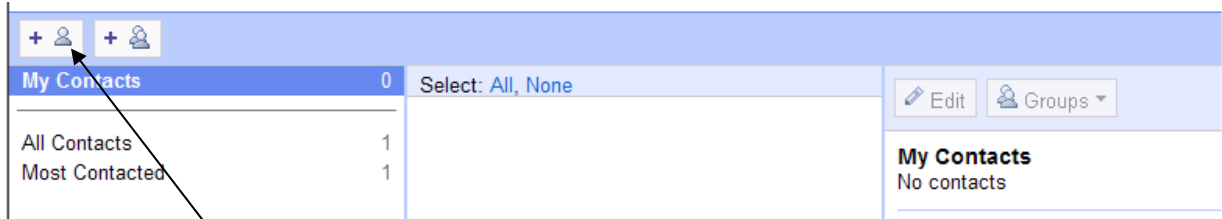


You can easily change the color, font, centering, attach a file, etc. by clicking on the appropriate option on the toolbar.

To add a Contact

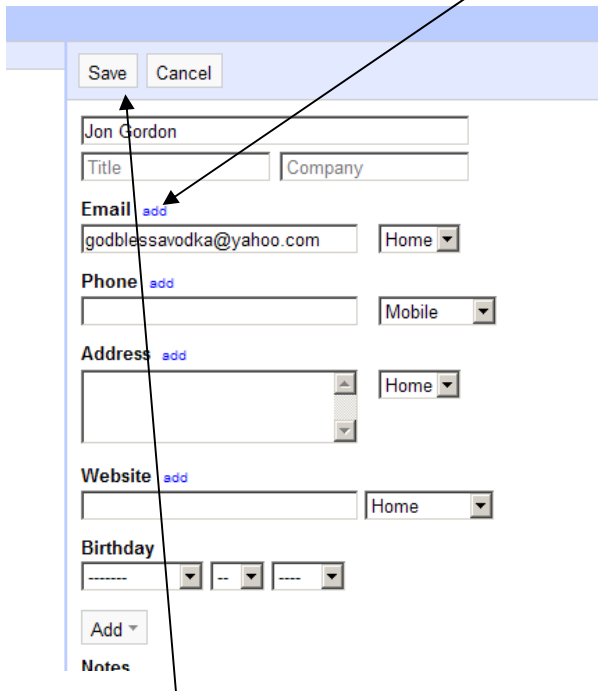


Click on Contacts



Click on the  icon

Enter as much information as you want, although Name and Email are required.
If you want to add more than one email address for someone, for instance they have both a home and work email, click on the word **add** by Email and enter the second email address. You can do the same for Phone, Address, and Website.




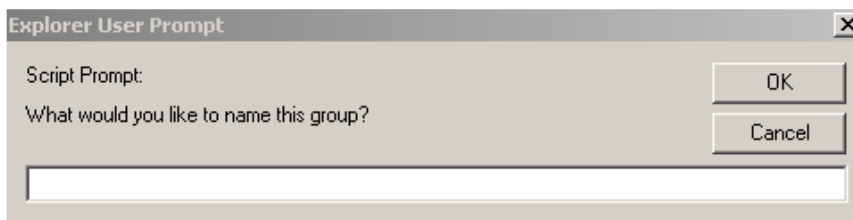
The screenshot shows a contact form with the following fields and options:

- Name:** Jon Gordon
- Title:** (empty)
- Company:** (empty)
- Email:** godblessavodka@yahoo.com (with a blue "add" link next to it)
- Phone:** (empty) (with a blue "add" link next to it)
- Address:** (empty) (with a blue "add" link next to it)
- Website:** (empty) (with a blue "add" link next to it)
- Birthday:** (empty)
- Buttons:** Save, Cancel, Add (dropdown), Notes

Click on **Save** when done

You can put your contacts into groups if you want. For instance, you could put all of your students in a group and then you would be able to email them all at once or enter something on their calendar at once.

To create a group, click on the  symbol.

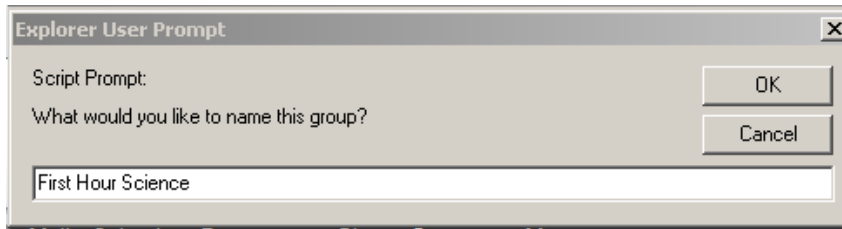


The dialog box is titled "Explorer User Prompt" and contains the following text:

Script Prompt:
What would you like to name this group?

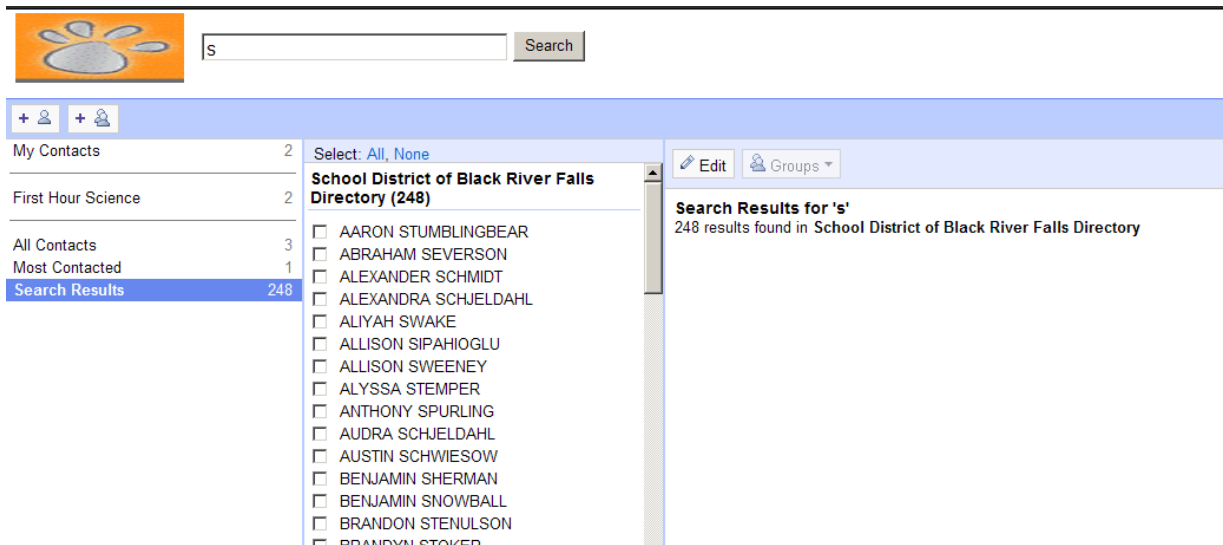
Buttons: OK, Cancel


Give the group a name



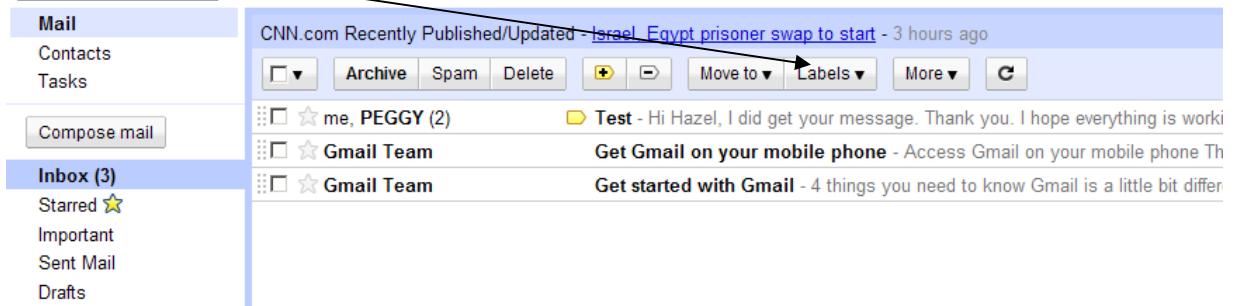
And click OK

To add your students, go to the Search contacts box and type in the first letter of their name – then click on Search

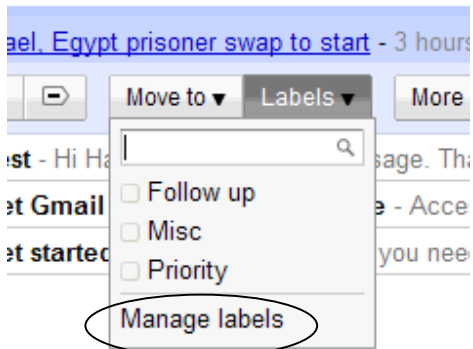


As you can see, just typing in an S will bring up everyone with a first or last name that starts with S. You can select as many as you want by clicking in the box beside their name. Once you have them all selected, click on the down arrow by  Groups and choose the group you want to add them to.

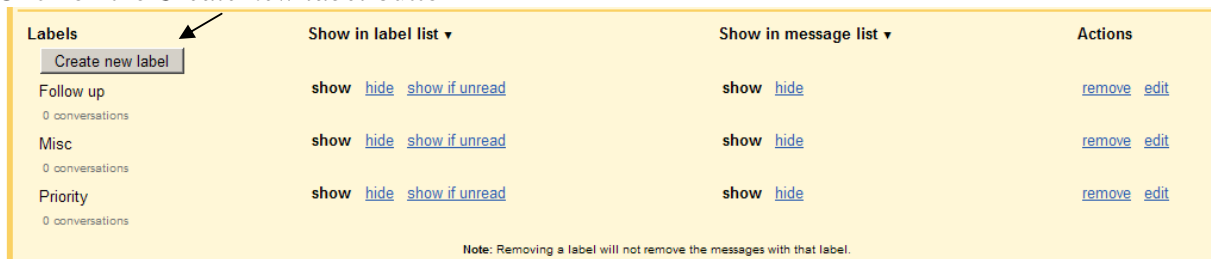
Google Mail uses Labels for organizing email, instead of folders. To create a new label, in your Inbox, go to Labels



And choose **Manage Labels** from the drop down box



Click on the *Create new label* button

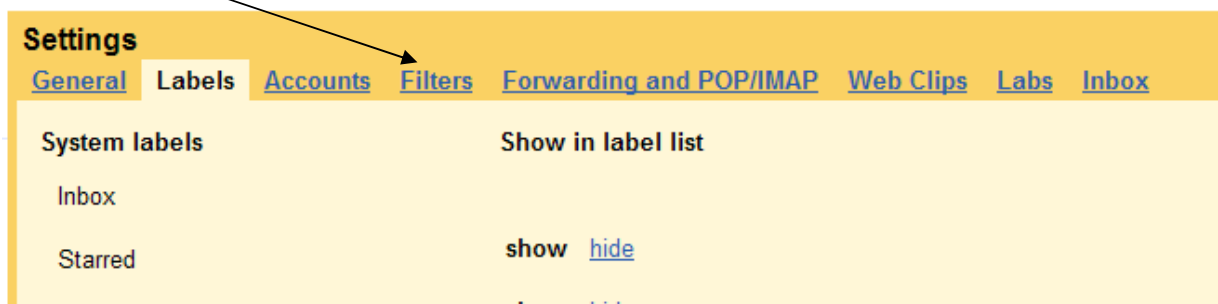


Enter a name for the label

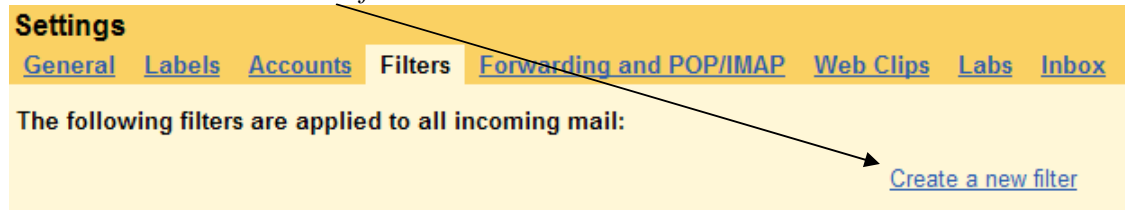
If you want the label to be a sub-label under another label, also check the box that says *Nest label under* and choose the label you want it listed under from the drop down box. Click on **Create**.

You can create filters to have incoming mail go directly into one of your labels. To set up a filter, go to **Labels, Manage labels**

Click on the *Filters* link



Then click on *Create a new filter*

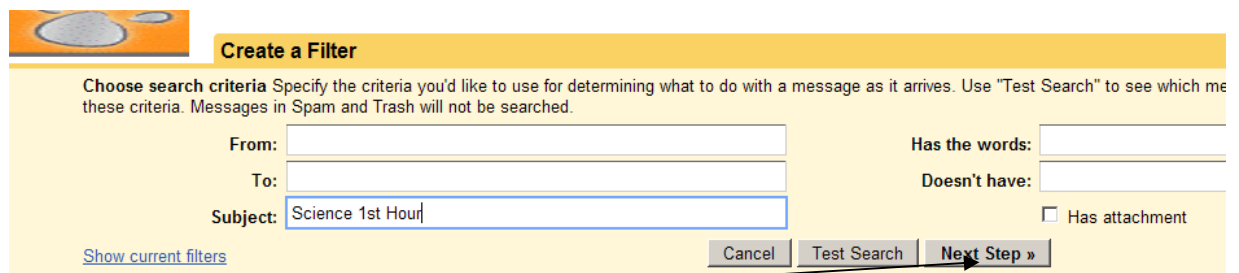


Settings
[General](#) [Labels](#) [Accounts](#) **Filters** [Forwarding and POP/IMAP](#) [Web Clips](#) [Labs](#) [Inbox](#)

The following filters are applied to all incoming mail:

[Create a new filter](#)

Enter the criteria you want to use. For instance, if you want all your students to email their assignments to you and you want their emails to go directly to the label that corresponds to their class. You could tell your students that the subject of the email must be Science 1st Hour. You would then make the criteria for Subject be Science 1st Hour.



Create a Filter


Choose search criteria Specify the criteria you'd like to use for determining what to do with a message as it arrives. Use "Test Search" to see which messages match these criteria. Messages in Spam and Trash will not be searched.

From:
To:
Subject:

Has the words:
Doesn't have:
 Has attachment

[Show current filters](#)

Click Next Step



Create a Filter

Choose action - Now, select the action you'd like to take on messages that match the criteria you specified.
When a message arrives that matches the search: **subject:(Science 1st Hour)**, do the following:

- Skip the Inbox (Archive it)
- Mark as read
- Star it
- Apply the label:
- Forward it You have no verified forwarding addresses. [Manage your forwarding addresses](#)
- Delete it
- Never send it to Spam
- Always mark it as important
- Never mark it as important

[Show current filters](#) Also apply to messages already in the inbox

Click on Apply the label: and choose the label you want it to go to from the drop down box. Click on Create Filter.

Now all emails with Science 1st Hour in the subject line will go to that label in your Inbox.