

# BROOKSTONE + GOOGLE

## GOOGLE EMAIL AND APPS FOR 2013-2014

### EMAIL @ BROOKSTONESCHOOL.ORG

Beginning in 2012-2013 Brookstone faculty and students began school-wide to use Google apps, including Gmail, and enjoying the benefits of their integrated communication system. In addition, we joined with thousands of institutions harnessing the power of Google apps for education in our classrooms. Now, Brookstone is proud to extend this to our families.

We have partnered with Google to offer Google apps to our entire school community, an important step towards developing a 21st century approach to curriculum and learning. This system provides Gmail for our school family, as well as a suite of other Google products such as Google calendar, Google docs, and sites that enable us to better communicate, share, and work together. These tools support the high levels of collaboration that are required in today's classroom as we prepare students with the skills they need for the future.

### YOUR ACCOUNT:

To allow our parents access to these apps, a Brookstone domain gmail account has been established for each family.

Your Brookstone Gmail address is:

Your password is:  
brookstoneparents

### HOW TO LOG IN

- 1) Login to your Brookstone Gmail by clicking on the  icon located on the top right of the Brookstone home page.
- 2) Use your login information above for your first time signing in. Once you have signed in for the first time, we suggest you change your password.

### HOW WILL THIS ACCOUNT BE UTILIZED?

**This Gmail will be the email address where all school communications will be sent for your family. This Gmail account will replace all previously submitted email addresses.** If you want to continue to receive Brookstone emails through another personal email account, simply forward your Brookstone Gmail in the account settings. However, we would like to encourage you to use your Gmail account as it will allow you to fully utilize the functionality that Google apps (Gmail, calendar, forms, etc.) has to offer.

### IMPORTANT TIP

If you choose to use Google's new inbox that segregates emails by categories, be sure to check your other tabs for emails from Brookstone. If you happen to see a message in one of your other tabs, just drag and drop it to your primary tab. A little yellow box will appear near the top of the page confirming that you've moved the message and offering to do the same for future messages from the same sender. Click "yes," and messages from this Brookstone email will go straight to your primary tab in the future. It is a good habit to periodically check the other tabs for messages.

For other tips on Gmail, go to Google Drive and access the shared Gmail Tips document.

