



Dear Students & Parents,

It's come to our attention that many students are having difficulty sending and receiving emails using their Winston provided school account on Google Mail/Gmail.

We want to let you know that the way we have Gmail set up for students makes it so that they cannot receive or send emails outside of the Winston school domain. What this means is that no email, other than an email from an address with "____@winstonschool.org" will show up in their student inbox. This setup prevents outside persons from communicating with our students and vice-versa.

If you need to upload or send a file to your child's Winston email, you will need to use their Winston Gmail address and password. In this case, it will be as if they are sending a message to themselves.

Sincerely,

Ian Hassan
Molly Vaporis
Winston's Technology Integration Team