

# Using Safemail

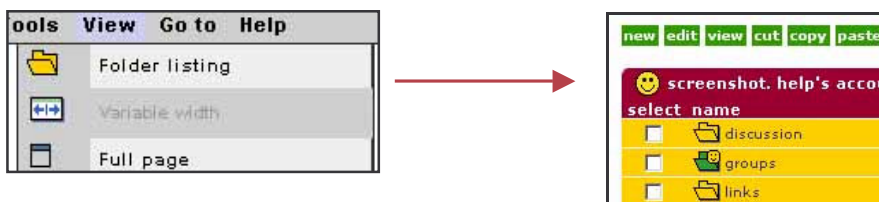
It is possible to restrict a school's email facility to internal use only. This option should be requested when the school portal is set up. Digitalbrain will then add a safemail folder to the group area, which will include a link to all pupils by default.

*If you do not have safemail in your school and would like to have it set up please contact [customersupport@digitalbrain.com](mailto:customersupport@digitalbrain.com)*

It is possible for the portal administrator to customise this facility, for example to enable a particular year group to access external email for a specific project.

## To give all pupils access to external email

1. **log in** with the portal administrator username and password.
2. From the school homepage navigate to your 'groups' folder. This can be done by hovering over 'View' in the Digitalbrain toolbar and choosing 'Folder listing'. Your root folders, including 'groups' should be displayed here.



3. Click on the 'groups' folder to open it.
4. Click on the 'safemail' folder to open it.
5. Tick the 'pupils' link and click **delete**.




6. This will give all pupils access to external email.

## To enable specific year groups/pupils to access external email

To enable or disable the access of specific groups to external email, it is necessary to set up a link to each intake year group of pupils you wish to restrict, rather than making one link to the entire pupil groups folder.



Do NOT make a link to those groups of pupils who will need to access external email.

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1. Follow steps 1 - 6 above to remove the '  pupils' link.
2. From the breadcrumb trail, click on 'groups' so that you are viewing the sub-groups within your 'groups' folder.

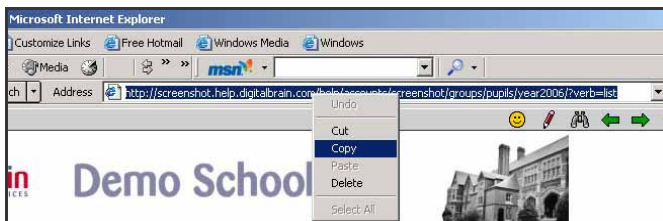


## Making a link to a single 'group' folder

3. Click on the '  pupils' group.
4. Click on the year group you wish to restrict, e.g. '  year2006' to open their folder of usernames.



5. Hover your mouse over the URL (web address) in the address bar, right click and select 'copy'.



6. Using the breadcrumb trail in Digitalbrain, click on the word 'groups' to return to the groups folder.



7. Click onto '  safemail' to open this folder.

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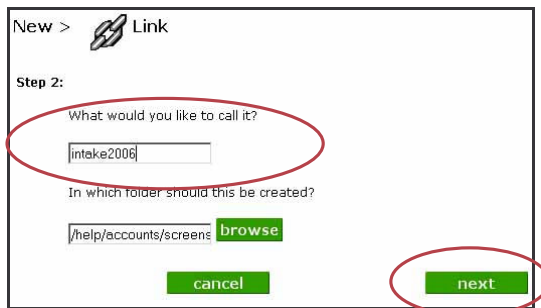
8. Click the **new** button.



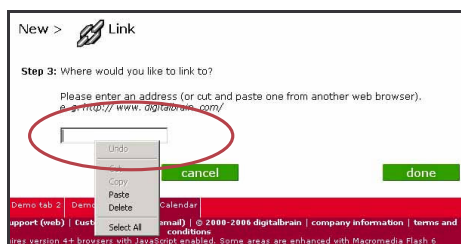
9. Choose the 'Link' option and click **next**.



10. Type a name for the link (name it as it is listed in the groups folder for ease of reference) and click **next**.



11. Hover the mouse in the blank box, right click and select 'paste'. The URL you copied in step 5 will be pasted here. Click **done**.



12. This will restrict the chosen group to **internal** emailing only.

13. Repeat steps 2 – 10 (pp. 2 – 3) to restrict as many year groups as required.