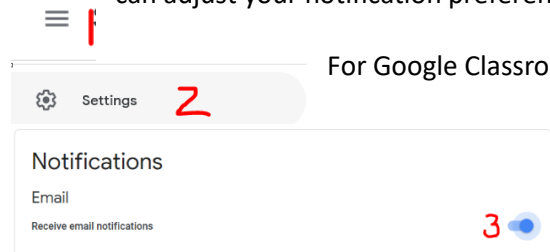# Student Email Management

It is very important that students check their School Loop Mail and their djusdstudent Gmail regularly. Holmes teachers are sending out regular updates with assignments and directions. Students need to read those updates carefully.
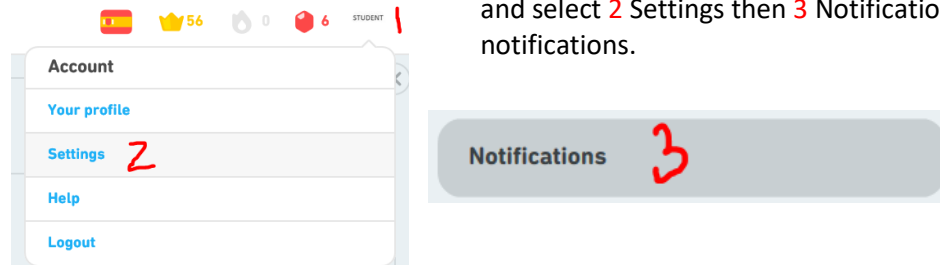
Notiications

One issue that is making checking email more difficult is too many notifications. For most websites you can adjust your notification preferences.

For Google Classrooms go to the 1 drop down menu in the upper left and select 2 Settings and 3 turn off Email notifications.

Other frequently used websites have the same options. For example, in Duolingo go to your 1 account and select 2 Settings then 3 Notifications and turn off email notifications.

Search

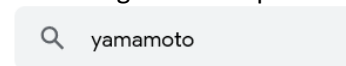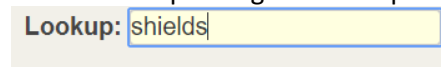Another useful trick is to use the Search function when you are looking for an email from someone specific.

In Gmail go to the top of the screen and type the name of the person you are searching for in
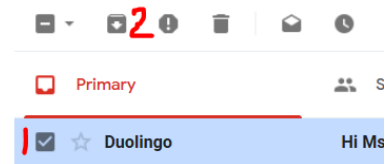
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In School Loop Mail go to the top of your screen and type the name of the person you are looking for in

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Archive

A very important habit when using email is to archive old emails so that your inbox is for current or active emails only.

In Gmail 1 check all of the emails that you no longer need anymore and then 2 archive those emails.

In School Loop Mail 1 check all of the Loop Mails you no longer need then 2 select Current Archive > Inbox from the Move Selected Menu from the top of the screen.