

How to Monitor Your Students' Mail

All About Monitored Mail Accounts

ePals School-Safe© email was designed to keep your students' safe. All mail, both incoming and outgoing, goes through the teacher, before reaching the student. This is ePals default setting, and guarantees student safety. A teacher may choose to loosen these settings (by setting different filter levels) at his or her option.

If you are communicating with another classroom, it is important to check your Monitored Mail boxes, because this is where the student mail will be waiting for your approval. Here is a set of step-by-step instructions for monitoring your students' mail.

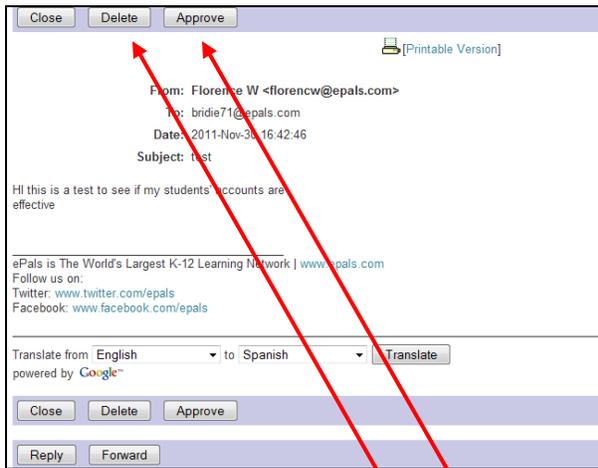
1. **Log onto your ePals Account.**
2. **Click on the Monitored Mail Tab.** This is where all information about your students' accounts is housed. This is also where you will go to approve your students' mail.
3. **For a full description of your Monitored Mail Tool Bar,** please review the Get Started with Your ePals Account document (p. 4).
4. **Check Student Incoming Mail**



My Mail		Monitored Mail				Help
My Inbox	Compose	Folders	Addresses	Signature	Spam Control	
	To	From	Date	Subject	Flag	
<input type="checkbox"/>	willp1@epals.com	Ryan H	Today	SuperBowl Math Project		
<input type="checkbox"/>	zenz85@epals.com	Sophie H	Today	our civil war project		
<input type="checkbox"/>	quinnf1@epals.com	LiamF	Nov 25	test email monitored4		

Here, in your Incoming Monitored Mail, you will find messages, waiting for your approval. You can quickly identify:

- Who the email is for: Your students accounts are listed in the "To" column
 - Who the email is from: This is a student's screen name. To protect student privacy, we don't post full names anywhere on ePals site.
 - The date the email was received
 - The title of the email
 - The reason the email was flagged. If you hover over the image of the red hand, text will appear telling you why this message needs your attention.
 - "Message must be approved." – for all students who have Filter Level 1
 - "Message contains profanity" – for any student message, regardless of filter level
5. To moderate a message, please click on the **Subject line.**
 6. Read the email message.



7. To approve it, click **Approve** –This will send the message on to the intended recipient.
8. To erase the message, click **Delete** – This will erase the message. You will have to alert your student that you rejected the email.
9. You can **Reply** to outgoing mails (those from your students). In doing so, this will send the email back to your students. Then, you can explicitly tell students what they need to fix. They will have to re-write the email, or block and copy the email to put it into a new email form and send again.
10. Copies of all student mail will remain in your Processed Mail folder until you delete them.