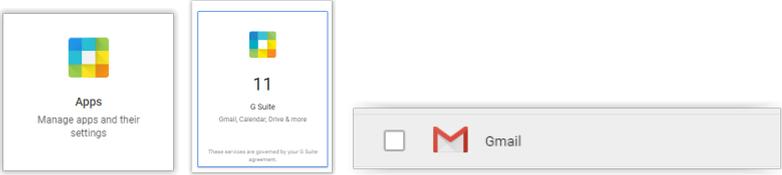
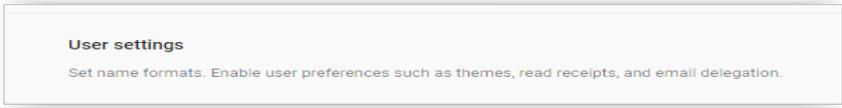
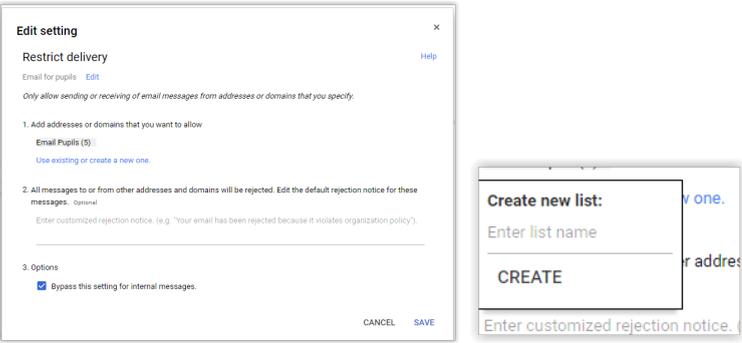
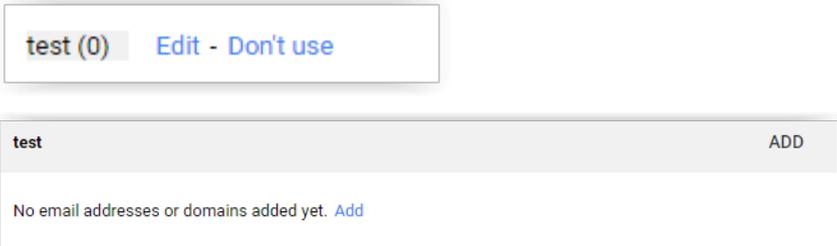
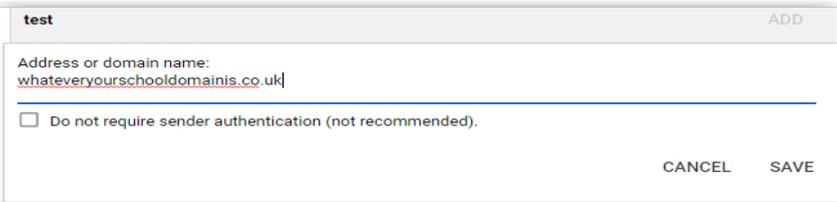
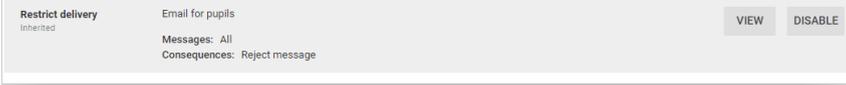


Google Apps / G-Suite can be configured so that users can only send and receive email from within your domain (Your domain is whatever comes after the @ symbol on your email address)

This is a useful setting if you want to provide email between pupils, but not outside users. Please be aware that this does not restrict the time of emails, so Child A can email Child B at home, as long as he is logged into the school email account.

<p>Log in to your Gsuite admin panel. Click Apps then GSuite then Gmail</p>	
<p>Click on User settings</p>	
<p>Ensure that you are on the top level of this organizational list - this should be the name of your domain. This will make sure that ALL users follow these rules and then you can turn it off for certain groups later.</p>	
<p>Scroll down (or use CTRL + F to look for Restrict Delivery). I already have settings, so mines say Edit. Just create a new rule</p>	
<p>Create a new one and give it a name. In Step 2, you can add your “failure” message if you like. This is what people will see if they try and email these accounts from outside of your domain.</p>	
<p>Then click Edit and then Add</p>	
<p>Type in your school domain (everything after @) and save. **Important** If you want to enable other domains e.g. a partner school for penpals or a service you want them to sign up for, add those domains in here too. Save</p>	

<p>At the bottom, press Save</p>	
<p>To turn this setting off for teachers, scroll down to whatever organisation your staff are in. Click on the title.</p>	
<p>Find the Restrict delivery option and choose disable.</p>	
<p>To check that this all works, I would create a dummy child account. From that account, email your own email (e.g. a gmail or a hotmail account) and then try and email to the dummy account. You should get error messages.</p>	

