

Campus Mail

Providing safe, monitored email accounts and unlimited file storage—
all in the cloud

USERS VIEW AND MANAGE EMAIL WITHIN THEIR INBOX

- 1 Access emails in an uncluttered, advertising-free inbox.
- 2 Start a new message from any messaging screen.
- 3 Check and click to tidy up inbox.
- 4 Click an email to view it.
- 5 Add a nickname and an image to your user profile.
- 6 Save files in the cloud with unlimited storage, and access from anywhere. Files are scanned for viruses and images are analyzed for skin-tone content.

<input type="checkbox"/>	From	Subject	Received
<input type="checkbox"/>	Melissa Price	Homework Explanation	1 minute ago
<input type="checkbox"/>	Suzi Geater	Last 5 Math Problems????	14 minutes ago
<input type="checkbox"/>	Drew Free	Do you know if we need a cover page?	18 minutes ago
<input type="checkbox"/>	Bob Campus	Back To School	2 months ago

MESSAGING REACH IS BASED ON A LOCAL SENDER/RECEIVER ALLOW LIST

- 1 Begin typing a recipient name and matches from Campus Mail users and the "Allow" list of senders and receivers appear to auto-populate the To: field.
- 2 Compose messages. Content is scanned for profanity, violence, and inappropriateness.
- 3 Attach files from your Private File Storage.

Attachments will not be sent to outside email addresses.

[Send](#) or [Cancel](#)

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MANAGE USERS, SCHOOLS, DISTRICTS, AND ALLOW LISTS FROM A SINGLE INTERFACE

- 1 View, edit, disable or delete user accounts and access all associated email, securely archived for eDiscovery compliance (even users' deleted items).
- 2 View, edit, or delete school profiles.
- 3 View, edit, or delete your district profile.
- 4 Specify the email addresses that can exchange email with your users.
- 5 Select and import a file of allowed email addresses.
- 6 Manage, search, review, or delete allowed senders/receivers.

Campus Mail | Welcome, Melissa | Edit Your Profile | Logout | Help

Management

- Manage Users **1**
- Manage Schools **2**
- Manage District **3**
- Email Allow List **4**

Reports

- Suspicious Activity
- Suspicious Images
- Uploaded Files
- Saved Reports
 - kissing
 - Test2

Email addresses:

Search for email address: **5** or **5**

Select the school(s) allow list you would like to apply this email address to:

- My Big Campus
- My Big Campus Sample School
- My Big Campus District (District Users)
- Select All

File needs to be line delimited, with only the email address being on each line.

Search for email address: or [view all email addresses](#)

Email	Added by	School
joesmith@gmail.com	Bob Campus	My Big Campus
madison@gmail.com	Joan Meyers	My Big Campus Sample School
cmarkers@gmail.com	Joan Meyers	My Big Campus
*@gmail.com	Donald Sanchez	My Big Campus

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VIEW STANDARD AND CUSTOM REPORTS ON MESSAGING AND FILE ACTIVITY

- 1 View reports of messages containing profanity, violence, or suicide keywords.
- 2 Review uploaded images flagged by the skin-tone scanner.
- 3 View and access uploaded files by user. Uploaded files are scanned for viruses and content.
- 4 Create and save custom reports by keyword, user, or date range.
- 5 Easily delete or approve suspicious images or files.

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Suspicious Image Uploads

Image	Type	Uploaded By	Created	Actions
	Private	Melissa Price (melissaprice) IT My Big Campus Sample School	10/08/10 11:23 AM	<input type="button" value="Delete"/> <input type="button" value="Approve"/>
	Private	Melissa Price (melissaprice) IT My Big Campus Sample School	08/30/10 10:36 AM	<input type="button" value="Delete"/> <input type="button" value="Approve"/> 5
	Private	Melissa Price (melissaprice) IT My Big Campus Sample School	08/30/10 10:35 AM	<input type="button" value="Delete"/> <input type="button" value="Approve"/>

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