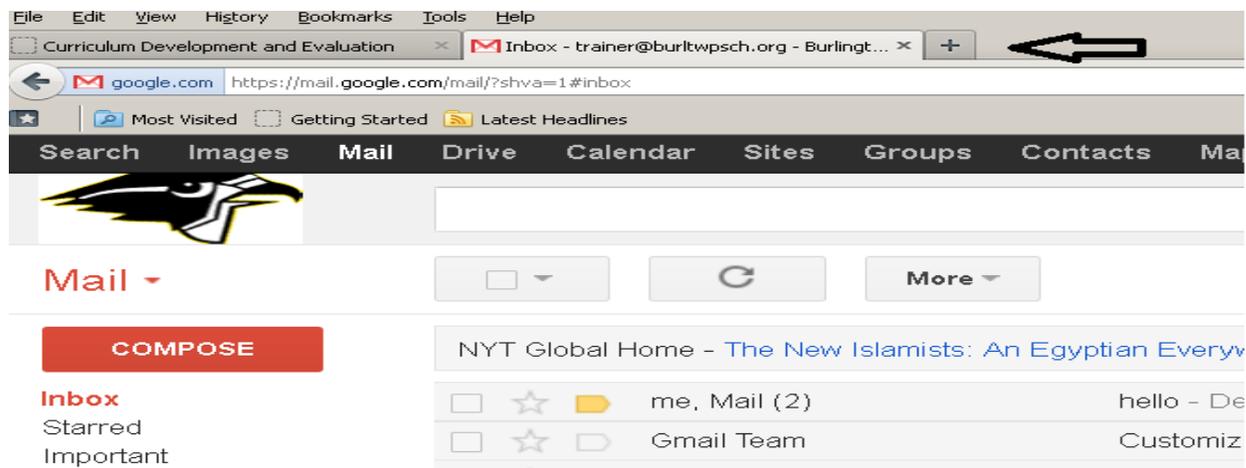
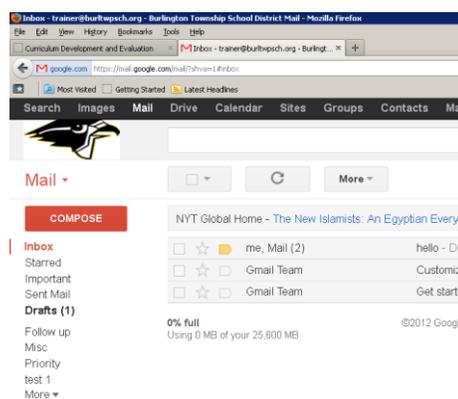


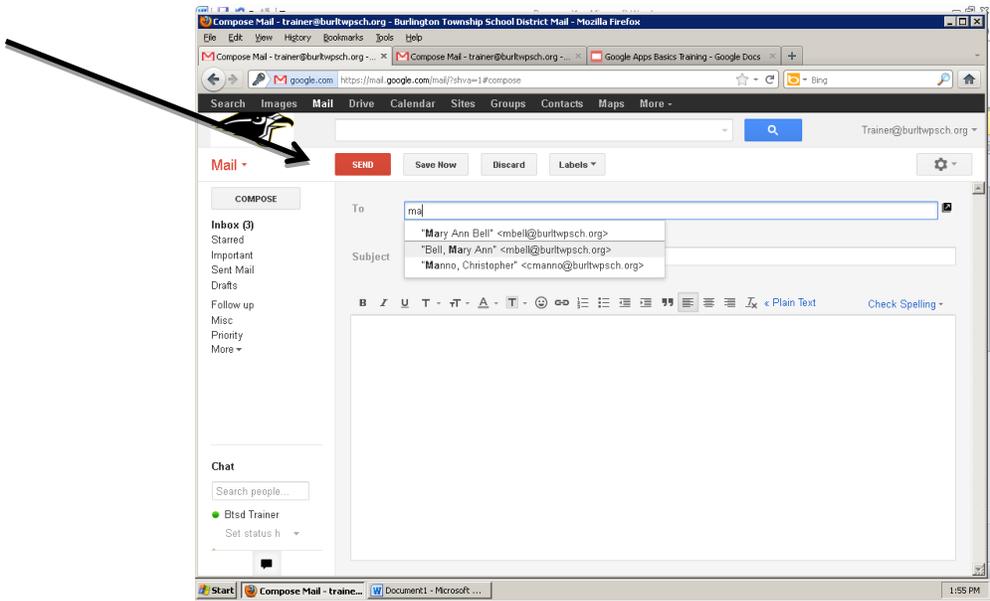
- Each time you open a different Google App, it will open, and remain open, in a new tab. Use these tabs to switch back and forth between Google Apps. Be careful not to have too many tabs open, because it could significantly slow down your computer.



Creating a New Email in Google Mail

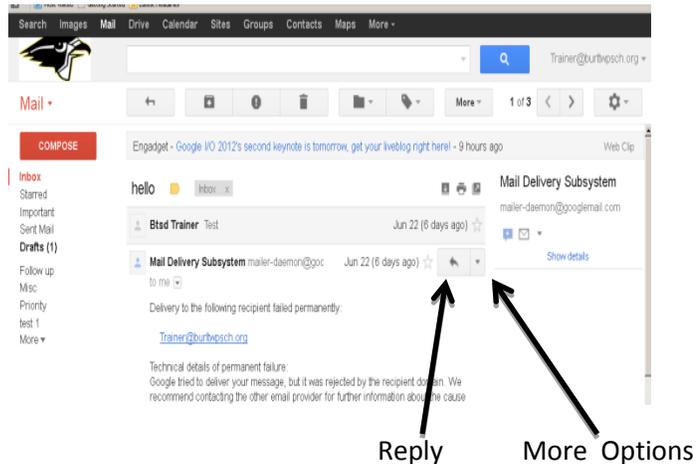
- Click on “mail” to begin.
- This is your inbox. Anytime you wish to return to your inbox, you will click on the “inbox” button in your left sidebar.
- To create a new email, click the red Compose button.
 
- Type the first few letters of another district employee in **To**:
- Select the correct name by clicking or using your down arrows.
- Repeat steps 2 and 3 to send the same email to multiple recipients. (Additional recipients can be added to the email by clicking **Add Cc** for carbon copy and **Add Bcc** for blind carbon copy.)
- Type your email and attach files if necessary.
- To attach a file, you click on the attach file tab located below the “To, cc, and bcc.” Then click on the file you wish to attach and you will see it become an attachment on your file.
- Click the red Send button.





Replying and Forwarding

1. Click on an email to open it.
2. To reply to an email, you click the left arrow in the top right-hand corner.
3. By clicking the down arrow, you can also reply, forward, or choose other options for the email you have selected.



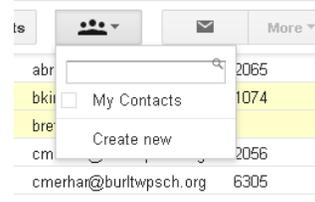
Using the Directory and Contacts

1. Click on the red Mail button
2. Select **Contacts** from the drop-down.
3. Click on Directory. A list of staff will appear alphabetically by first name. Tech is working on switching this to be by last name.
4. Check the staff person's name. Click on the mail icon at the top to send an email to the selected staff. (Note: You can click on a staff person's name to view their profile.)
5. You can also click on the group button to add selected staff to a group. Groups will be helpful if you want to send an email to a department or grade level. You can also create a new group under **Contacts**, select staff members and add them to a group.
6. Click on the New Contact button to create your personal contacts.

Mail ▾

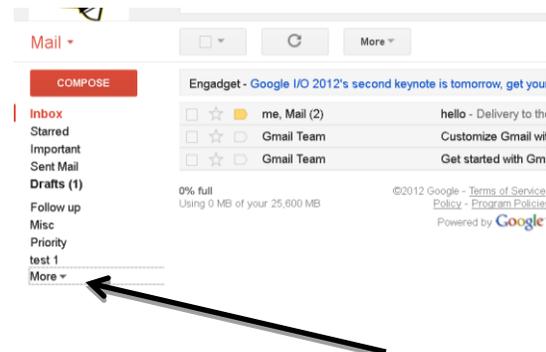


NEW CONTACT



Creating Labels for your Emails

1. Return to your inbox by clicking “inbox”.
2. “Labels” are folders for your emails. These will help you keep your emails organized. This is a simple way to get organized from the very beginning, and you are encouraged to create various labels for all of your email needs.
3. Click on the “more” button in your left sidebar, and select “create new label”.
4. You will type the name of the label, and click “create.”



New Label

Please enter a new label name:

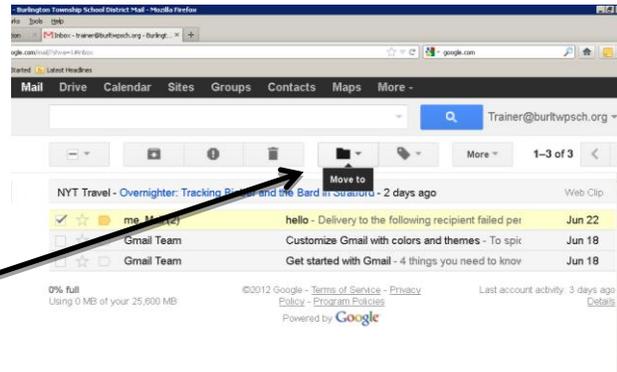
Nest label under:

Create Cancel

5. Your Labels will appear on the left side of your Inbox (also called a sidebar) whenever you are logged in.
6. At this time, please write down a list of potential labels that you think you will use in your email.
7. Following the same procedure, you also have the ability to “nest” this label under an existing label if you wish.
8. Please create these labels in your Google Mail.

Moving Email from your Inbox to you Labels

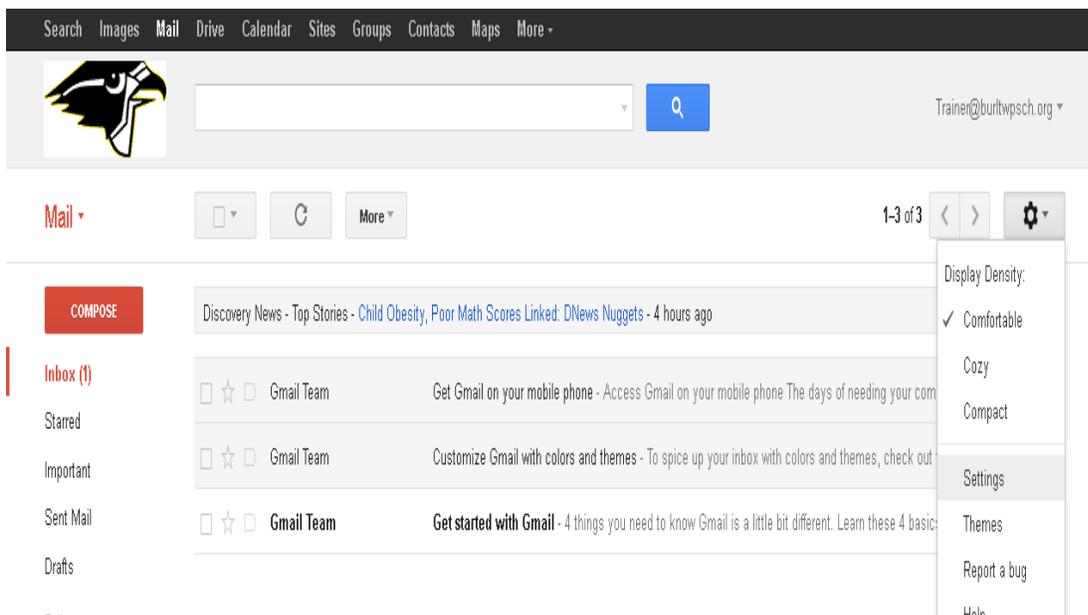
1. Return to your Google Mail Inbox.
2. Click on the blank box to the left of the email that you wish to move to a different label.
3. When you place your mouse over the folder in the top middle of you screen, it will say “move to”. Click that button and select the label where this email will be stored.
4. You also can grab the mail you wish to be moved and drag and drop it to the label you wish.



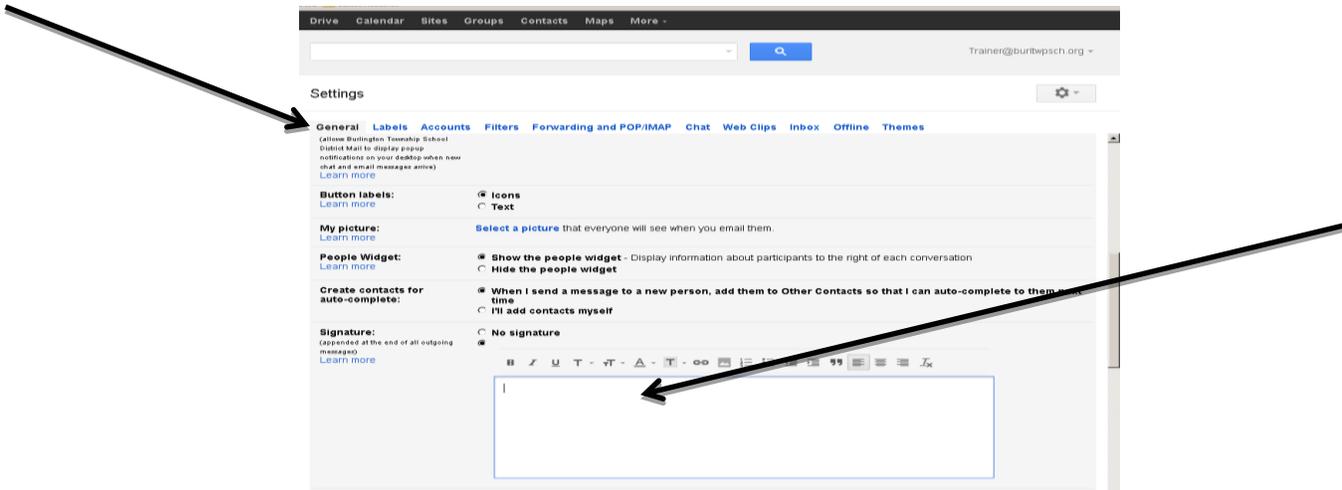
Exploring your Google Mail Settings: General and Labels

1. Click on the settings button () in the top right-hand corner of your Inbox, and select “settings”.

To get to “settings”



2. You will find a variety of tabs here, and you may adjust the settings under all of them once you are more comfortable with their functions. For now, click on the “general” tab.
3. There are many settings here to adjust, and at the bottom is the option to add a signature to your email.



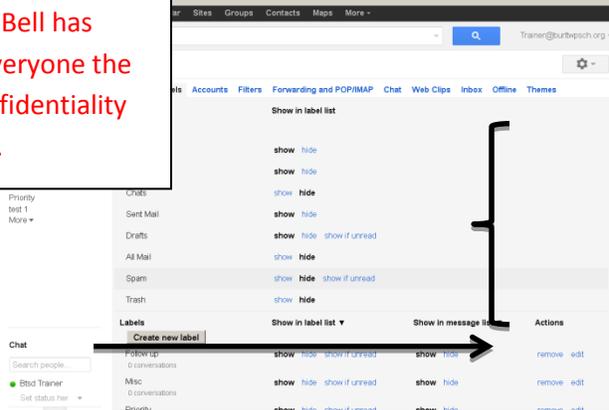
4. At this time, you should create a signature for your email. It should look like this:

Name
 Title(s)
 School and/or Department
 School Address
 Phone & ext. ####
 Fax Number Optional: 609-387-3560
 Email address
 Individual's Website
www.burltwpsch.org
 BTSD - All Students Achieving
 Standard Confidentiality Statement

You can add the district's Standard Confidentiality Statement at a later date. Mrs. Bell has emailed everyone the school confidentiality statement.

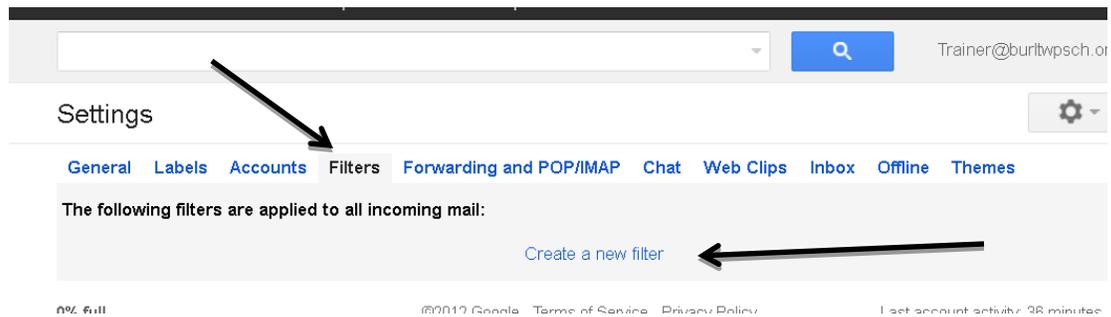
5

“Labels” tab, you can further customize your inbox, by selecting which labels you would like to have displayed or hidden. Any label that you choose to hide will still be available, but you will have to click on the “more” button in your sidebar. You can also create new labels here.

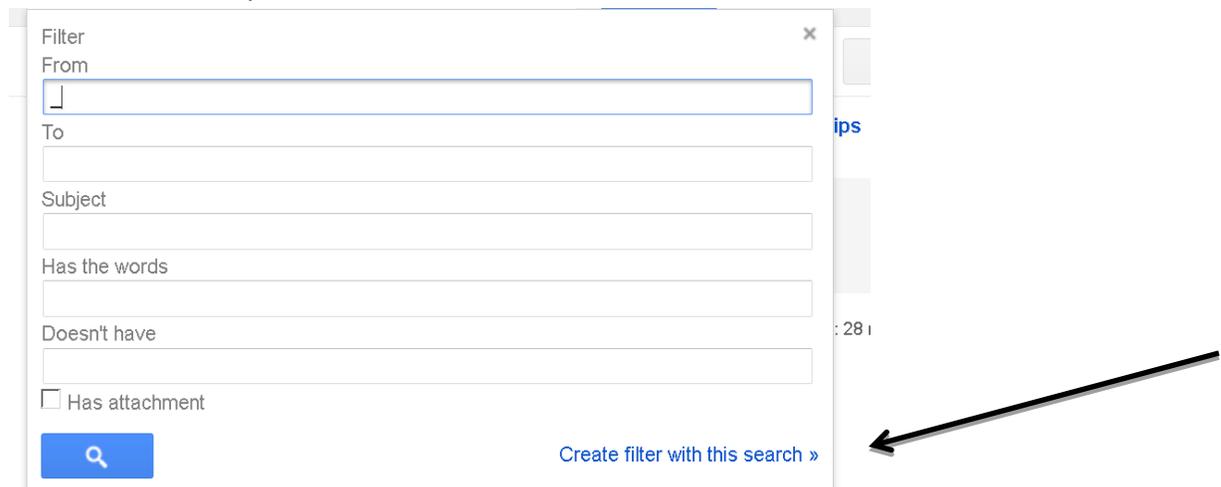


Exploring your Google Settings: Filters

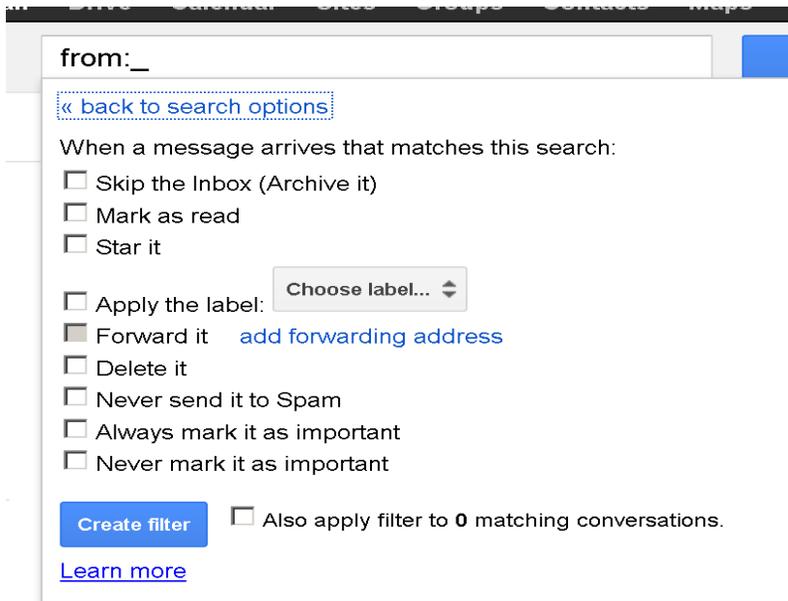
1. Using filters will automatically sort email according to the criteria you choose. This will be performed automatically, after you have created your filter settings. After clicking on the “filters” tab, click “create a new filter”.



2. As shown below, you have a variety of options for your filter's criteria. After entering information for your filter, click “create filter with this search”



3. After you have created the filter settings, you can choose what Google Mail will do with the emails matching your criteria. For example: you check “*skip the inbox*”, then check “*apply the label*”, and choose your label called “*Administration*”. This means that every email you receive that matches your filter criteria, will be sent directly to your “*administration*” folder.



The screenshot shows the Google Mail filter creation interface. At the top, there is a search criteria field containing "from:_" and a blue button. Below this is a link that says "« back to search options". The main section is titled "When a message arrives that matches this search:" and contains a list of actions with checkboxes:

- Skip the Inbox (Archive it)
- Mark as read
- Star it
- Apply the label:
- Forward it [add forwarding address](#)
- Delete it
- Never send it to Spam
- Always mark it as important
- Never mark it as important

At the bottom, there is a blue button labeled "Create filter" and a checkbox labeled "Also apply filter to 0 matching conversations." Below the button is a link that says "Learn more".

4. After you selected the actions for your filter to take, click “**create filter**” to save your settings.