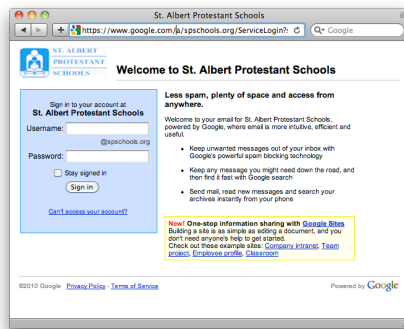


Spschools Gmail Primer

This tutorial is intended to give you some basic skills for how to use our Spschools Gmail service. More topics will be covered in other tutorials.

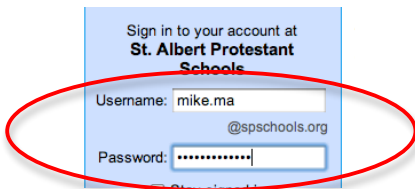
Logging In and Out

1. In any browser (Safari, Internet Explorer, FireFox, Chrome, iPhone, etc), **visit the website** <http://gmail.spschools.org>.

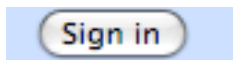


2. **Type in your credentials** at the login screen:

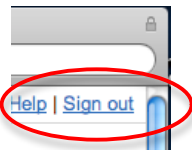
Note: your login name is usually your first name followed by a [dot] followed by your last name. So, Jean-Luc Picard would be jeanluc.picard. Consult the letter you received from District Office if you're not sure.



3. Click **Sign In**.



Once logged in, the **Sign Out** link at the top right of the window will log out of the Gmail service. *It's suggested you do this when you are finished with Gmail.*



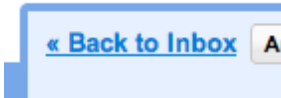
Reading Messages

New messages appear in your list in **bold** type.

1. Click on **the name of the sender** or **subject** of the message you wish to read.

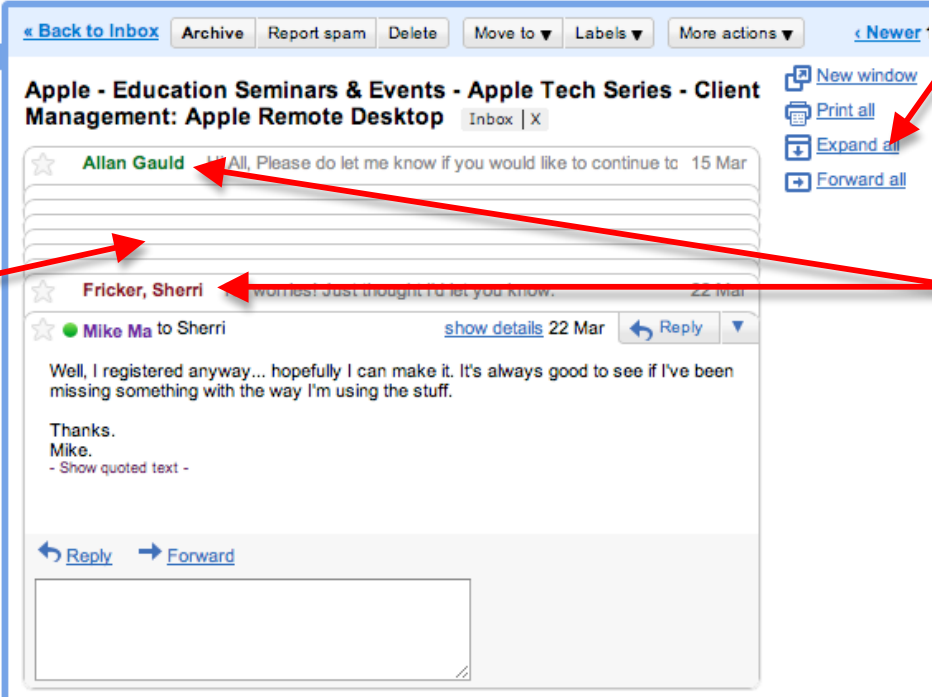


2. Clicking on the **<< Back to Inbox** link in the upper left corner of the message area will take you back to the Inbox.



Navigating Conversations

Instead of separate entries for each email, related messages are automatically grouped into a “thread” called a conversation since this is often what is going on when you reply to someone (and they reply back, etc). For those in the habit of replying to an unrelated email in order to email someone about something new, this is a reason for you **not** to do this anymore (as your new message will then be attached to a completely unrelated conversation).



The screenshot shows a Gmail conversation thread titled "Apple - Education Seminars & Events - Apple Tech Series - Client Management: Apple Remote Desktop". The thread includes messages from Allan Gauld, Fricker, Sherri, and Mike Ma. Annotations with red arrows point to specific features:

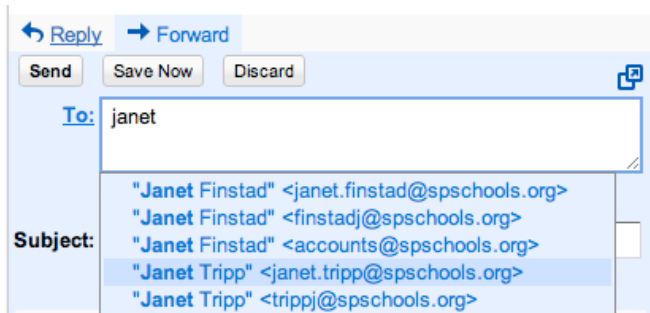
- Click in this area and then click on a name to see even further back.** Points to the left side of the message list.
- Click Expand All to see the entire sequence of the conversation (click it again to collapse)** Points to the "Expand all" link in the top right corner.
- Click on any name to reveal what that person said in the conversation (the most recent reply is directly above the message at the bottom)** Points to the name "Mike Ma" in the message list.

Sending Messages/Starting Conversations

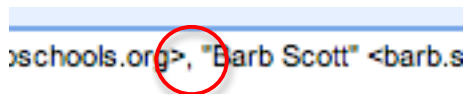
1. Click the **Compose Mail** link in the sidebar.

[Compose Mail](#)

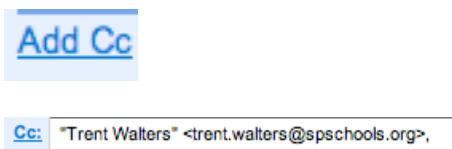
2. **Start typing the name of the first recipient** for this email. Auto Complete should automatically start matching people based on what you've typed thus far. Type until you see the person you want to send to, then **click on their name** (or until you've completely typed an email address).



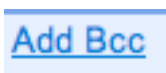
3. To send to another person, **type a comma** then start typing **another name** (if you used auto complete, a comma is added for you).



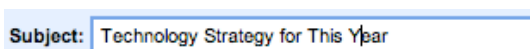
4. To Cc the message to another person, click **Add Cc** link to reveal the Cc box (where you can enter more email addresses).



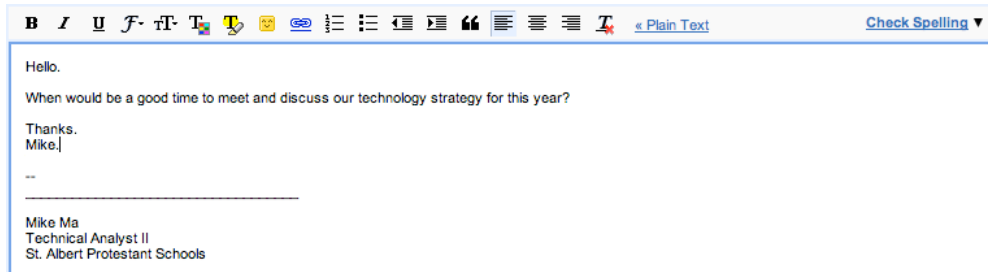
5. To Bcc the message to another person, click **Add Bcc** link to reveal the Bcc box (unlike addresses in the To and Cc boxes, people entered into Bcc will not see who else the message has been Bcc'ed to).



6. Fill in the **Subject** box with your subject.



7. Fill in the **body** of the message:



The screenshot shows the Gmail compose window with the following text in the body:

Hello.

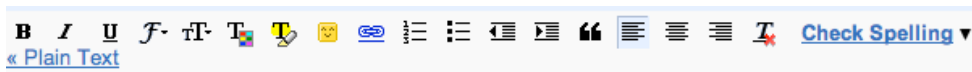
When would be a good time to meet and discuss our technology strategy for this year?









Thanks.
Mike.]

--

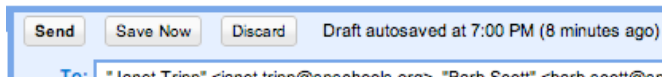
Mike Ma
Technical Analyst II
St. Albert Protestant Schools

8. Note that you have **formatting controls** as well as spell check for all the text in the body. These controls act similarly to the way they act in your word processor—select the text and click the button to apply a certain font, style, size, etc—there’s even a spell check!



The screenshot shows the Gmail formatting toolbar with the following buttons: **B** (Bold), *I* (Italic), U (Underline), *F* (Text color), *T* (Background color),  (Link),  (List),  (Quote),  (Align left),  (Align center),  (Align right),  (Text color),  (Background color), [« Plain Text](#), and [Check Spelling ▼](#).

9. When you’re ready to send, click **Send**.



The screenshot shows the Gmail compose window with the following buttons: **Send**, **Save Now**, and **Discard**. Below the buttons, it says "Draft autosaved at 7:00 PM (8 minutes ago)".

10. If you want to abandon this message, click **Discard**.

11. If you want to save the message and send it later, click **Save Now**.

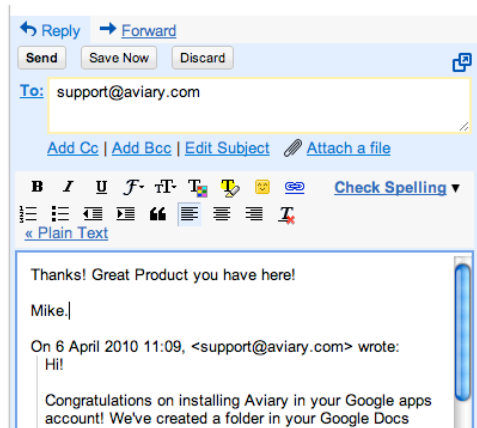
Note: Gmail auto saves drafts, so if you accidentally close the browser or your computer crashes, the majority of your message will still be in your Drafts folder when you log back in.

Replying to Messages/Conversations

1. While viewing a message, click **Reply** (at the bottom of the message) to respond back to the sender.



2. Type your response in the body of the message.



3. You can add people to this reply, attach files, etc just like you can when composing a brand new message.
4. When ready, click **Send** to send the message, or **Save Now** to save your reply to Drafts, or **Discard** to abandon the message.

Forwarding Messages/Conversations

1. To forward just the currently visible portion of the conversation, click **Forward** (at the bottom of the message). To forward the entire conversation, click **Forward All** (near the top right of the message).



or



2. Fill in the recipients.
3. You can change the body of the message, attach files, change the subject line, etc just like you can when composing a brand new message.
4. Click **Send**, **Save Now**, or **Discard** depending on what you want to do to this message.

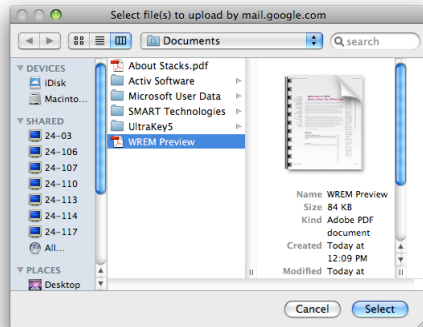
Attachments

To attach a file:

1. Click the **Attach a file** link in any message composition area (ie. when composing a new email, when replying, and when forwarding).



2. **Navigate** to where your attachment is located just as you would to open any file in any other program.



3. Click **Select**.
4. A progress bar next to the file name fills to indicate the progress of that file being transferred up to Google's servers. If it's taking too long to upload, you can click the **Cancel** link.



5. If you want to attach another file, click the **Attach another file** link and go through the process again (you don't need to wait for Google to finish processing the first attachment).
6. If you have attached a file that you later decide you don't want to attach, **uncheck** it in the list.



To open a file that was attached to an email:

1. Click the **Download** link next to the attachment to download the attachment to your computer. If your browser doesn't automatically open the file, you will have to find the file and open it manually.



2. For some attachments, you can instead click the **View** or **Open as a Google Document** link which allows you to call up an online preview without downloading the document.



Searching

While having a good search engine is no substitute for good organizational skills, it can certainly help!

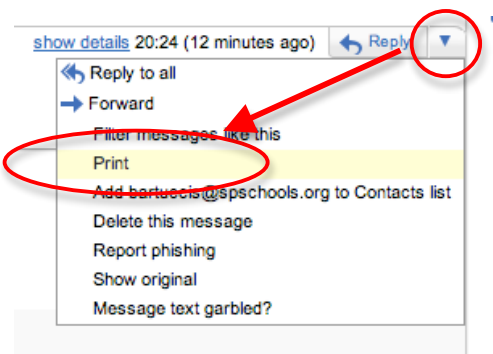
You can enter search terms into the search box at the top of Gmail and click **Search Mail** to see the results. Gmail searches for your terms in all parts of all messages (ie. in the name of the sender/recipient, in the Subject, in the body, etc).

For example, you can search for the term "AISI" to find messages that mention that word. You can also do searches like: from:wowk to find all the messages from Barry Wowk (or any other Wowk's with whom you may have conversed).

Printing

Some of us are used to just going File: Print to print an Email...but since Gmail is a web-based product, it's not that simple. To get the best looking printout:

To Print **just the current message**, click the **down arrow** next to the Reply link in the upper right of the message and then click **Print**.



To Print the entire conversation, click the **Print All** link to the right of the message pane.

