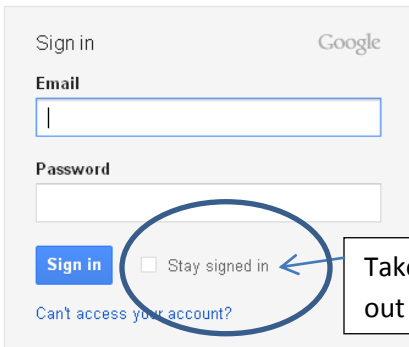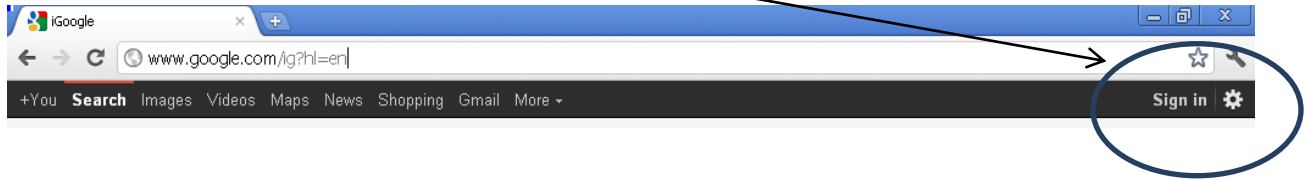# Student Google Email Accounts and Google Apps

Suggested browser: Chrome

Go to Google, http://google.com, and click on *Sign in*.

Sign in using the email address and password provided by New Hanover County Schools. When on a public computer, <u>do not</u> choose the option to *Stay signed in*.

Take the check out of the box!

Next, a welcome screen is displayed. Read the welcome screen and then click on *I Accept*.

Google accounts

Change Language: English

Welcome to your new account

Welcome to your new account   @nhcs.net. Your account is compatible with nearly all Google products, but your nhcs.net administrator may decide which products are enabled for your account. For tips about using your new account, visit our Help Center.

Google has made its services available to organizations using Google Apps. In addition to the core suite of messaging and collaboration applications, you may access many Google services ("Additional Services") using your test.admin@nhcs.net account. Your nhcs.net administrator determines which Additional Services you may access using your account. For tips about using your new account, visit the Google Help Center.

Please be aware that when you use Google services, your domain administrator will have access to your test.admin@nhcs.net account information, including your email. You can learn more here, or by consulting your domain administrator's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, the username that appears at the upper right corner of most Google services will help you ensure that you're using the intended account.

The Additional Services are provided by Google to you under these terms of service and privacy policy. Certain Additional Services may also have service-specific terms. If your domain administrator enables any of the Additional Services, Google will treat your use of any of the Additional Services as acceptance of the applicable service-specific terms.

Click "Accept" below to indicate that you understand the changes to your account and agree to the Google Terms of Service and the Google Privacy Policy for your use of Additional Services.

[I accept. Continue to my account.]   [Cancel]

©2012 Google - Google Home - Terms of Service - Privacy Policy - Help

If you are asked to reset your password, type in the original password and then your new password. Your new password should be your NCWise number. Click *Submit*.

You will be prompted with a screen that will allow you to tailor your iGoogle home page, close this. The page can be edited at a later time.

Close any pop-up boxes on this page – example: Useful tips.

Your iGoogle page contains a "gadget" that can be used to access your email, or you can go directly to *mail.google.com*.   If using the gadget, click on the word *Gmail* to open your mailbox.
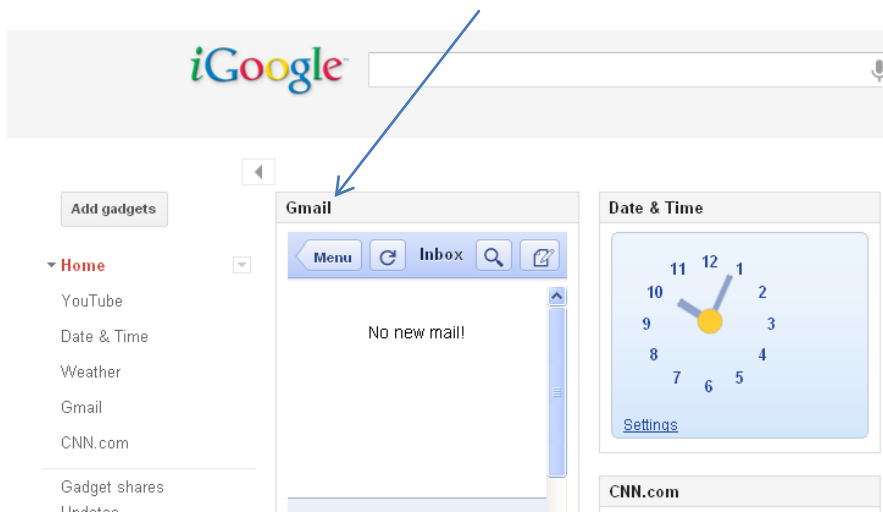
Sample mail window:

Mail Calendar Documents Sites Video More »   teststudent@student.nhcs.net ▾ ⚙

New Hanover County Schools   [search box] ▾   🔍

Mail ▾   ☐ ▾   ⟳   More ▾   1–1 of about 1 ❬ ❭   ⚙ ▾

COMPOSE   Discovery News - Top Stories - Search Continues for Lost Mars Lander Beagle 2 - 6 hours ago   Web Clip

Inbox   ☐ ☆ ▹   Gmail Team   Get started with Gmail - 4 things you need to know Gmail is a little bit differe   12/15/11
Starred
Important
Sent Mail
Drafts
Follow up
Misc
Priority
More ▾

Email folders – You will be able to save messages into the different folders. Click on the different folders to view stored messages.

Messages appear here. To read the message, simply click on it.

0% full
Using 0 MB of your 25600 MB   ©2012 Google - Terms of Service - Privacy Policy -   Last account activity: 0 minutes ago
                                   Program Policies   Open in 1 other location Details
                            Powered by **Google**

How much space do I have left? Look here.

When you have selected an email message, more menu choices appear.

Mail Calendar Documents Sites V[   ]   s.net ▾ ⚙

New Hanover County Schools [   ]   🔍

Mail ▾   ↩   🗄   ❗   🗑   🗀 ▾   🏷 ▾   More ▾   1 of about 1 ❬ ❭   ⚙ ▾

COMPOSE   ESPN.com - Gundy wins Bryant Award as top college coach - 1 hour ago   Web Clip

Takes you back to the inbox

Report spam

Allows you to move the message to a folder for storage

Allows you to label the message for later reference

More ▾   1 of about 1
  Mark as unread
  Mark as important
  Add to Tasks
  Add star
  Create event
  Filter messages like these
  Mute

Composing a new email message

Click on *Compose.* The screen below will appear.

The screen above is pretty self-explanatory – address the email, add a
subject line and type the text of your message. You are also able to attach
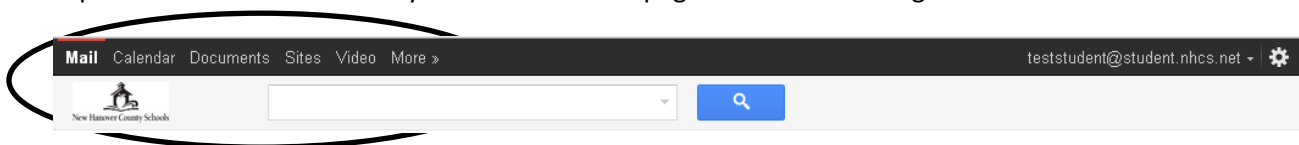files.

Hover your mouse over the different icons to see what they will do – the
icons function much like a typical word processor.

When finished, click *Send*.

When finished, either sign out or close the browser.

Additional Gmail help can be found here: http://support.google.com/mail/?hl=en

In addition to Gmail, you also have access to many of Google's tools – documents, spreadsheets,
presentations, calendar, sites, video and more. Click on the different links below. Each opens in a
separate tab. Note: Not every item on the *More* page is available through NHCS.

For help on Google Doc, look here: http://support.google.com/docs/?hl=en

For other applications, look here: http://support.google.com/?hl=en