

Gmail

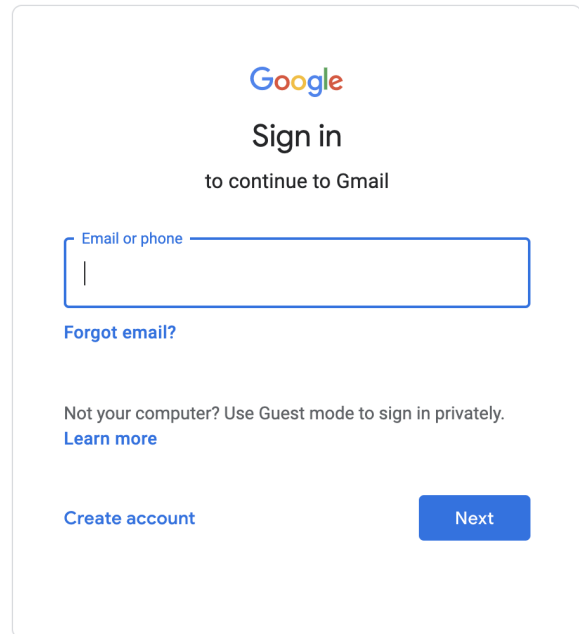
Getting Started

1) Signing In

If you're already signed in to your district Google Account (e.g. from using Google Calendar or other Google apps), you will see your Gmail inbox by visiting **gmail.com**

If you are not already signed in to your district Google Account, look for a **Sign In** link in the top right corner, which will take you to the *Sign in* prompt pictured → → →

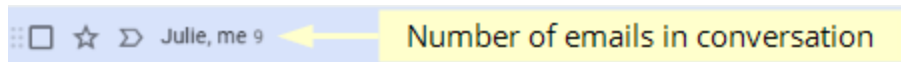
Sign in using your **complete district email address**.



The screenshot shows the Google Sign in page. At the top is the Google logo, followed by the text "Sign in to continue to Gmail". Below this is a text input field labeled "Email or phone" with a cursor inside. Underneath the input field are two links: "Forgot email?" and "Not your computer? Use Guest mode to sign in privately. Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next".

2) Once you're signed in, be aware:

- ❖ There may be messages in your inbox that lost their original date stamp and appear as new (as of the date of your email migration to Gmail).
- ❖ Emails previously arranged in folders are now organized by what Gmail calls "Labels". You can find all of these in the left-hand menu of Gmail, under **Sent** and **Drafts**. Folders that used the same name as Gmail's built-in folders will have an underscore (e.g. "_Sent" and "_Drafts")
- ❖ Your messages will be displayed in "conversation view" by default. This setting groups together emails that have the same subject line, which is helpful for when multiple emails have been exchanged over time. In a message list, emails that have been grouped will show up on one line, with the number of emails in the collection indicated next to the senders' names. For example:



- To **turn off** this feature, click the gear icon ⚙ for Settings. *Quick Settings* will appear, with *Email Threading* at the end of the list. Uncheck *Conversation view*.








Quick Settings

While you have *Quick Settings* open, try the other options that affect the view of the inbox:

- ❖ *Density* – Controls how compact your message list appears.
- ❖ *Inbox Type* – Controls the default sorting of your inbox.
- ❖ *Reading Pane* – Shows message contents in a window below or to the right of the inbox.

Inbox Symbols, Webmail vs. Gmail



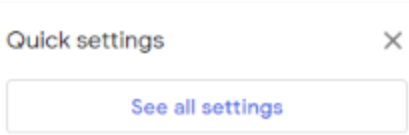



Many of the same symbols in Webmail are used in Gmail, but have slightly different names and appearance. In some cases, Gmail's version has enhanced functionality.

Webmail	Gmail
 Flag Marked a message as important.	 Importance marker Gmail uses a chevron symbol to mark emails as important, and does so automatically based on various criteria. You can also mark messages manually by clicking on the symbol, turning it from transparent to yellow. Learn more (support.google.com/mail/answer/186543)
 Star Indicated read/unread status. Messages in the list were also bolded if unread.	As in Webmail, messages in Gmail's inbox are bolded if unread. However, Gmail uses the star  as another way to mark messages as important. In addition, under Settings  , Gmail gives you other star colors and symbols to mark your messages. Learn more (support.google.com/mail/answer/5904)
 Paper clip Indicated inclusion of attachments.	 Paper clip Gmail uses a paper clip to indicate attachments when inbox <i>Density</i> is set to <i>Comfortable</i> or <i>Compact</i> . When viewing individual emails, attachments are found at the end of the message. When composing messages, documents can be attached from either your computer or your Google Drive folder. Learn more (support.google.com/mail/answer/30719)




Gmail

Additional Settings



Many of the settings in Webmail are available in Gmail, but with slightly different names. In some cases, Gmail's version has enhanced functionality.

Webmail	Gmail
<p>Gear</p>  <p>Accessed Webmail settings.</p>	<p>Gear</p>  <p>Gmail also uses the gear to access settings.</p> <p><i>Quick settings</i> will appear first with options affecting the message list view (how compact the list is, inbox sorting behavior, etc.).</p> <p>To access all the options, click the <i>See all settings</i> button, located just below the <i>Quick settings</i> heading.</p> 
<p>Folders</p> 	<p>Labels</p>  <p>Webmail folders have been converted to Gmail <i>Labels</i> and have similar drag-and-drop functionality for sorting messages.</p> <p>Labels have an advantage over folders in that multiple labels can be applied to messages, allowing emails to be sorted into more than one place.</p> <p>To modify labels, click the gear  for Settings. Click the <i>See all settings</i> button and Labels is the second tab of options.</p> <p>Learn more (support.google.com/mail/answer/118708)</p>

Continued on next page

Webmail	Gmail
<p>Signature</p>	<p>Signature</p> <p>If you used a signature in Webmail or Thunderbird, it needs to be re-created in Gmail.</p> <p>To create a signature, click the gear  for Settings. Click the <i>See all settings</i> button and <i>Signature</i> options are toward the end of the list.</p> <p>You will notice you can create more than one signature to use for different situations or audiences. Learn more (support.google.com/mail/answer/8395)</p> <p>If you need assistance creating or modifying a signature, please fill out a Desktop ticket.</p>
<p>Auto-reply</p> <p>Sent an “out of office” message when you were on vacation or leave.</p>	<p>Vacation responder</p> <p>To enable the Vacation responder, click the gear  for Settings. Click the <i>See all settings</i> button and <i>Vacation responder</i> is at the end of the list.</p> <p>Learn more (support.google.com/mail/answer/25922)</p>
<p>Preview pane</p> <p>When an email from a message list was selected, a window below the message list showed the message contents.</p>	<p>Reading pane</p> <p>Gmail also can open a window below a message list to show the message contents. There’s also the option to have the window appear to the right of the inbox, which is helpful when using widescreen displays.</p> <p>Click the gear  for Settings. <i>Quick Settings</i> will appear, with the <i>Reading pane</i> towards the bottom of the list. Select your preference.</p> <p>Learn more (support.google.com/mail/answer/9499937)</p>

Continued on next page

Webmail	Gmail
<p>Threaded view</p> <p>Grouped together emails with the same subject line, which was helpful when multiple emails were exchanged with someone over time.</p>	<p>Email Threading / Conversation view</p> <p>Click the gear  for Settings. <i>Quick Settings</i> will appear, with <i>Email Threading</i> at the bottom of the list. Check/uncheck <i>Conversation view</i>.</p> <p>Learn more (support.google.com/mail/answer/5900)</p>
<p>Filters</p> <p>Filters were not an option in Webmail. Some staff used Thunderbird for filtering (automatic routing/sorting) of messages.</p>	<p>Filters</p> <p>Gmail has the option to filter or apply various actions to incoming messages, including applying labels, marking emails as important, etc.</p> <p>To create filters, click the gear  for Settings. Click the <i>See all settings</i> button and <i>Filters and Blocked Addresses</i> is the fifth tab of options.</p> <p>Learn more (support.google.com/mail/answer/6579)</p> <p>Note: If you used Thunderbird for filtering messages to folders, please fill out a Desktop ticket for assistance recreating these actions.</p>
<p>Address Book</p>	<p>Contacts</p> <p>Personal Addresses in your Webmail Address Book can be exported and then imported into Google Contacts.</p> <p>Please fill out a Desktop ticket if you need assistance with the export-import process.</p>