Gulfport School District
Technology Support Services

E-mail Procedures

- District email accounts are for school/district business only. Do not use your district email account for personal business.
- NEVER give out your email password to anyone. Even if you think the District has requested the information, DO NOT GIVE OUT YOUR EMAIL PASSWORD!
- Always log out of email after use – especially if checking email offsite.
- If you are checking email offsite, be sure the computer that you are using has proper and current antivirus software.
- Avoid clicking on links within email messages.

Signature Line

A signature is text, like your contact information or a favorite quote, that's automatically added at the end of Gmail messages you send.

To add a signature:

1. On a computer, open Gmail.
2. At the top right, click the settings icon ⚙.
3. Select **Settings**.
4. Scroll down to the "Signature" section and enter your signature text in the box.
5. At the bottom of the page, click **Save Changes**.

Creating Labels (Folders)

1. Open Gmail on a computer.
2. On the left side of the page, click **More** at the bottom of your labels list. (If you don't see "More," grab the gray dividing line with your cursor and drag it down to show more labels.)
3. Click **Create new label**.
4. Type the name of your new label and click **Create**.

Managing Labels

To assign colors to labels, choose which labels appear on the left, edit labels, or remove them click on the drop down arrow to the right of the label name.
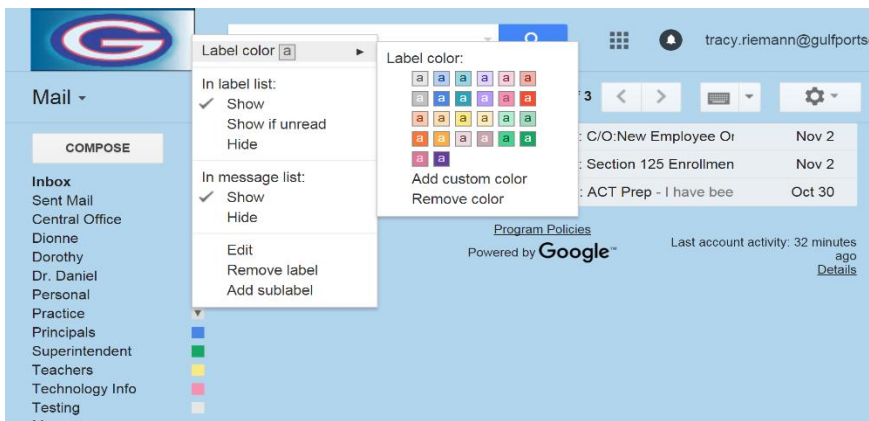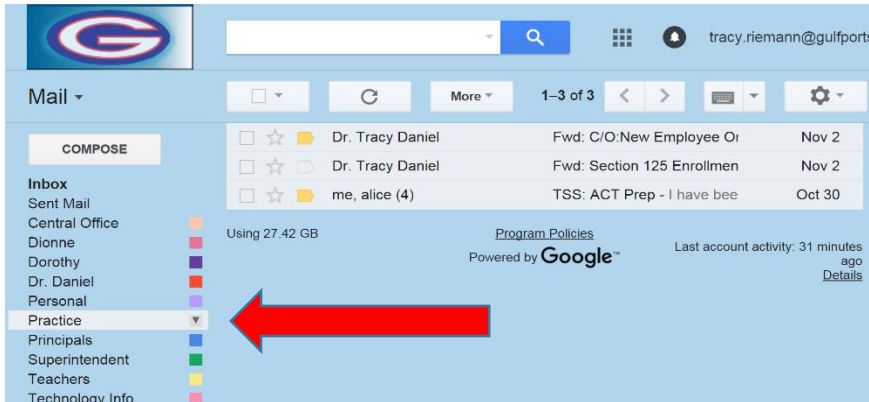
Attachments

To attach a file to a message you're composing, follow the steps below:

1. In Gmail, click the **Compose** button.

2. Click the paperclip icon at the bottom of the compose window.
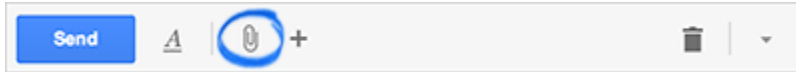
3. Browse through your files and click the name of the file you'd like to attach.
4. Click **Open**.

*To attach multiple files, hold the **Ctrl** key while selecting your files.