

Google Apps for Education is a specialized suite of web-based products designed for educational environments. Email is one of the tools for productivity that is included in this suite. This tutorial explores functions and features in Google Apps email.

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Logging In

The screenshot shows a web browser window with the address bar containing "mail.cusd3.net". The page title is "CUSD#3 Cuba School District" and the main heading is "Welcome to CUSD#3". The login form includes fields for "Username" (containing "username") and "Password" (containing "*****"), a "Stay signed in" checkbox, and a "Sign in" button. A "Can't access your account?" link is also present. To the right of the form, there is a section titled "Less spam, plenty of space and access from anywhere." with a welcome message and two bullet points: "Keep unwanted messages out of your inbox with Google's powerful spam blocking technology" and "Keep any message you might need down the road, and then find it fast with Google search".

Type mail.cusd3.net into any browser address bar, or visit the CUSD#3 website and click on the email link.

Enter your username (omit the "@cusd3.net" portion when you notice that it's already there for you), and password.

*You can also login directly to Gmail. The only difference is that you will have to type out your entire email address as your username, and the password is the same. For example, if John Doe visited www.gmail.com, his username would look like this: jdoe@cusd3.net .

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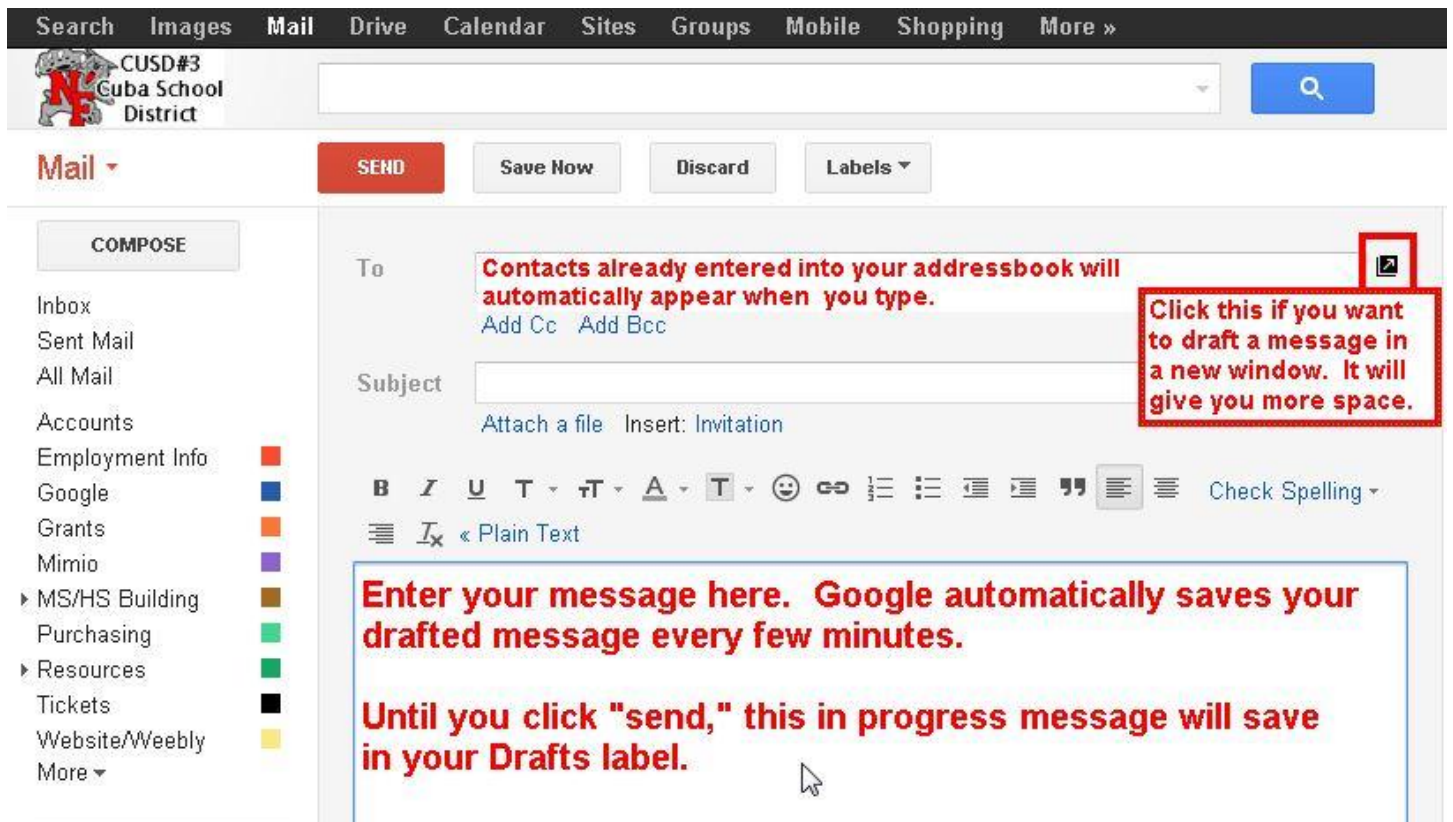
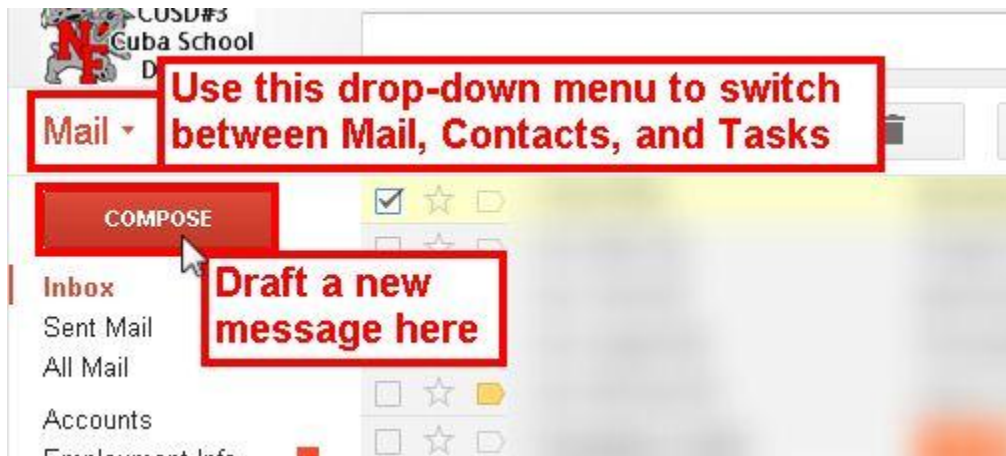
Your Inbox

The screenshot shows a Gmail inbox for a user at CUSD#3 Cuba School District. The interface includes a search bar at the top with the text "Search all of your mail here." and a search icon. Below the search bar is a navigation menu with links for "Search", "Images", "Mail", "Drive", "Calendar", "Sites", "Groups", "Mobile", "Shopping", and "More". The main inbox area displays a list of 17 emails, with the first few showing sender names, subjects, and timestamps. A "New message" button is visible in the top left, and a "Settings" gear icon is in the top right. A sidebar on the left contains a "Compose" button and a list of labels such as "Inbox", "Sent Mail", "All Mail", "Accounts", "Employment Info", "Google", "Grants", "Mimio", "MS/HS Building", "Purchasing", "Resources", and "Tickets". A red box highlights the "Labels (if you have any)" section. A red box also highlights the "Emails in your inbox" header and the list of emails. A red box highlights the "Settings" gear icon. A red box highlights the "New message" button. A red box highlights the "Compose" button. A red box highlights the "Search" bar. A red box highlights the "Mail" link in the navigation menu. A red box highlights the "Calendar" link in the navigation menu. A red box highlights the "Drive" link in the navigation menu. A red box highlights the "Sites" link in the navigation menu. A red box highlights the "Groups" link in the navigation menu. A red box highlights the "Mobile" link in the navigation menu. A red box highlights the "Shopping" link in the navigation menu. A red box highlights the "More" link in the navigation menu. A red box highlights the "Mail" link in the sidebar. A red box highlights the "Accounts" link in the sidebar. A red box highlights the "Employment Info" link in the sidebar. A red box highlights the "Google" link in the sidebar. A red box highlights the "Grants" link in the sidebar. A red box highlights the "Mimio" link in the sidebar. A red box highlights the "MS/HS Building" link in the sidebar. A red box highlights the "Purchasing" link in the sidebar. A red box highlights the "Resources" link in the sidebar. A red box highlights the "Tickets" link in the sidebar.

This close-up screenshot focuses on the navigation menu at the top of the Gmail interface. The menu items are "Search", "Images", "Mail", "Drive", "Calendar", "Sites", "Groups", "Mobile", "Shopping", and "More". A red box highlights the entire menu. A callout box with a red border and white background contains the text: "These links along the top edge of your window are quick shortcuts to other Google Apps programs like Calendar and Drive (Docs)." A mouse cursor is pointing at the "Calendar" link.

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Compose a New Message



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Select a Message

The screenshot shows the Gmail interface for CUSD#3 Cuba School District. A red box highlights the top toolbar containing icons for archive, report spam, trash, move, labels, and a 'More' dropdown. A second red box highlights the left side of the message list, where a mouse cursor is clicking a checkbox next to a message. A third red box highlights the message list itself, with text explaining that these options appear when a message is selected.

Select one or more messages using the checkbox to the left.

When a message is selected, these options appear.

me, Mark (3)
me, Chad (3)
me, Angela (5) Technology PD dates · Aug 14
me, Michael (2) Look's Cuba email - Co Aug 14
Foundation Center Grants Philanthropy Aug 14
rpa277@gmail.com (no subject) - Sent from Aug 14
rpa277@gmail.com (no subject) - Sent from Aug 14
me, Mark (11) install a program? - H Aug 14

Button Functions

This screenshot shows the Gmail toolbar with callout boxes explaining the functions of each icon:

- Archive - save, but remove from inbox** (Archive icon)
- Report Spam - put directly into spam label** (Report Spam icon)
- Trash - Move to trash; permanently deleted in 30 days** (Trash icon)
- Move To - Choose to move message** (Move To icon)
- Labels - Apply or manage label** (Labels icon)
- More - Other options for mail operations** (More dropdown icon)

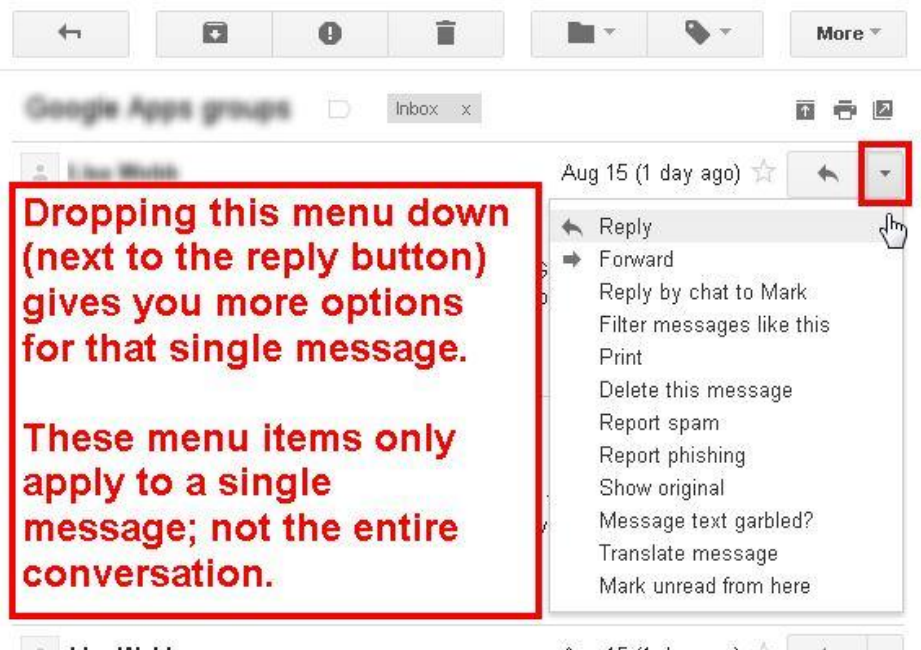
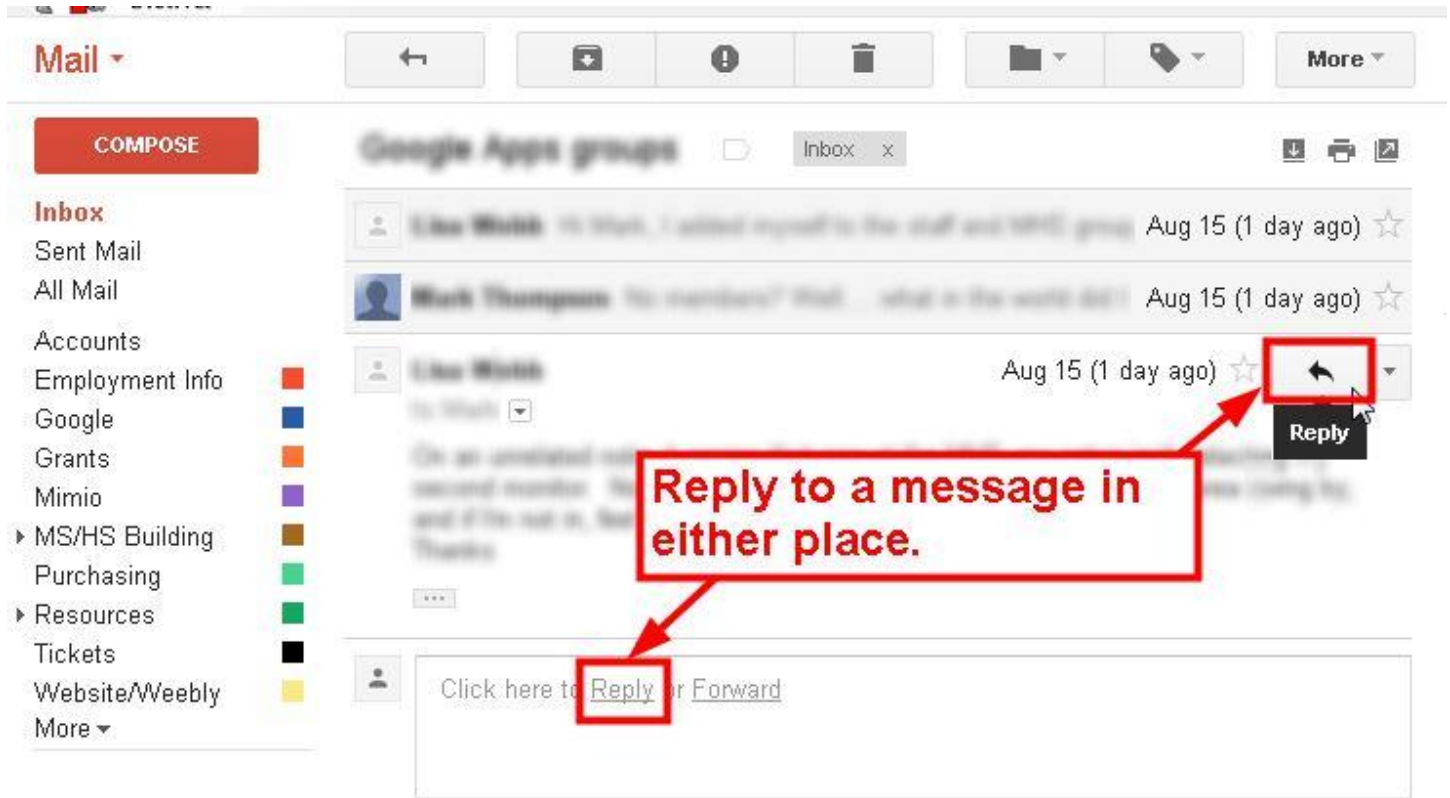
“More” Button

The screenshot shows the 'More' dropdown menu with callout boxes explaining each option:

- Change read/unread status** - Mark as unread
- Change importance flag** - Mark as not important
- Create a task with message** - Add to Tasks
- Apply a star to a message** - Add star
- Create a filter for message** - Filter messages like these
- Mute "conversation"** - Mute

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Reply to a Message

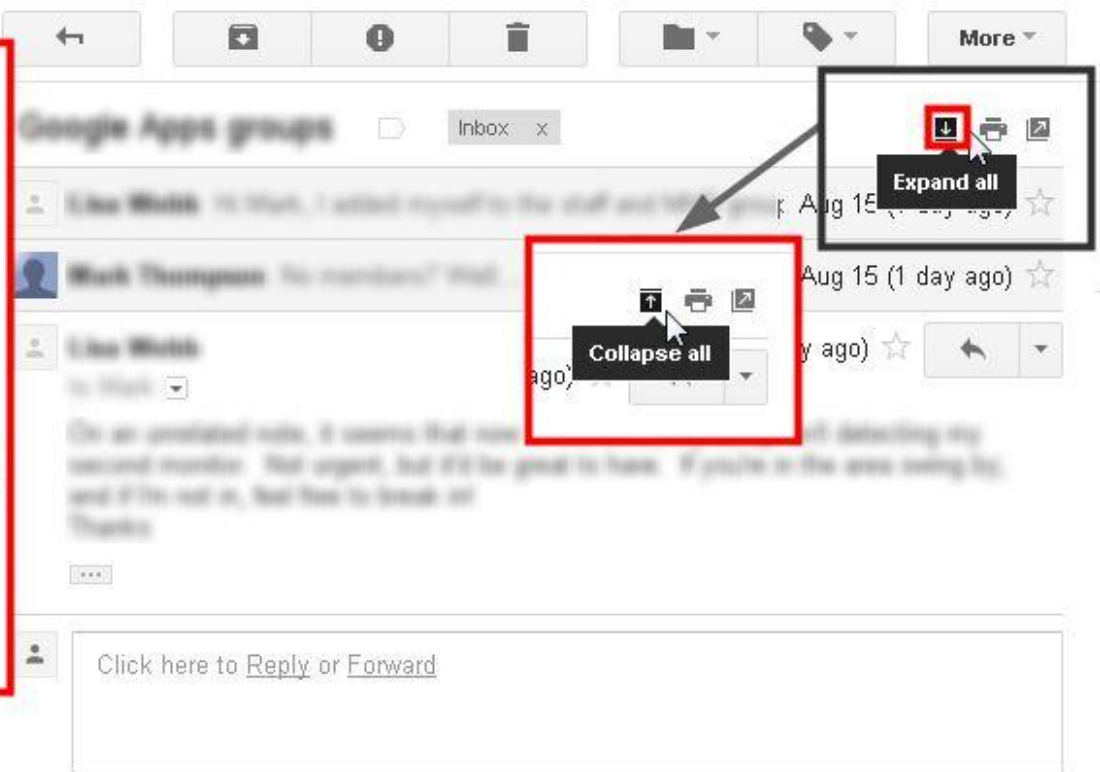


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Conversation View

Messages are arranged in "conversation view," which means they are grouped into replies on one subject.

You can expand or collapse the conversation to better view the message(s).



You can reply to any message within a conversation. You do not have to reply to the most recent one that appears at the bottom.

Expanding the conversation will open up options for each individual message within the conversation.

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Where to Write your Reply

The screenshot shows a Gmail interface with an email thread. The top part shows a navigation bar with icons for back, forward, search, and delete. Below that, there are two email messages. The second message is highlighted with a red text box that says: "The reply window will open just beneath the message you're replying to.*". Below the highlighted message, the 'Reply' window is open, showing a 'To' field, a 'Send' button, and a large text entry area. The text entry area is highlighted with a blue border, indicating that the text typed there will be sent to the recipient. The text entry area contains the following text: "On Wed, Aug 15, 2012 at 9:28 AM, [redacted] wrote: [redacted]".

Anything within the blue box (where your cursor is) can be edited. The contents of the blue text entry field are what will be sent to your recipient. The recipient will not necessarily see the rest of the contents of your conversation, unless you have left that text present in the blue reply box.

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Forward a Message



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Mail Settings

Settings allow you to customize your email preferences.













Display Density:
Comfortable (on larger displays)
✓ Cozy (on larger displays)
Compact (current view)

Settings
Help

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General Settings

Settings

General	Labels	Inbox	Accounts	Filters	Forwarding and POP/IMAP	Chat	Web Clips	Labs
Language:	CUSD#3 Fulton County Mail display language: <input type="text" value="English (US)"/>		Show all language options					
Maximum page size:	Show <input type="text" value="50"/>	conversations per page	Choose how many conversations appear at once in the inbox					
	Show <input type="text" value="250"/>	contacts per page						
Keyboard shortcuts: Learn more	<input checked="" type="radio"/> Keyboard shortcuts off Keep keyboard shortcuts OFF unless you feel very comfortable using them <input type="radio"/> Keyboard shortcuts on							
External content:	<input checked="" type="radio"/> Always display external content (such as images) sent by trusted senders - Learn more <input type="radio"/> Ask before displaying external content							
Browser connection: Learn more	<input checked="" type="radio"/> Always use https <input type="radio"/> Don't always use https (option disabled for your domain)							
Conversation View: <small>(sets whether emails of the same topic are grouped together)</small>	<input checked="" type="radio"/> Conversation view on To view individual messages instead of messages grouped into "conversations" choose "Conversation view off." <input type="radio"/> Conversation view off							
Undo Send:	<input checked="" type="checkbox"/> Enable Undo Send Send cancellation period: <input type="text" value="10"/> seconds							
Stars:	Drag the stars between the lists. The stars will rotate in the order shown below when you click successively. To learn the name of a star for search, hover your mouse over the image.		Stars can be used however you prefer. They do not have any predetermined meaning, so use as many or as few as you want, and choose whichever symbols will help you organize your mail.					
	Presets: 1 star 4 stars all stars In use:     Not in use:        							
Desktop Notifications: <small>(allows CUSD#3 Fulton County Mail to display popup notifications on your desktop when new chat and email messages arrive)</small> Learn more	<input checked="" type="radio"/> Chat notifications on <input type="radio"/> Chat notifications off <input type="radio"/> New mail notifications on - Notify me when any new message arrives in my inbox <input type="radio"/> Important mail notifications on - Notify me only when an important message arrives in my inbox <input checked="" type="radio"/> Mail notifications off							
Button labels: Learn more	<input checked="" type="radio"/> Icons Choose whether your email buttons will be seen as pictures (icons) or as text <input type="radio"/> Text							
My picture: Learn more	Select a picture that everyone will see when you email them. Add a picture if you choose.							
People Widget: Learn more	<input checked="" type="radio"/> Show the people widget - Display information about participants to the right of each conversation <input type="radio"/> Hide the people widget Hiding this gives you a little extra room in the inbox							

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General Settings Cont.

Create contacts for auto-complete:

- When I send a message to a new person, add them to Other Contacts so that I can auto-complete to them next time
- I'll add contacts myself **Choose how Google mail treats new email addresses you correspond with**

Signature:
(appended at the end of all outgoing messages)
[Learn more](#)

No signature

Type a signature in this field if you wish for it to appear after each email you send.

Personal level indicators:

- No indicators
- Show indicators - Display an arrow (>) by messages sent to my address (not a mailing list), and a double arrow (>>) by messages sent only to me.

Snippets:

- Show snippets - Show snippets of the message (like Google web search). **Choose whether to view only the subject in the inbox, or also see the first few words of the actual message as well**
- No snippets - Show subject only.

Vacation responder:
(sends an automated reply to incoming messages. If a contact sends you several messages, this automated reply will be sent at most once every 4 days)
[Learn more](#)

- Vacation responder off
- Vacation responder on

First day: Ends:

Subject:

Message: **Use this to automatically respond to contacts when you have limited access to email for prolonged periods of time**

Only send a response to people in my Contacts
 Only send a response to people in CUSD#3 Fulton County

Outgoing message encoding:
[Learn more](#)

- Use default text encoding for outgoing messages
- Use Unicode (UTF-8) encoding for outgoing messages

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Labels

Mail ▾ Settings

COMPOSE

Inbox
Sent Mail
All Mail

Accounts

Employment Info ■

Google ■

Grants ■

Mimio ■

MS/HS Building ■

Purchasing ■

Resources ■

Tickets ■

Website/Weebly ■

Less ▲

Starred
Important
Chats
Drafts
Spam
Trash

General **Labels** **Inbox** **Accounts** **Filters** **Forwarding and POP/IMAP** **Chat** **Web Clips** **Labs**

System labels

Label	Show in label list	Actions
Inbox		<input checked="" type="checkbox"/> Show
Starred	show hide	<input checked="" type="checkbox"/> Show
Important	show hide	<input checked="" type="checkbox"/> Show
Chats	show hide	<input type="checkbox"/> Show
Sent Mail	show hide	<input checked="" type="checkbox"/> Show
Drafts	show hide show if unread	<input checked="" type="checkbox"/> Show
All Mail	show hide	<input checked="" type="checkbox"/> Show
Spam	show hide show if unread	<input checked="" type="checkbox"/> Show
Trash	show hide	<input checked="" type="checkbox"/> Show

These labels are automatically given to you by Google Apps.

You can choose to show them, hide them, or only show if there are unread items filed in them.

Labels

Label	Show in label list ▼	Show in message list ▼	Actions
Accounts 6 conversations	show hide show if unread	show hide	remove edit <input checked="" type="checkbox"/> Show
Employment Info 6 conversations	show hide show if unread	show hide	remove edit <input checked="" type="checkbox"/> Show
Google 2 conversations	show hide show if unread	show hide	remove edit <input checked="" type="checkbox"/> Show
Grants 8 conversations	show hide show if unread	show hide	remove edit <input checked="" type="checkbox"/> Show
Mimio 1 conversation	show hide show if unread	show hide	remove edit <input checked="" type="checkbox"/> Show
MS/HS Building 1 conversation	show hide show if unread	show hide	remove edit <input checked="" type="checkbox"/> Show
Elem Building 0 conversations		show hide	remove edit <input checked="" type="checkbox"/> Show

These are labels you have created for your use.

You can show and hide them in the same ways.

Manage labels
Create new label

These are two places where you can create and/or edit your labels.

Create new label

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Inbox Settings

Settings

Choose the inbox view setting. Classic setting is recommended. If you are not familiar with the other options, see your Technology Specialist for a recommendation.

General Labels **Inbox** Accounts Filters Forwarding and POP/IMAP Chat Web Clips Labs

Inbox type:

- Classic
- Classic**
- Important first
- Unread first
- Starred first
- Priority Inbox

Importance markers:

Important first - Show a marker () by messages marked as important.

Priority Mail analyzes your new incoming messages to predict what's important, considering things like how you've treated similar messages in the past, how directly the message is addressed to you, and many other factors. [Learn more](#)



Filtered mail:

- Override filters - Include important messages in the inbox that may have been filtered out.
- Don't override filters

Save Changes

Cancel

Filter Settings

Settings

General Labels Inbox Accounts **Filters** Forwarding and POP/IMAP Chat Web Clips Labs

The following filters are applied to all incoming messages:

Matches: **from:(foundationcenter@e.foundationcenter.org)**
Do this: Mark as read, Apply label "Grants"

Matches: **from:(@mimio.com)**
Do this: Apply label "Mimio"

Matches: **from:(@grantgopher.com) @grantgopher.com**
Do this: Mark as read, Apply label "Grants"

Matches: **from:(@bounces.grants.gov)**
Do this: Mark as read, Apply label "Grants"

Matches: **from:(support@cUSD3.net)**
Do this: Apply label "Tickets"

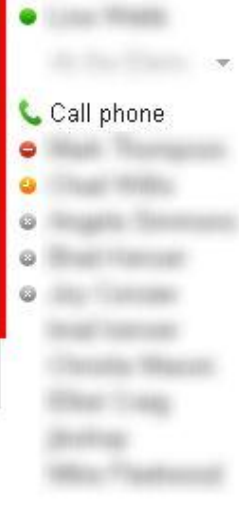
Create a new filter

Create a new filter here

Filters allow you to set automatic actions on certain kinds of mail. For instance, if you belong to an organization's mailing list, you can filter it to automatically land in a label instead of cluttering up your inbox.

Chat

Search people...



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Create a Filter

Filter

From: @grants.gov

To:

Subject:

Has the words:

Doesn't have:

Has attachment

Do this: Mark as read, Apply label "Grants"

Matches: from:(support@cusd3.net)

Do this: Apply label "Tickets"

from: (@grants.gov)

« back to search options

When a message arrives that matches this search:

Skip the Inbox (Archive it)

Mark as read

Star it

Apply the label: Choose label... ▾

Forward it

Delete it

Never send it to Spam

Always mark it as important

Never mark it as important

Also apply filter to 2 matching conversations.

[Learn more](#)

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Forwarding Settings

Settings

- General
- Labels
- Inbox
- Accounts
- Filters
- Forwarding and POP/IMAP**
- Chat
- Chat
- Web Clips
- Labs

Forwarding:

[Learn more](#)

Tip: You can also forward only some of your mail by crea

POP Download:

[Learn more](#)

- Status: POP is enabled** for all mail that has arrived s
 - Enable POP for **all mail** (even mail that's already been downloaded)
 - Enable POP for **mail that arrives from now on**
 - Disable** POP

- When messages are accessed with POP**
keep CUSD#3 Fulton County Mail's copy in the Inbox

- Configure your email client** (e.g. Outlook, Eudora, Configuration instructions)

IMAP Access:

(access CUSD#3 Fulton County Mail from other clients using IMAP)
[Learn more](#)

- Status: IMAP is enabled**
- Enable IMAP
 - Disable IMAP

When I mark a message in IMAP as deleted:

If you wish to have your CUSD#3 email sent to another address that you use more often, you can add a forwarding address here.

All other settings in this section are recommended to be set to default.

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Chat Settings

Settings



- General
- Labels
- Inbox
- Accounts
- Filters
- Forwarding and POP/IMAP
- Chat

Web Clips Labs

Chat: Chat on Chat off

My chat history: Save chat history. - Save chat history to your account. You can always go back on the record. [Learn more](#)
 Never save chat history. - Your chats will never be saved or searchable in your CUSD#3 Fulton County Mail account. [Learn more](#)

Voice and video chat: Make voice and video calls to friends and family right from CUSD#3 Fulton County Mail. It's free and installs in seconds.

Call Phones: Enable outbound voice calling. - Make phone calls directly from CUSD#3 Fulton County Mail. [Learn more](#)
 Disable outbound voice calling. - To also disable incoming calls, go to your [Google Voice settings](#).

Default country:

Auto-add suggested contacts: Automatically allow people I communicate with often to chat with me and see when I'm online. [Learn more](#)
 Only allow people that I've explicitly approved to chat with me and see when I'm online.

Sounds: Sounds on - Play a sound notification when new chat messages arrive. Requires Flash. [Learn more](#)

Here, you can turn "Chat" on or off. This is a matter of personal preference, as are the settings that accompany the chat function.

Chat

Search people...

- You
- Your status ▾
- Call phone
- Your contact list...
- ...
- ...
- ...

This is the window that appears if you have Chat on.

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Web Clips Settings

Settings

[General](#) [Labels](#) [Inbox](#) [Accounts](#) [Filters](#) [Forwarding and POP/IMAP](#) [Chat](#)

Web Clips [Labs](#)

Show my web clips above the Inbox

Due to low usage we've removed customization of web clips in CUSD#3 Fulton County Mail. Your current setting will be maintained and you can still see your feeds below. To follow updates to your favorite sites, try [Google Reader](#).

101 Cookbooks - <http://www.101cookbooks.com/>

About Today - <http://z.about.com/>

BusinessWeek.com -- <http://www.businessweek.com/>

CNN.com Recently Published

Dictionary.com Word of the Day

Discovery News - Top Stories - <http://dsc.discovery.com/news/topstories.xml>

Engadget - <http://www.engadget.com/rss.xml>

Entertainment News Headlines - Yahoo! News - <http://rss.news.yahoo.com/rss/>

Web Clips are brief headlines or ads that appear above your inbox. You can disable these by UN-checking the box above.

Most users do this.

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Labs

Settings

- General
- Labels
- Inbox
- Accounts
- Filters
- Forwarding and POP/IMAP
- Chat
- Web Clips
- Labs**

CUSD#3 Fulton County Mail Labs: Some crazy experimental stuff.


CUSD#3 Fulton County Mail Labs is a testing ground for experimental features that aren't quite ready for primetime. They may **change**, **break** or **disappear** at any time.

If (when) a Labs feature breaks, and you're having trouble loading your inbox, there's an escape hatch. Use <https://mail.google.com/mail/u/0/?labs=0>.

Search for a lab:

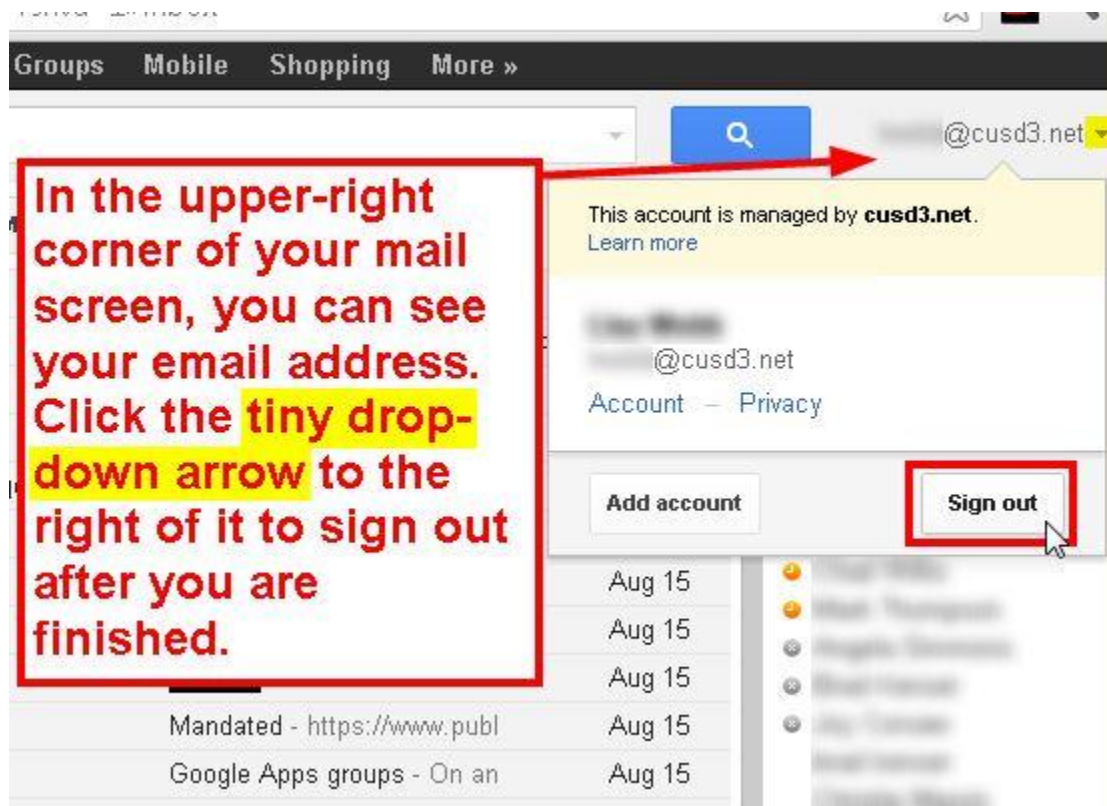
Labs are features that have not been made a permanent part of Google Apps yet. You can enable or disable them as you wish. Some can be very helpful.

Enabled Labs

<p>Today (Tue, Jul 29)</p> <p>9a Dr. Appointment</p> <p>1:30p Lunch w friends</p> <p>4p Pick up Eli at SFO</p>	<p>Google Calendar gadget by Ben K and Garry B</p> <p>Adds a box in the left column which shows your Google Calendar. See upcoming events, locations, and details.</p>	<p><input checked="" type="radio"/> Enable</p> <p><input type="radio"/> Disable</p> <p>Send feedback</p>
	<p>Right-side chat by Emily C</p> <p>Move the chat box to the right side of the inbox.</p>	<p><input checked="" type="radio"/> Enable</p> <p><input type="radio"/> Disable</p> <p>Send feedback</p>

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Signing Out



The screenshot shows the Gmail interface on a mobile device. At the top, there are navigation options: "Groups", "Mobile", "Shopping", and "More »". Below this is a search bar and the user's email address "@cusd3.net" with a small yellow drop-down arrow to its right. A red arrow points from a text box to this arrow. The drop-down menu is open, showing the text "This account is managed by **cusd3.net**. Learn more" in a yellow background. Below that, the user's name is partially visible, followed by "@cusd3.net" and "Account - Privacy". At the bottom of the menu, there are two buttons: "Add account" and "Sign out". The "Sign out" button is highlighted with a red box, and a mouse cursor is pointing at it. Below the menu, there is a list of email messages with dates "Aug 15".

In the upper-right corner of your mail screen, you can see your email address. Click the tiny drop-down arrow to the right of it to sign out after you are finished.

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