# Quick Setup Guide for Gmail

**Logging in:**

1. Go to the district web page ([www.marbleheadschools.org](www.marbleheadschools.org))

2. Scroll down to the bottom, and click on the District Google Domain icon.

3. Use your username (first letter of first name, last name) and password you use across all district tools (Aspen etc.)

4. Once logged in, Gmail will open.

**Recommended Setting Adjustments:**

1. Under the "gear" icon (located on the top right, under your icon photo or letter), select "settings"

    a. Under the **"general"** category tab:

        i. Click the box to Undo send. Change the time to the max of 30 seconds

        ii. Set desktop notifications to "new mail notification on"

        iii. Set up your signature by simply clicking in the text box, selecting your font and size, and customizing your signature.

    b. Under the **"labels"** category tab:

        i. **System labels:**

            1. Show: Sent mail, Drafts, Spam, and Trash

            2. Hide the rest

        ii. **Categories:**

            1. Hide all the categories

        iii. **Labels:** We suggest you delete all pre-made labels and create your own filing system. Labels are folders, and you can customize to any extent.

Once labels are created simply drag and drop email in, or select multiple emails and use the "move to" button at the top of the screen.

1. Delete all pre-made labels

2. Click the **"create new label"** button to start creating your filing system

    a. You can create sub folders by clicking the **"create new label"**, giving it a label name, clicking the **"nest label under"** box, and selecting the parent label it will live under.

iv. **Themes and personalization:** Feel free to set a personalized theme for the background of your mail, a profile picture, and font/style settings.

v. More advanced settings are available and are described in detail in our full Gmail documentation (insert link).

You are ready to send and receive Gmail! Remember, all district contacts and mail lists are already in the system. Simply start typing the recipient, and a list will begin to populate. To merge personal contacts from First Class, please refer to the full Gmail Documentation.