

# TABLE OF CONTENTS

1. [Logging In](#)
2. [Google Guided Setup](#)
  - a. [Signature](#)
  - b. [Learning Center](#)
  - c. [Profile Picture](#)
3. [Intro to Gmail](#)
  - a. [Main View](#)
    - i. **Intro to Main View**
    - ii. **Composing an Email**
  - b. [Labels](#)
    - i. **Creating**
    - ii. **Filing**
4. [Recommended Setting Changes](#)
  - a. [General Tab](#)
    - i. **Undo Send**
    - ii. **Desktop Notifications**
    - iii. **Conversation Views**
    - iv. **Button Labels**
  - b. [Inbox Tab](#)
    - i. **Categories**
    - ii. **Importance Markers**
    - iii. **Filtered Mail**
  - c. [Labels Tab](#)
    - i. **System Labels**
    - ii. **Categories**
    - iii. **Labels**
5. [Custom Settings](#)
  - a. [General Tab](#)
    - i. **Vacation Responder**
    - ii. **Default Reply Behavior**
    - iii. **Text Style**
    - iv. **Keyboard Shortcuts**
  - b. [Inbox Tab](#)
    - i. **Inbox Type**
  - c. [Filters and Blocked Addresses Tab](#)
  - d. [Themes Tab](#)
6. [Advanced Features](#)
  - a. [Mobile App](#)
  - b. **Contacts**
    - i. [Personal Contacts](#)

# Logging In

**How do I get to email?**

First, please ensure that you log out from any tabs where your personal Gmail account is in use.

Then, recommended method to get into mail involves going to the district webpage

([www.marbleheadschoools.org](http://www.marbleheadschoools.org)) and clicking the link for District Google Apps.

Use your network login information: (see example)

Username: hgrazado

Password: password

Once logged in, Gmail will open.

## Google Guided Setup

Upon logging in for the first time, a guide MAY take you through these few setup steps. If the guide does not appear, please continue to the next section. These settings will also be covered later in the documentation.

**a) Signature-** signatures are a good way to quickly provide information to the recipient(s) of your email. Here is an example of information to include in your signature:

**Name, Credentials**

**Title**

**School**

**Phone Number**

**b) How to Use Gmail, a tutorial**

This tutorial will take you through Composing/Replying to an email, creating/using labels, organizing your inbox, and finding email.

For future reference this is the link to the Gmail tutorial G Suite Learning Center:

<https://gsuite.google.com/learning-center/products/gmail/>

**c) Change Profile Picture**

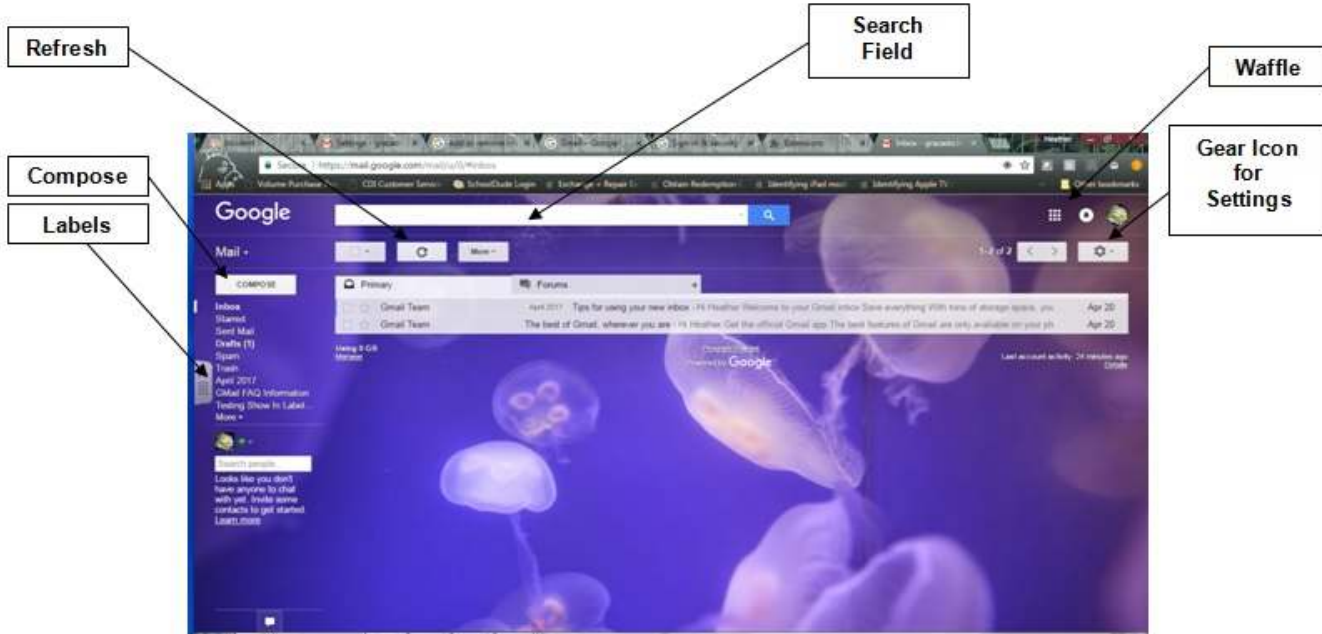
Upload any jpg to customize your profile icon.

## Intro To Gmail

## Intro to Main View

## Composing an Email

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left, click **Compose**.

- In the "To" field, add recipients. If you want, you can also add recipients in the "cc" and "bcc" fields.
- Add a subject.
- Write your message.
- At the bottom of the page, click **Send**.

## Labels -is the term used for folders in Gmail

Labels can be used to just “tag” an item or tag/file to find an item later. You can apply multiple labels to one message to find it more easily.

Google’s explanation of Labels:

In your previous mail program, you might have stored email you want to keep in folders. In Gmail, you use labels to categorize your email. Labels are like folders, but with a twist: you can apply multiple labels to an email, then later find the email by looking in any of its labels.

You can also:

- Open a label on the left of your Gmail window to see all email with that label (just like you used to open a folder).
- Nest labels within labels, just like you did with folders.
- Search for all email with a label.

- See labels on email in your inbox to quickly identify different types of email.

## Creating Labels

### To create labels:

- Click Gear Icon in upper right corner.
- Click **Settings** in the upper right corner.
- Click the **Labels** tab.
- Scroll to the **Labels** section and click “**Create new label.**”
- Enter the label name and click “**Create.**”

### Note:

When creating labels in **Settings** there is an option to show the label in the Label List and/or the Message List. For your information the **Label List** is located above the line along the left hand side of your screen. And the **Message List** is located below the line along the left hand side.

You can create labels under other labels, aka SubFolders.

## Filing (Moving email out of your Inbox into a Label)

There are two methods to permanently move a file from your inbox.

- 1) Drag message to Label (folder) to remove from mailbox.
- 2) Select the message and use the Move menu.

There is also a way to have an item reside in the both inbox and the label folder. In order to do that, select the message and use the Label menu.

# Recommended Setting Changes

To make these setting changes click the Gear Icon in the top right corner, then choose Settings. Find the tabs listed below to make those changes. Please remember these are only recommendations and NOT REQUIRED.

## General Tab

### \*\* Undo Send (aka Message Recall)

This features works differently then it did in First Class. In First Class a message sent to another person within the Marblehead School District could be unsent at any point. But in Gmail, messages can only be unsent up to 30 seconds after being sent. The default is 10 seconds. Therefore, we recommend you set this setting to **30 seconds**.

## **\*\* Desktop Notifications**

This setting controls whether you will receive notification that a new message has arrived with a popup in the bottom right corner. This setting is OFF by default. We recommend it be **turned ON**.

By default there is NO option for a sound to play when mail arrives. If you would like sound, download the Notifier for Gmail extension. Contact the Helpdesk ([techdept@marbleheadschoools.org](mailto:techdept@marbleheadschoools.org)) with questions.

## **\*\*Conversation View**

We recommend it be **turned OFF**. This setting determines whether emails of the same topic are grouped together. This is similar to the Threading (Grouping) feature in First Class.

## **\*\* Button labels**

The labels for Move, Label and Refresh can be icons or text depending on your preference. We recommend ICONS to be set.

## **\*\*My picture**

Click **Change** and then **Browse** to a picture of your choice.

## **\*\* Create contacts for auto-complete**

We recommend **I'll add contacts myself**.

## **\*\* Signature**

Signatures are a good way to quickly provide information to the recipient(s) of your email. Here is an example of information to include in your signature:

**Name, Credentials**

**Title**

**School**

**Phone Number**

**Save Changes** once settings have been altered.

## **Inbox Tab**

### **\*\* Categories**

Gmail is helping to organize the Main View by having category tabs available for easier sorting of information. We are recommending turning these tabs off by deselecting the following items:

Social

Promotions

Updates

## **\*\*Importance markers**

Gmail analyzes your mail and how you treat it, i.e. do you read it immediately, file it or delete it. And then marks certain messages as important. Because most people will likely want this setting off, we recommend setting to **No Markers**.

Please remember that this is our recommendation, if you find that this will be useful please set to Show markers.

## **\*\*Filtered Mail**

This setting is primarily a safety net should you decide to use Filters, which will be covered later in this document. If you decide to use Filters, there is a chance that you can miss important messages in your inbox. Therefore we recommend turning **on** the **Override filter** to avoid the possibility of missing a message.

**Save Changes** once settings have been altered.

# Labels Tab

## **\*\* System Labels**

We recommend the following items:

**Starred** – Show

**Important** – Hide (only if your Importance Markers, which was set above, are set to **No Markers**)

**Chats** – Hide

**Sent Mail** – Show

**Drafts** – Show

**All Mail** – Hide (unless you prefer having incoming and outgoing mail together in the same list)

**Spam** – Show

**Trash** – Show

## **\*\* Categories**

We recommend that all items under Categories are hidden both in label list and message list

Categories – Hide

Social – Hide

Promotions – Hide

Updates – Hide

## **\*\* Labels**

Unless you are planning on using the system provided labels, we recommend removing all provided labels. Create any of your personalized labels.

# **Custom Settings**

## **General Tab**

### **Vacation Responder (aka Out of Office Assistant)**

Use this to automatically reply to mail when you are not in the office.

### **Default Reply Behavior**

The default action for the reply icon is Reply. There is an option to have the icon Reply to All.

### **Text Style**

Adjust the font, size, and color that all messages will use.

## Keyboard Shortcuts

Here are a few helpful keyboard shortcuts. For more shortcuts Click “Learn More” under the Keyboard Shortcuts section.

Action	Shortcut
Compose	<b>c</b>
Compose in a new tab	<b>d</b>
Search mail	<b>/</b>
Search chat contacts	<b>g</b>
Open "more actions" menu	<b>.</b>
Open "move to" menu	<b>v</b>
Open "label as" menu	<b>l</b>
Open keyboard shortcut help	<b>?</b>

Action	Shortcut
Previous message in an open conversation	<b>p</b>
Next message in an open conversation	<b>n</b>
Focus main window	<b>Shift + Esc</b>
Focus latest chat or compose	<b>Esc</b>
Advance to the next chat or compose	<b>Ctrl + ↘</b>
Advance to previous chat or compose	<b>Ctrl + ,</b>
Send	<b>⌘/Ctrl + Enter</b>
Add cc recipients	<b>⌘/Ctrl + Shift + c</b>
Add bcc recipients	<b>⌘/Ctrl + Shift + b</b>
Access custom from	<b>⌘/Ctrl + Shift + f</b>
Insert a link	<b>⌘/Ctrl + k</b>
Go to next misspelled word (Mac only)	<b>⌘ + ;</b>
Open spelling suggestions	<b>⌘/Ctrl + m</b>



## **Inbox Tab**

### **Inbox type**

Build additional intelligence into your mailbox organization. With this feature you can choose to have your mailbox sort by Important First, Unread First, Starred First and Priority First.

## **Filters and Blocked Addresses Tab (aka Rules)**

You can manage your incoming mail using Gmail's filters to send email to a label, or archive, delete, star, or automatically forward your email.

## **Themes Tab**

Choose a background theme that represents your personal style.

## **Advanced Features**

### **Mobile App**

There are two primary apps that can be used on both Android and iOS devices. They are GMAIL and Inbox. Both are created and maintained by Google. Depending how you organize your inbox, one will work better than the other. Intermediate/Advanced users should try both to determine which works best. Basic users, we recommend GMAIL.

**Please note:** If decide to use the Mail App on your phone the Marblehead Schools Directory will not be available.

## **Contacts**

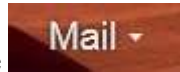
### **Personal Contacts**

#### **Locating**

Here are 2 ways to locate your contacts

1. Use the Waffle, choose Contacts.

2. In the upper left hand of the Gmail screen choose  
Change to Contacts



## Creating

- Click New Contact
- Input information
- Click Save

## Importing personal contacts from First Class

**Please Note:** There is no need to import any MPS Staff or public distribution lists. They will be pre-populated into the directory.

To import your contacts, follow these directions:

1. In First Class, open Contacts
2. Review your current contacts and delete any unnecessary ones
3. File- Export
4. Have the next screen look like this



4. Click ok
5. Save File
6. Now open your Contacts from within Gmail
7. Click the **More** Button across the top
8. Click **Import**
9. Locate/Browse to the file you just created
10. Click Import