



# THE TRANSITION

to Google Apps for Education



## Google Apps Basics | Mail

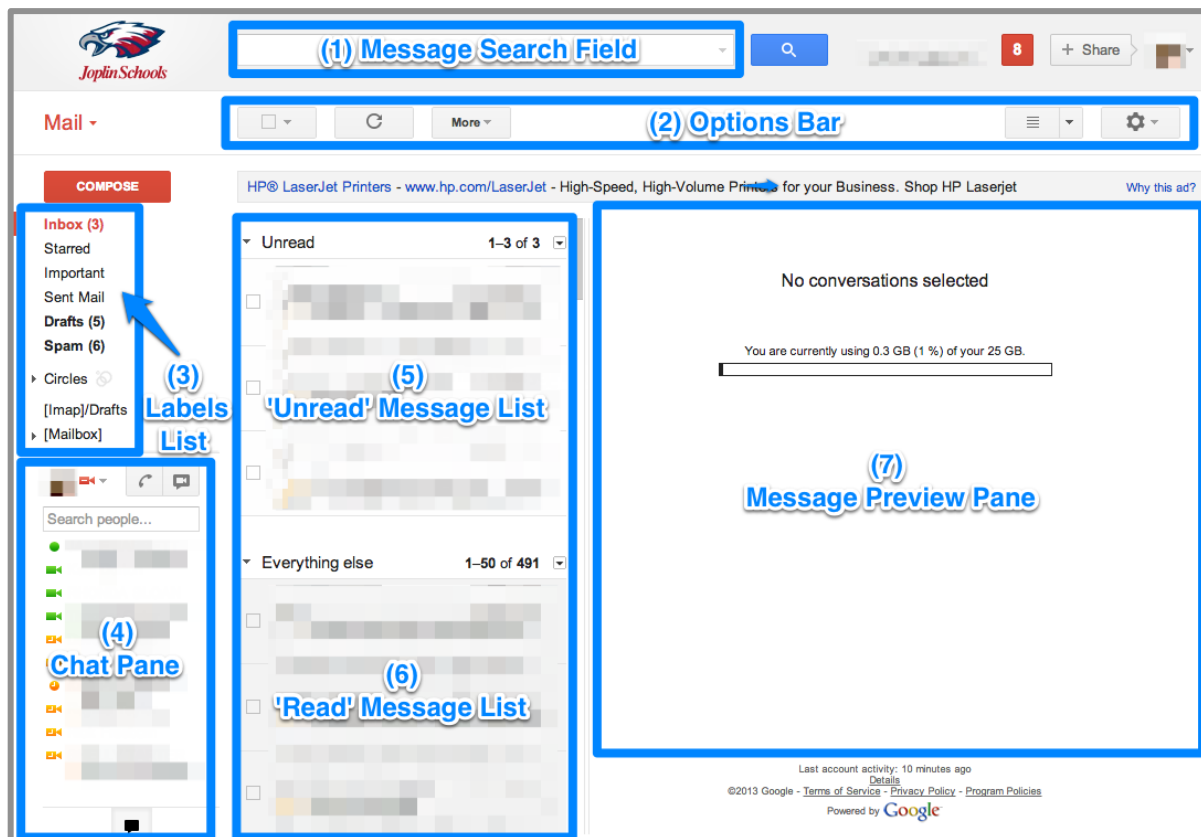
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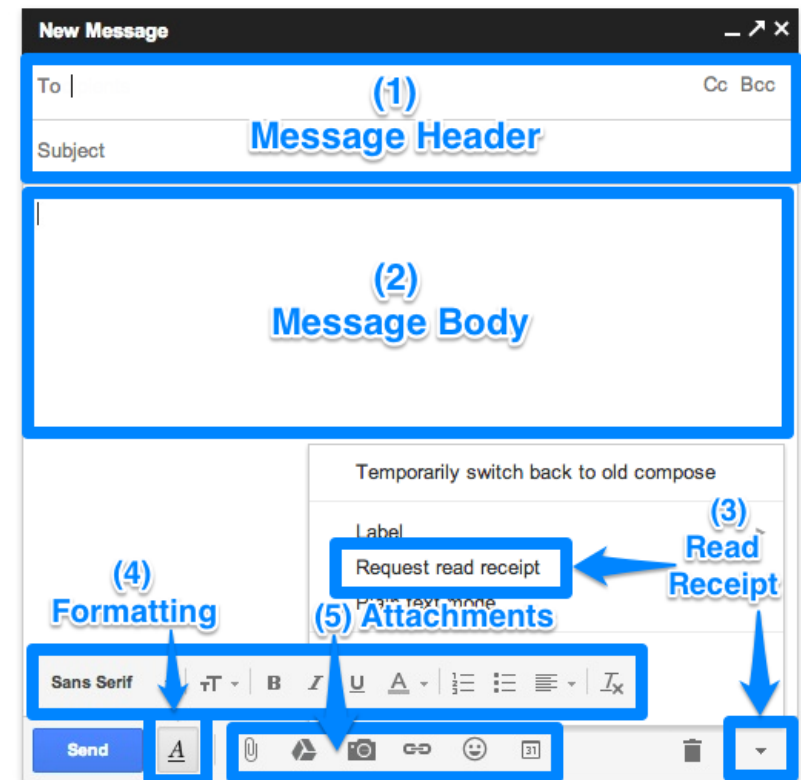
## I. FIRST CLASS VERSUS GOOGLE APPS MAIL

	First Class	Google Apps Gmail
<b>Accessibility</b>	Installed on computer; not easily accessed through a browser	Totally web-based
<b>Mobile Apps</b>	Only for iPhone/iPad	All mobile devices
<b>Multiple Messages</b>	Combined into "conversations" (grouped w/ messages w/ same subject line)	Combined into "conversations" (grouped w/ messages w/ same subject line)
<b>Unsend Ability</b>	Unsend anytime	Can be setup to unsend within up to 30 secs after sent
<b>Message Organization</b>	Folders (message can only be in <u>one</u> folder)	Labels (messages can have <u>multiple</u> labels)
<b>Group Messaging</b>	"Conferences" setup by system admin	Groups setup by anyone in the Joplin Schools organization
<b>Retention Length</b>	Around 21 days unless placed in a folder	Indefinite - (as long as you have file space!)
<b>File Size Limit</b>	< 2 GB	25 GB (over 12 times more!)

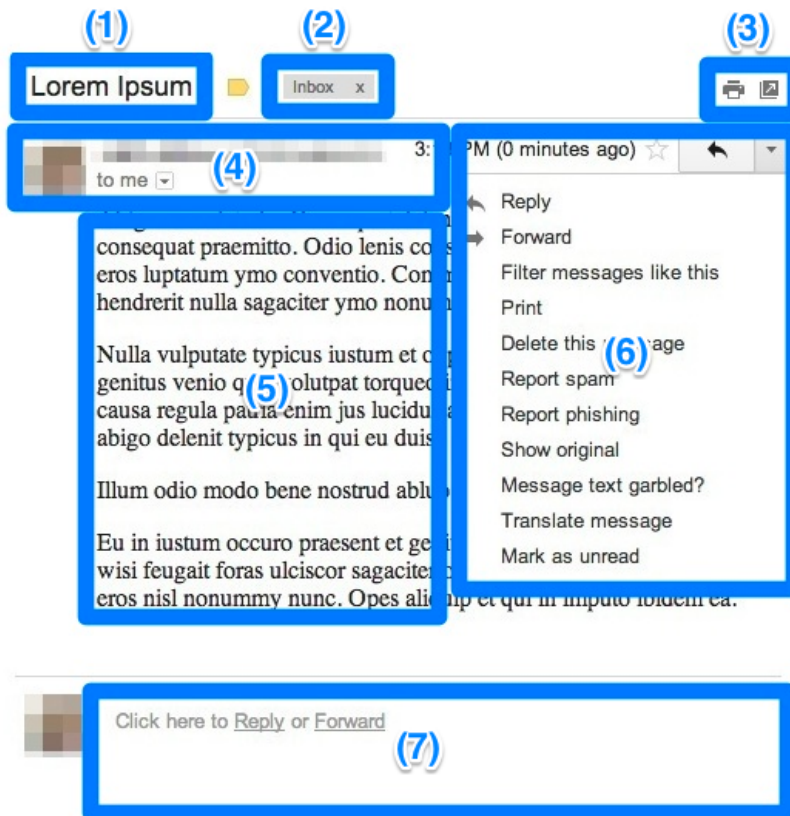
## II. ANATOMY OF GMAIL INBOX



### III. ANATOMY OF A COMPOSED MESSAGE



### IV. ANATOMY OF A RECEIVED MESSAGE



#### KEY

- (1) Subject Line
- (2) Labels Applied
- (3) Print Message and Open in New Window
- (4) Message Header
- (5) Message Body
- (6) Reply and Other Message Options
- (7) Reply/Forward Options

## v. FIRST THINGS FIRST...WELL, REALLY FIFTH!



Login to your Joplin Schools Google Apps Mail (aka Gmail) by visiting [www.gmail.com](http://www.gmail.com) and signing in with your username and password.

- NOTE: This will be the username you use to login to your computer PLUS '@joplinschools.org'. The password should also be the same you use to login to your computer.


### ACTIVATING LABS - PREVIEW PANE, UNDO SEND, & UNREAD MESSAGE ICON

1. Return to the online view of Gmail by navigating to [Gmail.com](http://Gmail.com) or clicking the Gmail icon (NOT Gmail Offline!) on the start screen
2. Click the gear icon in the upper right corner 
3. Click *Settings* in the drop-down menu
4. Find the *Labs* tab and click
5. In the 'Search for a lab' field, enter "preview pane"
6. Click the 'Enable' radio button to the right for the Preview Pane Lab
  - This Lab allows a split screen preview of your messages - the message list on the left and a preview of the selected message on the right.
7. Go back to the 'Search for a lab' field, erase the text, and enter "undo send"
8. Click the 'Enable' radio button to the right for the Undo Send lab
  - This Lab allows you to undo a sent message within up to 30 seconds after a message has been sent IF you have not click anything else after hitting Send.
9. Go back to the 'Search for a lab' field, erase the text, and enter "unread"
10. Click the 'Enable' radio button to the right for the Unread Message Icon lab
  - This Lab will place a little number below Gmail icon on your browser tab representing the number of unread messages; must be activated in each different browser you use.
11. Choose 
12. You should be taken back to your inbox. The Unread Message Icon lab should display now; however, you will need to do the following to ensure the other labs are ready to go.

### USING PREVIEW PANE

1. Once you return to your inbox, you may toggle between preview panes by clicking on the  new button in the upper right corner.
2. Most prefer the vertical split option, but you may also try the horizontal split option by clicking the  button.

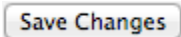
## USING UNDO SEND

1. To make sure Undo Send is enabled, click on gear icon  and 'Settings'
2. You should be in the General tab; scroll down to the Undo Send section
3. Make sure the 'Undo Send Enabled' box is checked; then, click on the 'Send Cancellation Period' drop-down and select the time period to delay sending messages.
4. Once you send a message, the following popup will appear at the top of inbox:

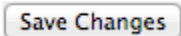
**Your message has been sent. [Undo](#) [View message](#)**

Click 'Undo' to cancel the message. Remember: you can only undo a sent message within the chosen period of time IF you have not clicked anything after hitting the Send button. Once this window disappears, you are unable to undo a message.

## DISPLAYING UNREAD MESSAGES MORE PROMINENTLY


1. Within the Settings menu, click on the Inbox tab
2. Click the drop-down menu for 'Inbox Type' and select 'Unread First'
3. Click 

## ADDING MESSAGE SIGNATURE

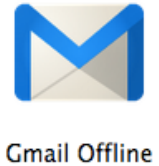
1. Within the Settings menu, click on the General tab
2. Scroll down until you see the Signature section and click on the radio button below the No Signature radio button
3. Click inside of the text editor box and enter the information for your signature
4. By default, the signature will only appear in new messages; if you would like your signature to appear at the end of your text in replies (but before the "quoted"/replied-to text, check the box labeled 'Insert this signature before quoted text in replies...'
5. Click 

## ENABLING OFFLINE ACCESS TO MAIL

Occasionally, the network connection has a glitch; however, work must go on! Google Mail can be setup to regularly sync to your computer so that your messages are available offline (no internet connection). However, this requires using Google Chrome.

1. After opening Chrome and logging into your Joplin Google Apps account, navigate to your Mail
2. Click the gear icon in the upper right corner 
3. Click *Settings* in the drop-down menu

4. Find the *Offline* tab and click
5. Click on *Install Gmail Offline*; this will take you to the Chrome Web Store
6. A Gmail Offline install window should appear; click the green *Launch App* button
7. In the new window, click the *Allow offline mail* radio button and hit *Continue*
8. This will take you to the Gmail Offline view, which looks a bit different than the online view
9. Open a new tab; you should see a series of icons, one of which should be Gmail Offline; this is how you will get to your mail if you are ever offline



## SETTING UP MOBILE DEVICES FOR GOOGLE APPS MAIL

To setup your mobile device to check Joplin Schools Google Apps Mail, either visit your devices app store and search for the Gmail app (make sure the app publisher is Google) OR visit [21stcenturyjhs.com/transition](http://21stcenturyjhs.com/transition) for instructions on setting up your native mail app with your Google Apps Mail account.

## VI. MESSAGE ORGANIZATION

Whereas most e-mail programs use folders to organize messages, Gmail works on a different concept. The concept of folders is one based on what people have been used to in the past - physical manila folders. You can only put a message in one folder, and then you had better be sure you remember which folder it went into!



With labels, you don't have to choose; you can apply as many labels to the same message or conversation as you want (without making separate copies and placing in different folders) and then filter messages later based on those labels.

Everything in Gmail is based on labels: if a message is in the inbox, it has the "Inbox" label attached to it. If it's in the trash, it has the "Trash" label attached. Or, you can create whatever labels you want! However, Gmail allows you to also detach ALL labels from a message, which is called "archiving" the message. It is not viewable in any other labels; you can only view these e-mails by clicking on All Mail in your labels list.

## SETTING UP YOUR LABELS

Although you can create labels easily within your inbox, it's easier to go to your Settings for the initial setup.

1. Click on the gear icon in the upper right corner and select Settings
2. Click on the Labels tab; you will see a list of your labels - System Labels (already created) and another list that simply says Labels (your personal labels)

3. You have the option to show or hide a label on the main screen, or hide the label unless there are unread messages in it (see screenshot). NOTE: 'Show in IMAP' determines whether that folder will show up in a non-Gmail e-mail app.
4. Under the 'Labels' heading, click on **Create new label** for your first label
5. Enter the name of the new label
  - if you would like to "nest" it under an already existing label (sub-label), check the 'Nest label under' box and choose the parent folder; click
6. Click Create
7. To edit a label's name, simply hover over the name in the list and click; or, to change the name or change the "nesting" option, click on 'Edit' in the Actions column.
8. When finished, return to the inbox.

## COLOR-CODING LABELS

1. Hover over the label in the list you would like to color-code, and click on the down arrow that appears; you will see this menu
2. Click on the color in which you would like the label to be highlighted, or choose a custom color
  - Also, notice the other options available for the labels!
3. A square "chip" with the color should appear beside the label; also, any messages in that folder will have a color-coded label attached to it, both in the message list and when viewing the message:

**Important Keepers** x

Label color:
 

a a a a a a

a a a a a a

a a a a a a

a a a a a a

Add custom color  
 Remove color

In label list:
 

☒ Show  
☐ Show if unread  
☐ Hide

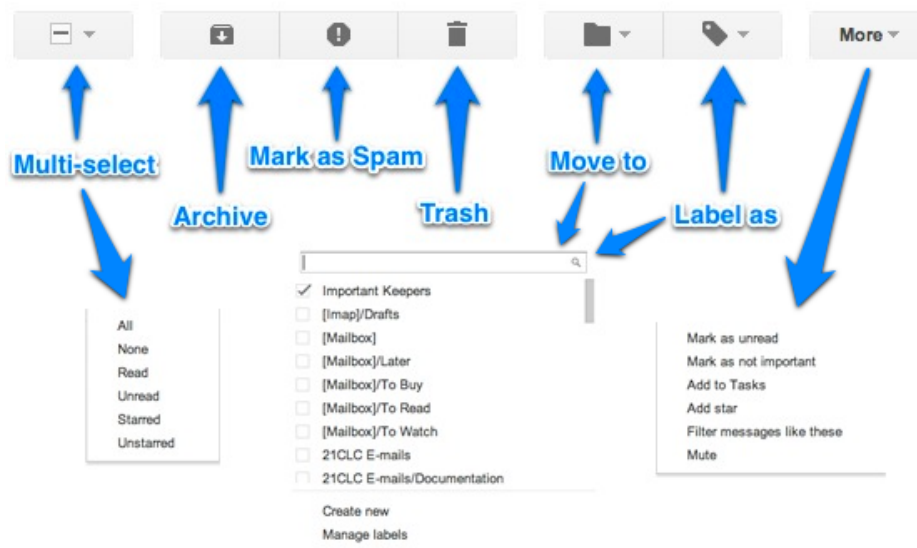
In message list:
 

☒ Show  
☐ Hide

Edit  
 Remove label  
 Add sublabel

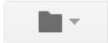

## WORKING WITH MESSAGES

In the message list, if no messages are selected, you will see a limited options bar (located below the search field). But, when at least one message is selected, more options appear:





## IMPORTANT NOTES:

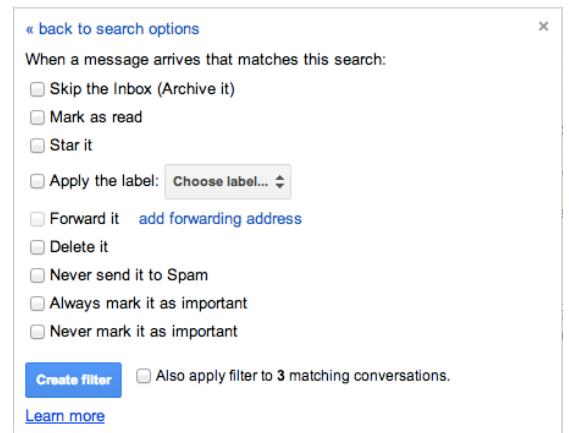
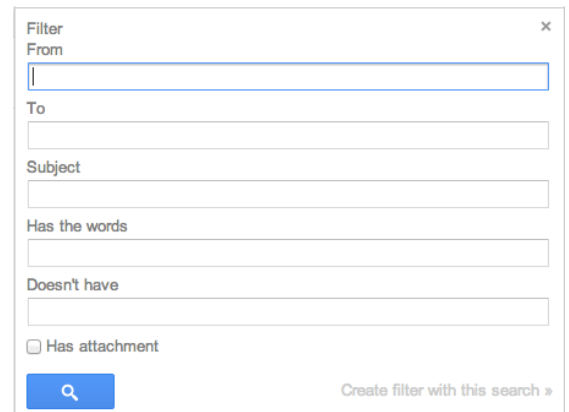
- The “Move to”  and “Label as”  options seem similar, but they are a little different. The 'Move to' option removes all other labels and applies only the label chosen; 'Label as' adds the chosen label to any already existing labels.
- “Trashing” a message removes all labels and attaches the “Trash” label to it; after a certain period of time, messages labeled “Trash” will be deleted forever
- Marking a message as “Spam” is similar to “Trash,” but it also places a watch for future messages meeting the same criteria and attaches the “Spam” label to them when they arrive.
- You may also drag-and-drop messages into labels by hover over the leftmost part of the list until three vertical dots appear and your cursor becomes a hand .

## AUTOMATICALLY FILTERING INCOMING (AND EXISTING) MESSAGES

What if you could have messages automatically labeled based on criteria you set, such as all messages from a certain person or certain words in the subject line (or even without certain words in the subject line)? Well, you can!

1. Check a message that matches any criterion by which you want to filter other messages, click More, and select ‘Filter messages like these’
2. Gmail will pre-fill the criterion that it thinks you might mean in the appearing window; however, you can change any fields in this window based on what you want.
3. Click on ‘Create filter with this search’
  - If you hit the spyglass button, it will conduct a search for existing messages meeting the criteria set. You will then need to return to the filter menu to create the filter.
4. In the next window, you have many filtering options from which to choose; click on ‘Learn more’ for more information about each.

**IMPORTANT:** Make sure you think very carefully about the filters you apply! You could easily miss e-mails if they are not delivered to your inbox.







## VII. GOOGLE GROUPS

Google Apps offers two different types of groups to use when you use Google Apps.

- **Personal Contact Groups**
  - Set up in the Contacts section of Mail
  - Only come up for the individual when a personal group title is typed into the 'To' field of a message OR into the 'Share' field of a Google Drive document,
  - Will not appear for anyone else in the organization
- **Organizational Groups**
  - Set up in Groups (found in the black bar at top of screen)
  - Show up when someone in the organization that types in the group title
  - Creates a separate e-mail address to use to send to all members of a group
  - Members of the group can be changed by the group creator and take effect organization wide

### PERSONAL GROUPS

1. To create a personal contact group, click  in upper left and select Contacts
2. In the left sidebar, click 'New Group...' and enter the name for the group
3. Click on the new group under My Contacts in the left sidebar and click 
4. Begin entering names or e-mail addresses into the box that appears
  - Individuals in Joplin Schools should appear when their name is typed in; those outside of Joplin Schools will need their e-mail addresses entered manually
5. Once you are finished adding contacts, click 'Add'
6. Return to your inbox, press compose, and type in the personal group name that you just created; the group should come up automatically

### ORGANIZATIONAL GROUPS

For instructions on how to create and manage organizational groups, visit the following website: <http://learn.googleapps.com/groups/groups-how>