

Getting Started with Google Apps Mail

Getting Started with Google Apps Email	2
Logging In	2
The Layout	2
The Inbox	2
Conversations	2
Compose a Message	2
Labels vs. Folders	3
Contacts	3
Groups vs. Distribution Lists	3
Filters vs. Rules	4
Appendix	5

This document will take you through the basic interface and design changes, as well as some functional differences to help you get started using your St. John's Prep Google Apps Email account.

St. John's Preparatory School Technology Department Studzinski Library, Rm S009 978-774-1050 ext.385 technologydepartment@stjohnsprep.org sjptechnology.wordpress.com

Getting Started with Google Apps Email

Google Apps Email is Google's web-based email application, and included part of St. John's Prep's Google Apps for Education suite. If you have a personal GMail account, you will find that the SJP Google Apps Email interface looks and functions just like your GMail does. *Note: any personal GMail account is still completely separate from your SJP Google Apps Email account.*

Inbox	Wired Top Stories - Gallery: Chevrolet Volt Sure Drives Sweet - 14 hours ago	
	Archive Report spern Delete Move to v Labels v More actions v Refresh	1 - 25 of 503 Older > Oldest >
Starred 😭	Select: All, None, Read, Unread, Starred, Unstarred	
Sent Mail	Portal - I can probably do tomorrow, but I'll be comin	n back from excitor encointment with the d 11:37 arr
Drafts	Wendy Olson FW: DDD plasma - Can you post? Thank you! From:	g baon nonn arionnaí appontation a martína a
(Imap)/Drafts	Ew: bbb pasma - Can you post? Thank you Prom: Ew: bbb pasma - Can you post? Thank you Prom: Ew: belp with moviemaker - Wednesday works better	and musichamore and an alternation of
Apple Mail To Do	i ☐ ☆ Cosile, He (4) PW: Help wort moviemaker = viednesday works better Daily Bulletin - Daily Bulletin Monday, December 7, 3	i for me, berg men genig o block - that v
Block A		
Block C	Today's problem with the teacher web portal - An interest of teacher web porta	
Block F	me, Christopher (2) Sent Messages Next Week - Ok. Things are going we	
Block G Clients	H. D. D - Check out that pdf file for my 25% discoun	
Clients Deleted Messages	III Sent Messages (no subject) - Thanks alot! On Fri, De	
Follow up	III St. John's Prep (MA) Wendy Larivee receives the Ryken Award - Wendy L	arivee receives the Ryken Award The entir Dec 4
Liquid Planner	III S From the Office of the H. You're Invited! - Christmas in January! You're Invited	to the Faculty and Staff Holiday Party Sat Dec 4
Misc	Ryken Award Video - The end of today or Monday is	fine, Nick. Thanks so much. On 12/4/09 1 Dec 4
Personal	E Statesha, Christopher (2) Testing more - Block ff for now. Christopher Butler D	irector of Information Services Sent from rr Dec 4
Priority	B Natasha, me, Amir (5) Re: More Portal Cookie Weirdness - All right here yo	u go; SC011-09 - Pat Sears Amir From: Na Dec 4
Sent Messages	I me, Christopher, Natasha (4) Sent Messages More Portal Cookie Weirdness - Christopher, Natasha (4)	topher. I just logged in with the user accou Dec 4
SJP	Barfur is Dying Game - Hi Nick, I've attached my do	
Tech Dept	Natasha Covne Firefox/Portal - Bernie, Yesterday I mentioned that w	
Workshops	Show and the second secon	
4 more v	□ S for Physical Sandoro Cast weekend of Phillinal Claudes - Philo to all, Pen □ Class Weekend of Phillinal Claudes - Philo to all, Pen □ Class Schedule for 2010-2011 - Dear Parents a	
Contacts	Ed. me. Christopher (5) Schedule Email - Here are the current sharing setting	
Taska		
- Chat	St. John's Prep (MA) Multicultural Celebration a great success! - Multicultural	
	E St. John's Prep (MA) Deleted Messages Calling all actors! - Calling all actors	
Search, add, or invite	I S Natasha Coyne *** EMAIL SYSTEM *** - To All: My apologies for th	
Wilson, Nicholas	St. John's Prep (MA) Daily Bulletin - Daily Bulletin Thursday, December 3,	
Set status here V		rade Complete - We have submitted a supp Dec 2
Thomas Cirbee	Brian, me (3) Sent Messages Garage band - Thanks Mr. Wilson this	s solved the problem. Thanks, Brian Towns Dec 2
Options V Add Contact	Select: All, None, Read, Unread, Starred, Unstarred	
	Archive Report spam Delete Move to v Labels v More actions v Refresh	1 - 25 of 503 Older > Oldest >

Logging In

1. Log into your St. John's Prep Google Apps for Education account. You can follow the link on the Faculty/Staff portal, go to the SJP Google Apps for Education page (http://gae.stjohnsprep.org) or directly log into your email account at http://email.stjohnsprep.org. 2. You will be prompted to **enter your SJP username and password** (this is the same password you use to log into your laptop, or any on-campus computer). You will be directed to the SJP Google Apps for Education page (http://gae.stjohnsprep.org), or directly to your email inbox (http://email.stjohnsprep.org). Note: If this is your first time logging in to your Google Apps for Education account, after you enter your username and password on this page, you will be prompted to configure your account on Google and agree to their terms of service.

3. Click on the *Email* link on the right of the welcome message (or click the *Mail* link in the navigation bar across the top of the page).

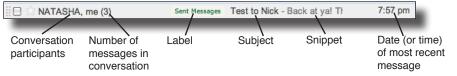
You will be directed to your Google Apps Email Inbox.

The Layout

The layout of your Google Apps Email account is set up to display your email messages in the main content area of the page. You can perform various functions to your email messages using the action buttons across the top of the inbox. Labels (called *Folders* in Microsoft Outlook/Exchange) appear down the left side of the page above the *Contacts* link.

The Inbox

The inbox appears in the main content area of the page. Rather than simply display-



ing each email individually, Google Apps Email automatically groups email messages into *conversations*: an original message and the replies responded to by the message's reciptients. Your inbox displays each

conversation's **participants**, the **number of messages** in the conversation, the **labels** the message has been tagged with, the **subject** of the conversation, a **snippet** of the most recent message in the conversation, and the **date or time** of the most recent message in the conversation.

Ed Hardiman Christopher and / or Nick, I am trying to share a Google I Dec 3 (4 days ago)
Butler, Christopher I just checked the settings and realized that I h Dec 3 (4 days ago)
Nicholas Wilson Hi Ed, Christopher might know differently, but as far ε Dec 3 (4 days ago)
Nicholas Wilson Nice findI >> E: ehardiman@stjohnsprep.org http://christopher (4 days ago)
Nicholas Wilson Nice findI >> E: ehardiman@stjohnsprep.org http://christopher to 2 (4 days ago)
Nicholas Wilson Nice findI >> E: ehardiman@stjohnsprep.org http://christopher to 2 (4 days ago)
Nicholas Wilson Nice findI >> E: ehardiman@stjohnsprep.org http://christopher to 2 (4 days ago)
Nicholas Wilson Nice findI >> E: ehardiman@stjohnsprep.org http://christopher to 2 (4 days ago)
Nicholas Wilson Nice findI >> E: ehardiman@stjohnsprep.org http://christopher to 2 (4 days ago)
Nice findI >> E: ehardiman@stjohnsprep.org
Here are the current sharing settings for Google docs (see attached file).
Christopher Butler
Director of Information Services
St. Johns Preparatory School
http://www.stjohnsprep.org

Conversations

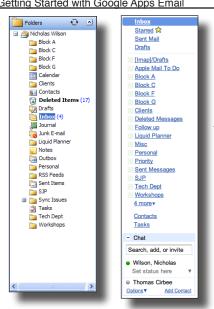
One of the most significant differences you will notice when you first access the new email interface, is that messages will be group together into *conversations*. When you, or someone else, replies to an email message in Google Apps Email, that reply message becomes part of a new converation. All subsequent responses to that email will be grouped into the same conversation. That makes it easy to follow a string of messages, or, to complete the metaphor, "follow a conversation".



Compose a Message

To compose a new mail message, click on the *Compose Mail* link in the top left corner of your *Inbox*. When you being entering a recipient into any of the addressee fields (To:, Cc:, or Bcc:), Google Apps Email will automatically detect names and email addresses of contacts in your contact list and members of the St. John's Prep community. Email

Getting Started with Google Apps Email



composition in Google Apps Email functions similarly to email composition in Microsoft Outlook/Exchange. You can perform the same basic text formatting operations, attach files, and save draft messages.

Labels vs. Folders

You can create and tag conversations in Google Apps Email with labels (the equivalent of folders in Microsoft Outlook/Exchange Mail). You can also tag conversations with multiple labels, which makes organizing your Inbox easier. Note: Google Apps Email does not support the use of subfolders. Any Microsoft Outlook/Exchange subfolders will be moved to the top level and appear as FolderName/SubfolderName. Empty folders will not be migrated to Google Apps Email.

To create a new label:

1. Click on the *Create new label* link in the navigation bar on the left of the screen (*Note: this* may appear under the # More link in the navigation bar.) A popup window will appear. 2. Enter a **name** for the label in the text field.

3. Click the **OK** button. The label will appear in the navigation bar on the left side of the page.

(Note: You can manage your labels by going to Settings --> Labels)

Contacts

Your SJP Google Apps Email contacts are stored under the Contacts link in the navigation

Sean Sennott to me	show details Dec 4 (4 days ago) 🔸 Reply 🔻
Hi Nick.	Reply to all
I was wondering if we (the Profession	
Faculty/Staff portal to post some info Resources" line. Also, is it possible t	
resources lime. Also, is it possible to have so forms, another that could have teacher reflectic workable? Paxt Sean	
	Add Sean Sennott to Contacts list
	Delete this message
	Report phishing
	Show original
Reply	Message text garbled?

bar located to the left of your inbox. Contacts from your Microsoft Outlook/ Exchange account will be migrated over to the All Contacts list in your Google Apps Email.

There are two ways to add contacts to your SJP Google Apps Email account: manually add a contact from the Contacts page, or add a contact directly from an email message.

To manually add a contact:

1. Click the *Contacts* link in the navigation bar. The *Contacts* page will open. If any contacts were migrated over from your Microsoft Outlook/Exchange account, they will appear in a list down the center of the screen.

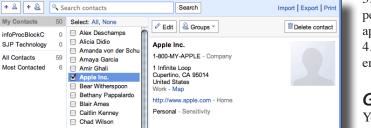
2. Click on the button labeled with a plus sign (+) and a single person. + & A blank contact form will load on the page.

3. Fill in the information you would like to add for your new contact and click the *Save* button.

To add a contact directly from an email message:

1. From your *Inbox*, click on the conversation with the person you would like to add to your *Contacts*. The conversation page will load.

2. Click on any of the messages in the conversation sent from the person you want to add to your Contacts.



3. Click the down arrow next to the *Reply* button in the upper right corner of the message box. A pulldown menu will appear.

4. Select Add [Person's Name] to Contacts list. The person's email address will be automatically added to your Contacts.

Groups vs. Distribution Lists

You can create Groups (known as Distribution Lists in Microsoft Outlook/Exchange) of contacts from your Contacts list. To create a new group:

1. From your contacts page, click the *New Group* button *tact* button). A popup window will open, prompting you group.



(located next to the New Conto enter a name for the new

2. Enter a name for the new group in the text field and click the OK button. The group will load onto the screen with the message No contacts.

3. Click on the All Contacts link in the left column. Your enter contacts list will load.

4. Put a *check* next to each contact you would like to add to the group.

5. Click the *Groups* button and select the group you would like to add the contacts to. The contacts will be automatically added to the selected group.

Filters vs. Rules

Google Apps Email allows you to create *Filters* (known as *Rules* in Microsoft Outlook/

Create a Filter	Hide filter options			
Choose search criteria Specify the criteria you'd like to use for determining what to do with a message as it arrives. Use "Test Search" to see which messages would have been filtered using these criteria. Messages in Sparn and Trash will not be searched.				
From: Has the words:				
To: Doesn't have:				
Subject:	achment			
Show current filters (Cancel) (Test Search) (Next Step »)				

reate *Filters* (known as *Rules* in Microsoft Outlook/ Exchange) to automate the handling of incoming messages. For example, you may want messages sent to you by members of your department to be automatically tagged with the label *Department* (assuming you have already created a label called *Department*, that is...).

To create a filter:

1. From your Inbox, click on the Settings link in the

top right of the screen (next to where your username is displayed). The *Settings* page will load.

2. Click on the Filters tab in the menubar.

- 3. Click Create a new filter.
- 4. Fill in the criteria by which you would like to filter your messages.

5. Click the *Test Search* button to double-check your filter setting. The results of your test search will appear in the window below the filter settings.

- 6. When you are satisfied with your filter settings, click the *Next Step* button.
- 7. Put a *check* next to the actions you would like your filter to run.

8. If you would like your filter to affect messages already in your inbox, make sure to put a check next to *Also apply filter to # conversations below*.

9. Click the *Create Filter* button.

Archiving Messages

Because your email quota with Google Apps Email is so large, there is no need to delete messages. Google Apps Email is built in with many great features for organizing your emails, though. **Archiving** your email conversations is one great way to keep your inbox clean and organized. Archiving simply removes your conversations from the *Inbox* - conversations are still accessible in your *label categories* and in the *All Mail* list.

To archive a conversation:

1. From the *Inbox*, put a check next to the conversation you want to archive.

2. Click the Archive button at the top of the page. Your conversation will be removed

from the *Inbox*. Archive

To retreive an archived conversation:

1. Click on the *# More* link at the bottom of the navigation bar. A popup menu will appear.

2. Select *All Mail* from the list. The page will reload with the *All Mail* list displayed on the screen.

3. Click on the conversation you want to view. The most recent message in the conversation will load.

4. If you want to move the conversation back to the *Inbox*, click the *Move to Inbox* button at the top of the page.

Move to Inbox

6 more▼ Tip: Drag labels in and out of this menu or customize which labels

show under Settings.

Chats 🖓

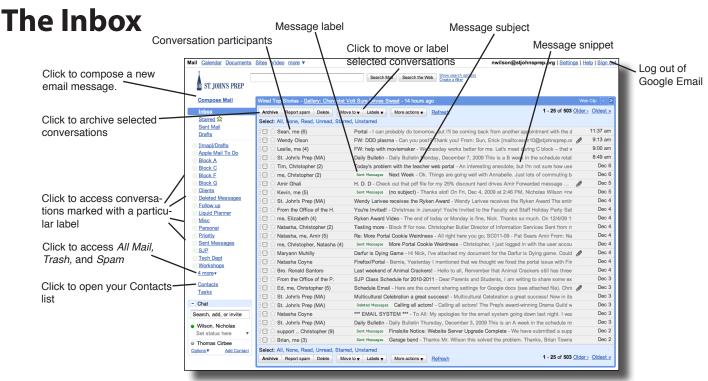
<u>All Mail</u>

<u>Spam (2)</u>

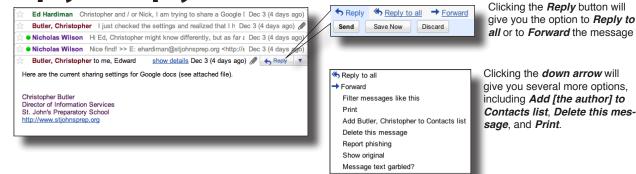
Trash

Sign In

Sign into your Google Apps Email account at http://email.stjohnsprep.org



Reply & Reply-All



Archive Your Messages

When you are done reading an email conversation, you can *Archive* it. This will remove it from your Inbox, but it **WILL NOT DELETE** the conversation. The conversation will still be available in your *All Mail*, or if the conversation is labeled, in the appropriate *Label*.

- 1. Select the conversation(s) you want to archive.
- 2. Click the Archive button. Archive
- 3. To access *All Mail*, click

on the # More link and select All Mail.



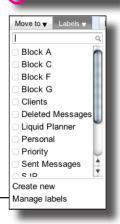
Tim, Christopher (2)

Labels

You can label conversations to help keep your messages organized.

- 1. Select the conversation(s) you want to label.
- 2. Click the Labels button.

3. Select the appropriate label from the list, or create a new label.



Tim, Christopher (2)

me. Christopher (2)