



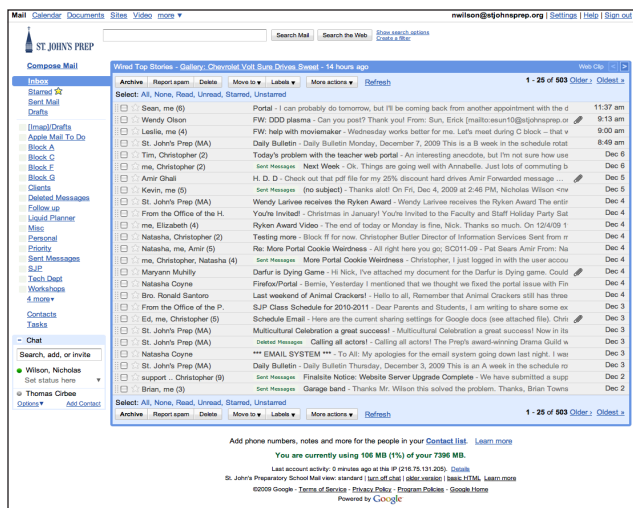
Getting Started with Google Apps Mail

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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.

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.



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).

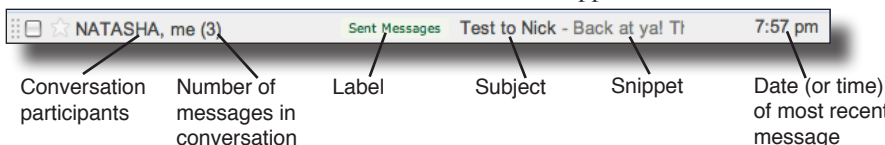
You will be directed to your Google Apps Email *Inbox*.

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 displaying each email individually, Google Apps Email automatically groups email messages into *conversations*: an original message and the replies responded to by the message's recipients. 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.



Conversation participants

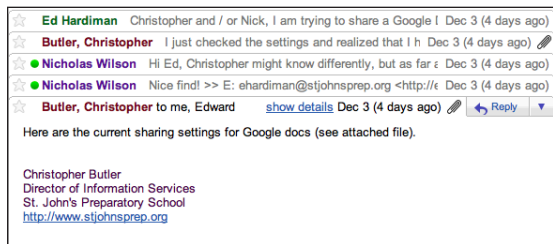
Number of messages in conversation

Label

Subject

Snippet

Date (or time) of most recent message

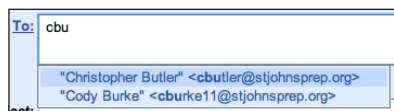


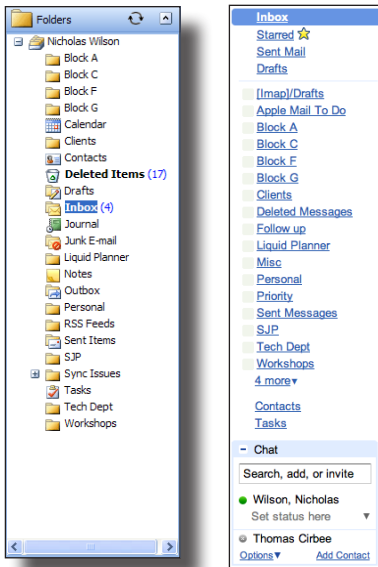
Conversations

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 conversation. 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





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 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.

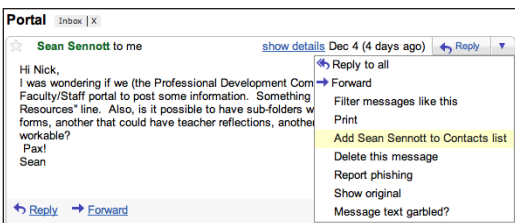
There are two ways to add contacts to your SJP Google Apps Email account: manually add a contact from the *Contacts* page, or add a contact directly from an email message.

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*.




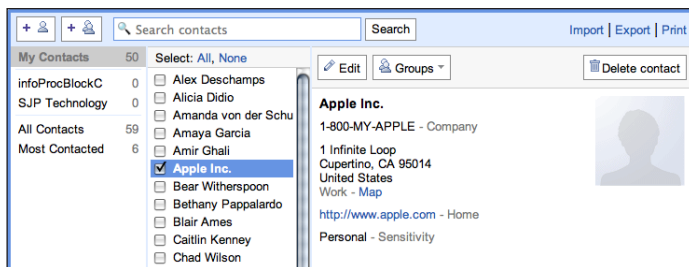
3. Click the **down arrow** next to the *Reply* button in the upper right corner of the message box. A pulldown menu will appear.
4. Select **Add [Person's Name] to Contacts list**. The person's email address will be automatically added to your *Contacts*.

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  (located next to the *New Contact* button). A popup window will open, prompting you to enter a name for the new group.
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/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

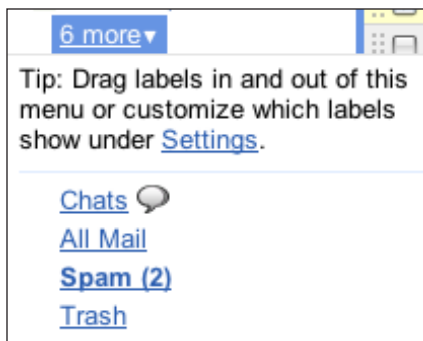
Because your email quota with Google Apps Email is so large, there is no need to delete messages. Google Apps Email is built in with many great features for organizing your emails, though. **Archiving** your email conversations is one great way to keep your inbox clean and organized. Archiving simply 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*.

To retrieve 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.



Sign In

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

The Inbox

Reply & Reply-All

Clicking the **Reply** button will give you the option to **Reply to all** or to **Forward** the message

Clicking the **down arrow** will give you several more options, including **Add [the author] to Contacts list**, **Delete this message**, and **Print**.

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.
3. To access **All Mail**, click on the **# More** link and select **All Mail**.

Archive

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.