

Gmail Quick Start Guide



Log in to Gmail

1. Go to your Start Page: http://start.sduhsd.net

Or, double-click the shortcut named "Start Page" on your desktop:



On the Sign In page, enter your user name firstname.lastname eg. john.doe and password, then click Sign In:



3. If this is your first time logging in, follow the on-screen instructions to activate your account. You will see characters similar to those on the right. Please be patient and enter the letters you see on your screen into the box. It may take several tries to get it correct. After you successfully login the first time, you will not be required to do this again.

Type the characters you see in the picture below.



If you are unable to login, or need your password reset, please call extension 5508

4. You will now see the start page. Click the "Gmail" icon on the left side of the page. Your Gmail Inbox appears. For example:

Compose Mail	Archive Report spam Delete Move to ▼ Labels ▼ More actions ▼ Refresh	1 - 3 of 3
Inbox (1)	Select: All, None, Read, Unread, Starred, Unstarred	
Starred St Sent Mail Drafts	▶□ Jennifer Ahrens • Updated: Schedule of upcoming seminars - Below, please find the updated :	5:48 pm
	☐ □ Joanna Rondeau (2) » Fwd: Test results for Project Goo - Hi Team Below is a link to a Google sprea	5:43 pm
Eollow up Miss Priority 4 more • Contacts Lasks	☐ Christina Beckmann Weekly Wrapup - All: Here's your summary of Sales' activity for the week	5:41 pr
	Alex Dave, Scott (5) * Re: New product launch next month - Hi Steve I'd like to discuss the details	5:37 pr
	Cliff Hao * [Updated Invitation] 10-11: Weekly Meeting @ Wed Oct 29 10am - 1	3:44 pt
	☐ ☐ Jennifer Alex (4) > Meeting preparation - Steve, Can we meet this afternoon to go over our summary	5:35 p
	□ □ Dave, Lisa » Report review - Hello Steve: Thank you for sending your report. Below are my co	5:34 p
	Select: All, None, Read, Unread, Starred, Unstarred	
	Archive Report spam Delete Move to ▼ Labels ▼ More actions ▼ Refresh	1 - 3 of

Use Gmail

To read a message: Click on the message to open it:



To reply to or forward a message: Open it, and then click an option at the bottom of the message box:



To compose a new message: Click Compose Mail:

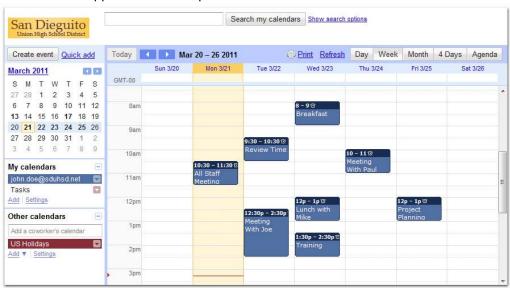


Open Your Calendar

To open your calendar: Click the **Calendar** link at the top of your Mail window:



Your calendar appears. For example:



Important: Your calender events were migrated from Groupwise to Google Apps. Check your calendar to make sure all of your events were moved correctly.

Use Your Calendar

To change your calendar view: Click the tabs in the upper-right corner of the view:



To view or edit details about an event: Click its name:

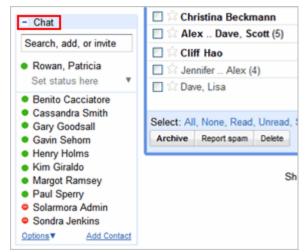


To create an event: Click Create Event:



Use Chat in Gmail

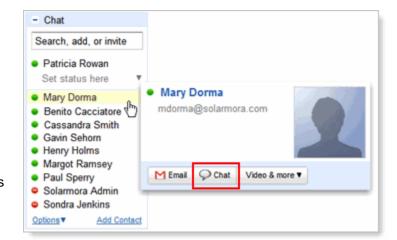
Your Mail window includes a Chat gadget, which lets you send and receive instant messages with your colleagues:



The Chat window shows a list of people you've recently communicated with. You can also find a coworker by starting to type his or her name or email address in the **Search**, **add**, **or invite** box.

To start a chat: Simply point to a user in the list or search results, and then click **Chat**:

Note: A green dot appears to the left of a contact who is online and available.



Next Steps....

Refer to the SDUHSD Help Site at http://help.sduhsd.net for the following information and more

- **Set up your email**, including adding an email signature, setting up email filters, and creating personal contact groups (email lists)
- Set up your calendar, including recreating your events and turning on event notifications
- Learn how to use key features in Gmail and Calendar