

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:



2. 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.

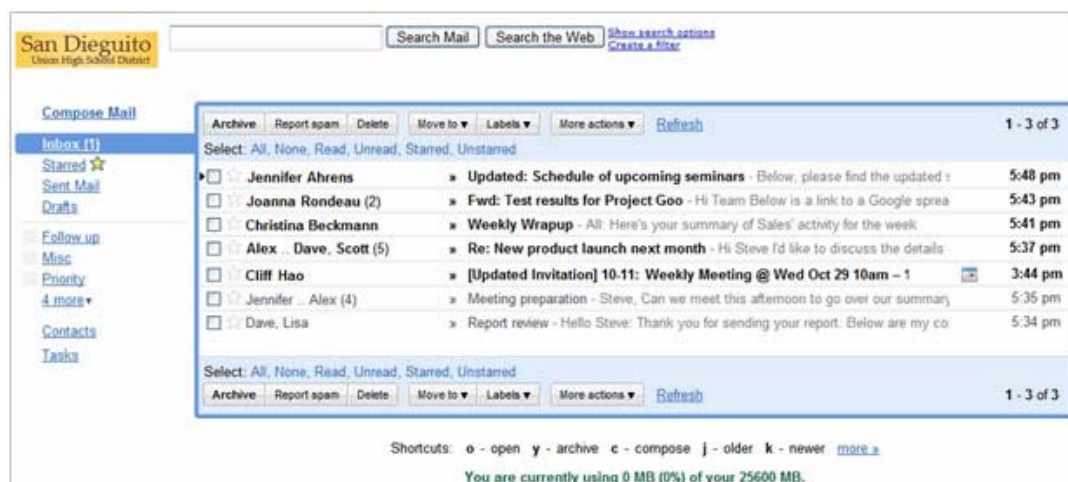
Type the characters you see in the picture below.




Letters are not case-sensitive

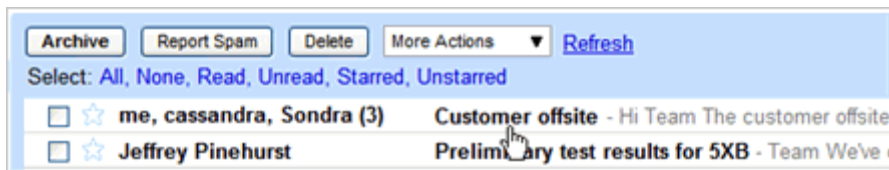
If you are unable to login, or need your password reset, please call extension 5508

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:

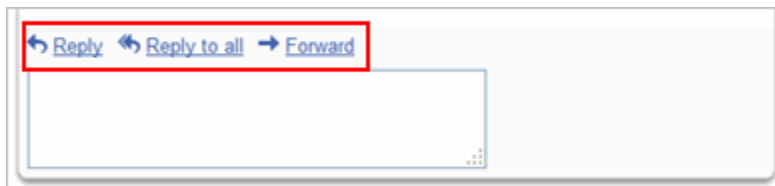


Use Gmail

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**:

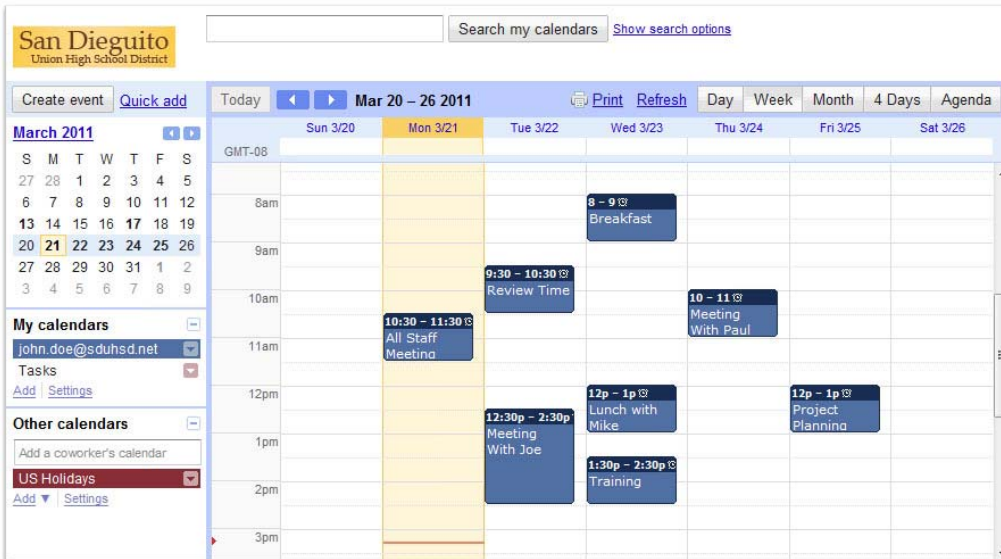


Open Your Calendar

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



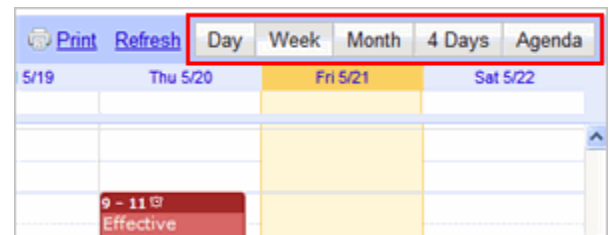
Your calendar appears. For example:



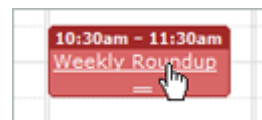
Important: Your calendar events were migrated from Groupwise to Google Apps. Check your calendar to make sure all of your events were moved correctly.

Use Your Calendar

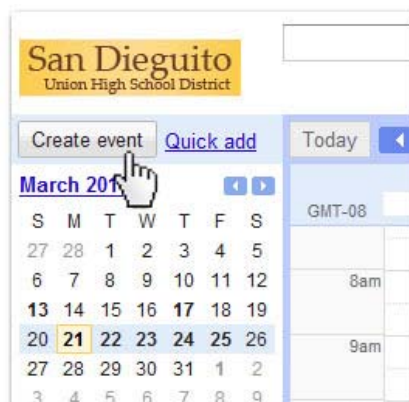
To change your calendar view: Click the tabs in the upper-right corner of the view:



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

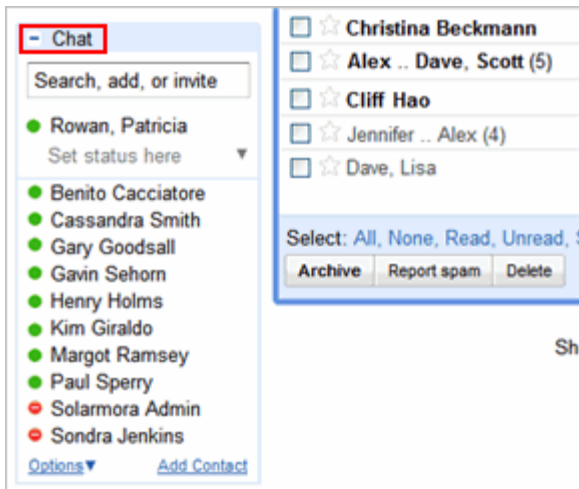


To create an event: Click **Create Event**:



Use Chat in Gmail

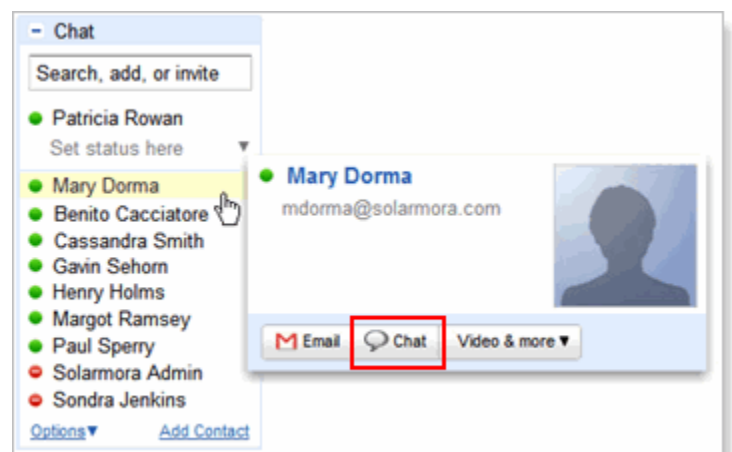
Your Mail window includes a Chat gadget, which lets you send and receive instant messages with your colleagues:



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