



Aug 4-10:09 AM

Accessing G-Mail

A screenshot of the Gmail homepage from August 4, 2011. The page features the Gmail logo at the top left, followed by the heading "A Google approach to email." Below this, there are three feature highlights: "Lots of space" (over 7617.323124 megabytes of free storage), "Less spam" (keep unwanted messages out of your inbox), and "Mobile access" (get Gmail on your mobile phone). On the right side, there is a sign-in box titled "Sign in with your Google Account" with fields for "Username" (with an example "pat@example.com") and "Password", a "Sign in" button, and a "Stay signed in" checkbox. Below the sign-in box is a "Create an account" button and links for "About Gmail" and "New features!". At the bottom left, there is a "Latest News from Gmail" section with a link to "New in Labs: Preview Pane" dated Thu Aug 04 2011. Social media icons for YouTube, Twitter, Facebook, and Google+ are at the bottom left. A red rectangular box highlights the sign-in form area.

Sign in with your Google Account

Username: ex: pat@example.com

Password:

Stay signed in

[Can't access your account?](#)

New to Gmail? It's free and easy.

[About Gmail](#) [New features!](#)

Latest News from Gmail

[New in Labs: Preview Pane](#) Thu Aug 04 2011

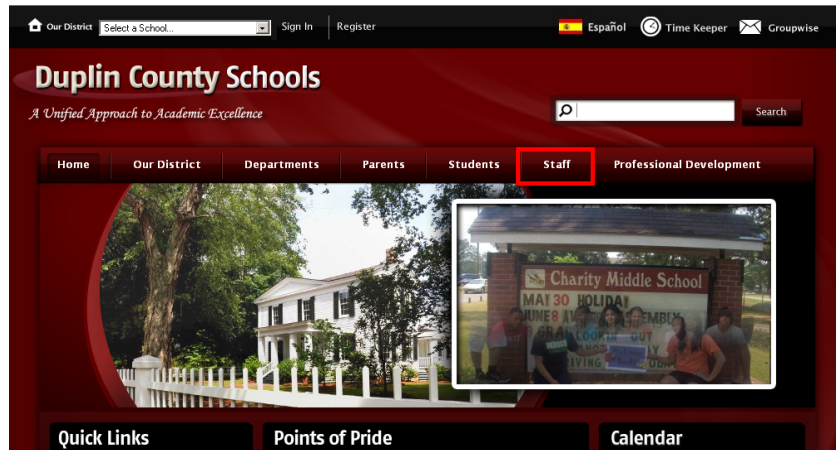
When I check my email, I often rely on the message snippets to figure out which messages to open ...

Follow us:

<http://gmail.duplinschools.net>

Aug 20-11:06 AM

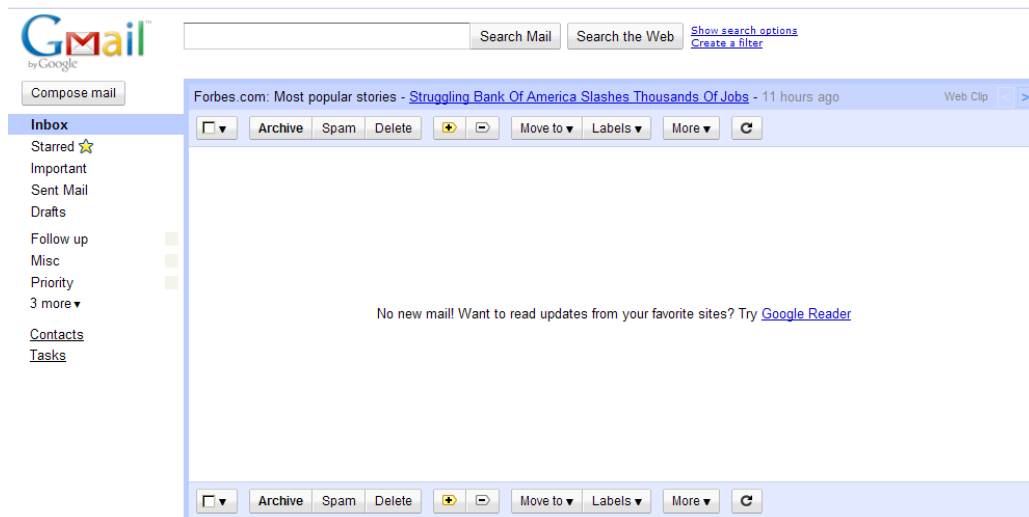
Accessing G-Mail



Use the Staff Tab on the Duplin County Schools Homepage

Aug 20-12:00 PM

G-mail View



Aug 20-11:34 AM

Use the Compose E-mail button to create a new E-mail

The screenshot shows the Gmail 'Compose' window. On the left sidebar, the 'Compose mail' button is highlighted with a red box and a red arrow. The main window has a top bar with 'Send', 'Save Now', and 'Discard' buttons, with the 'Send' button highlighted by a red arrow. The 'Subject:' field is empty. Below the subject field is a toolbar with icons for bold, italic, underline, text color, background color, link, unlink, list, list, link, unlink, quote, unquote, and text format. The bottom bar also has 'Send', 'Save Now', and 'Discard' buttons, with the 'Send' button highlighted by a red arrow.

Aug 19-12:53 PM

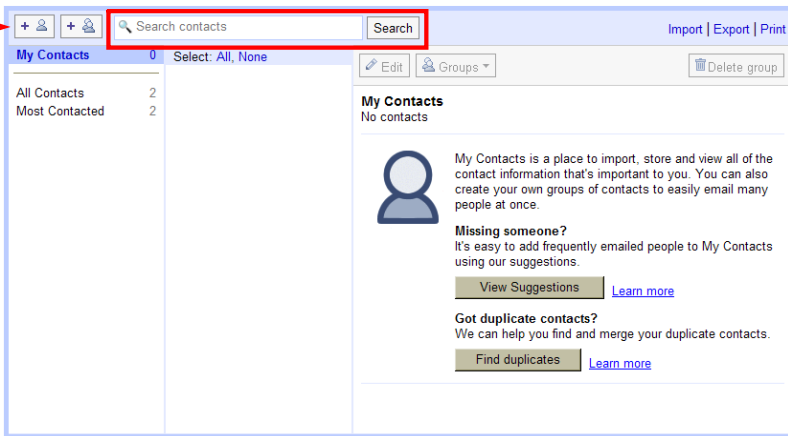
How to search for Contacts

The screenshot shows the Gmail main interface. The left sidebar contains links for 'Compose mail', 'Inbox', 'Starred', 'Important', 'Sent Mail', 'Drafts', 'Follow up', 'Misc', 'Priority', 'Training', '3 more', 'Contacts', and 'Tasks'. A red arrow points to the 'Contacts' link. The main content area shows a search bar at the top with 'Search Mail' and 'Search the Web' buttons. Below the search bar is a header for a search result: 'Forbes.com: Most popular stories - Struggling Bank Of America Slashes Thousands Of Jobs - 11 hours ago'. Below the header are buttons for 'Archive', 'Spam', 'Delete', 'Move to', 'Labels', and 'More'. The main content area is empty, displaying the message: 'No new mail! Want to read updates from your favorite sites? Try [Google Reader](#)'. At the bottom of the main content area are buttons for 'Archive', 'Spam', 'Delete', 'Move to', 'Labels', and 'More'.

Aug 19-12:42 PM

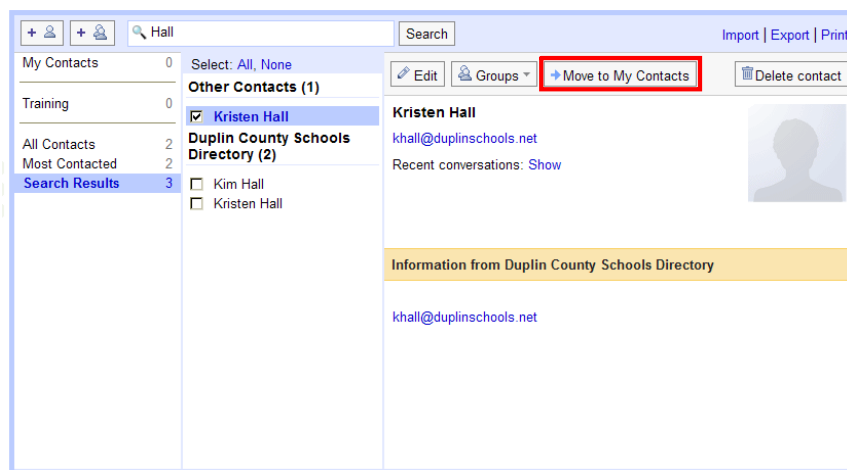
Type in the name of the person you are looking for and press ENTER

You can use this button to add a new contact to your list.



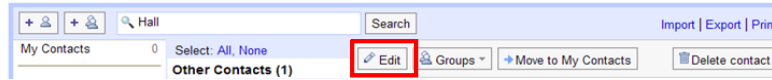
Aug 19-12:46 PM

Use the "Move to My Contacts" button if you would like to add the address to your contacts



Aug 19-12:57 PM

You can use the edit button to add more information

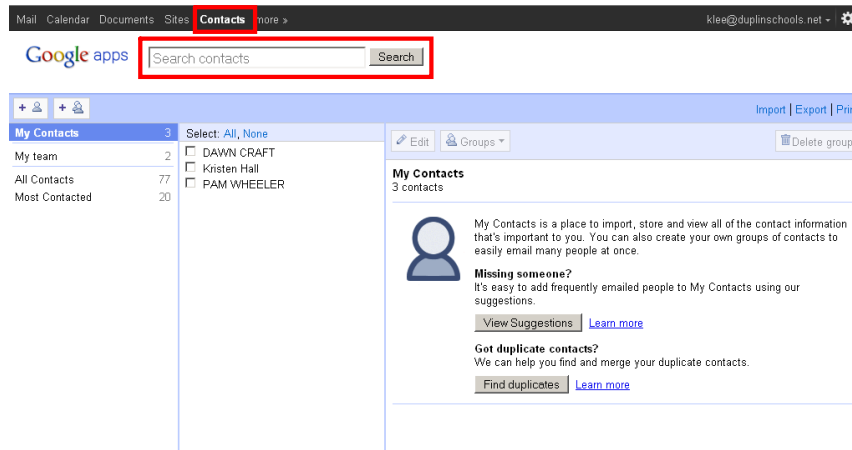


After choosing edit, this screen will appear



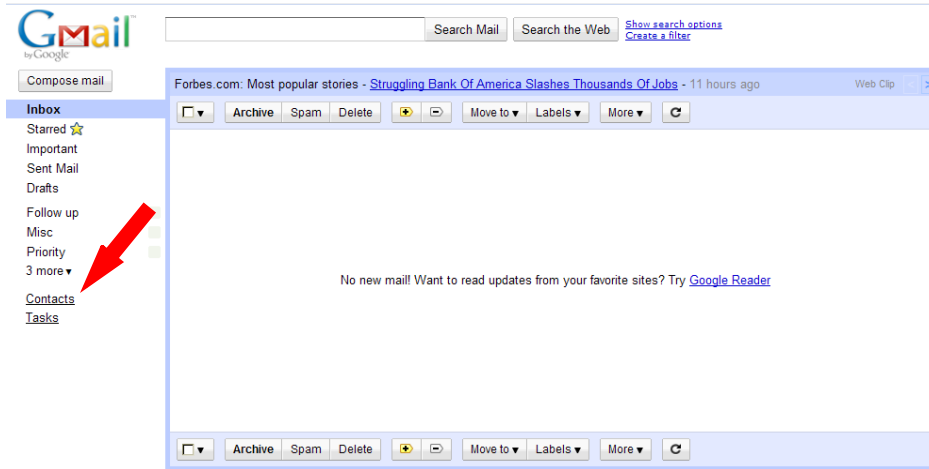
Aug 19-1:00 PM

You can also use the Contacts Tab to search for contacts



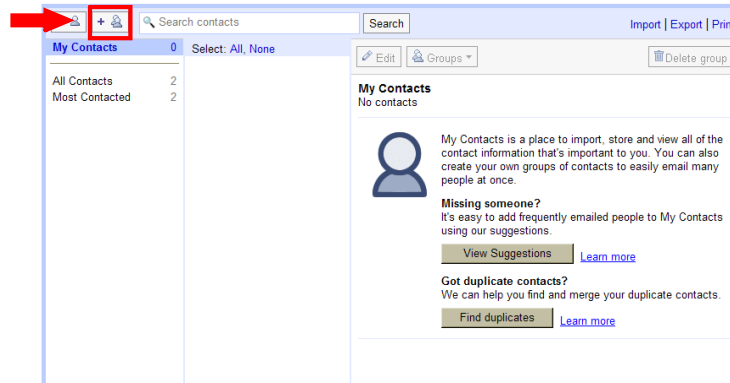
Aug 20-11:29 AM

Creating a group

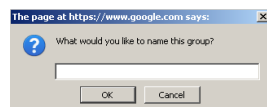
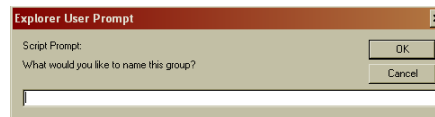


Aug 4-10:15 AM

Add groups



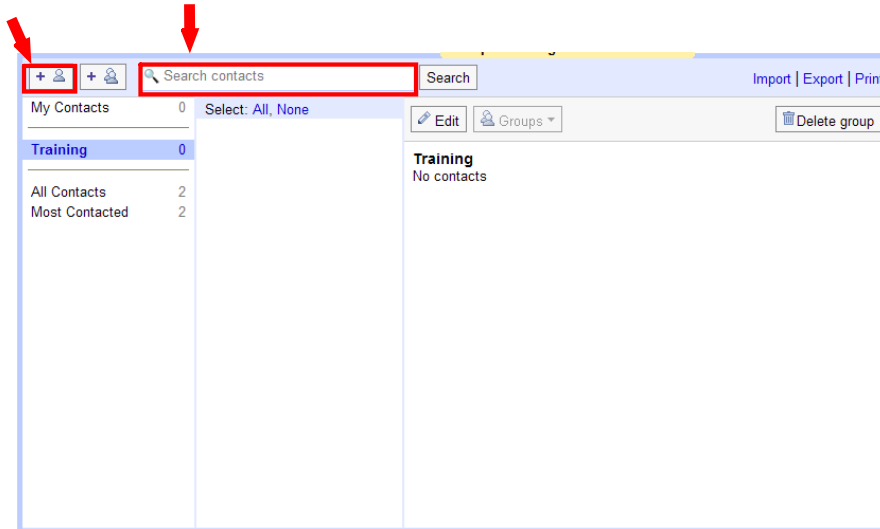
Use the Pop-Up Box to give your new Group a Name.



Pop-up boxes may look different depending on the browser you use

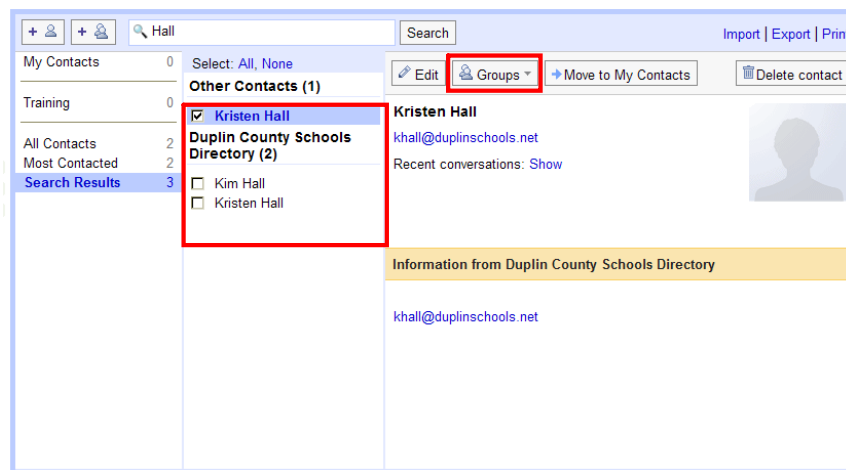
Aug 19-12:46 PM

Using the search box or the add button, you can add new contacts to your group



Aug 19-12:48 PM

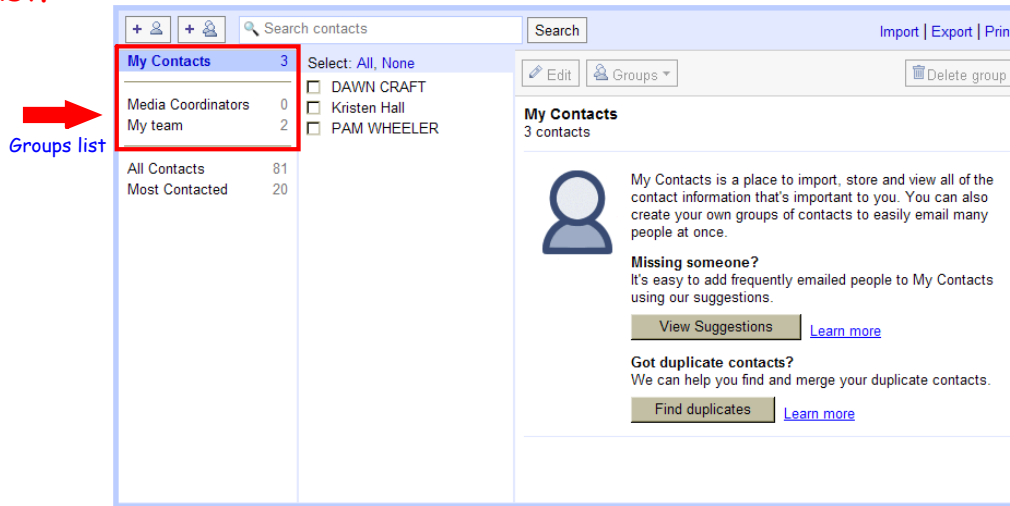
Check the box and use the "Groups" button to find the Group



Aug 19-12:55 PM

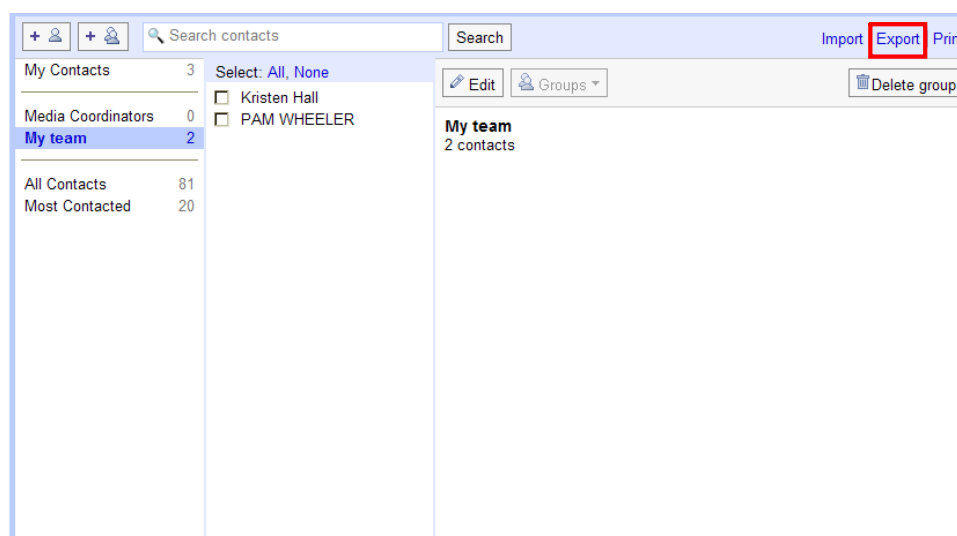
How to share groups

Go to contacts, choose the group you want to share from the groups list.



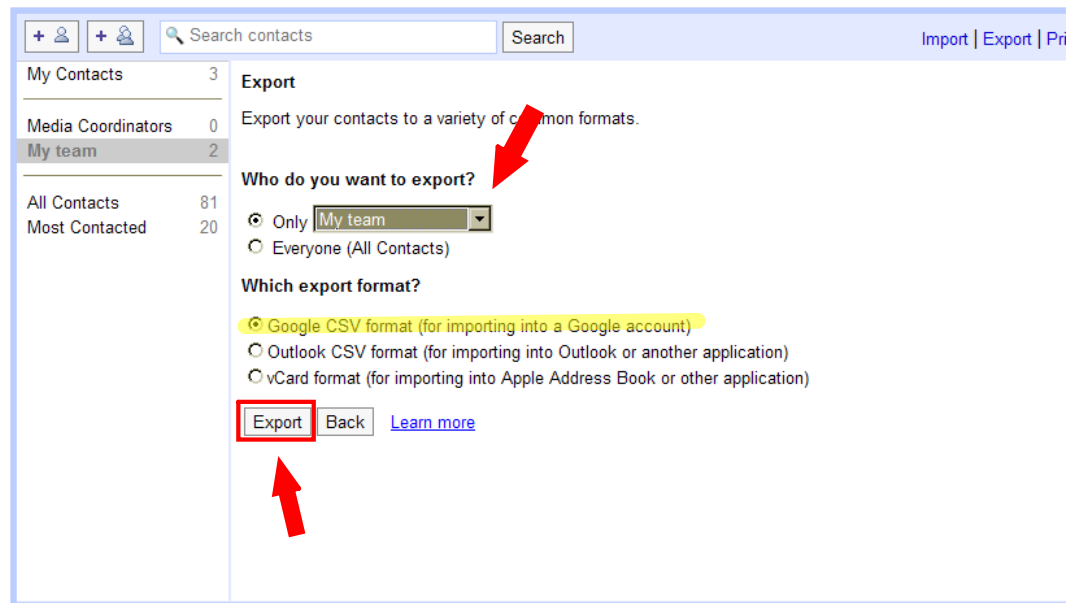
Aug 22-3:28 PM

Click on the "Export Button"

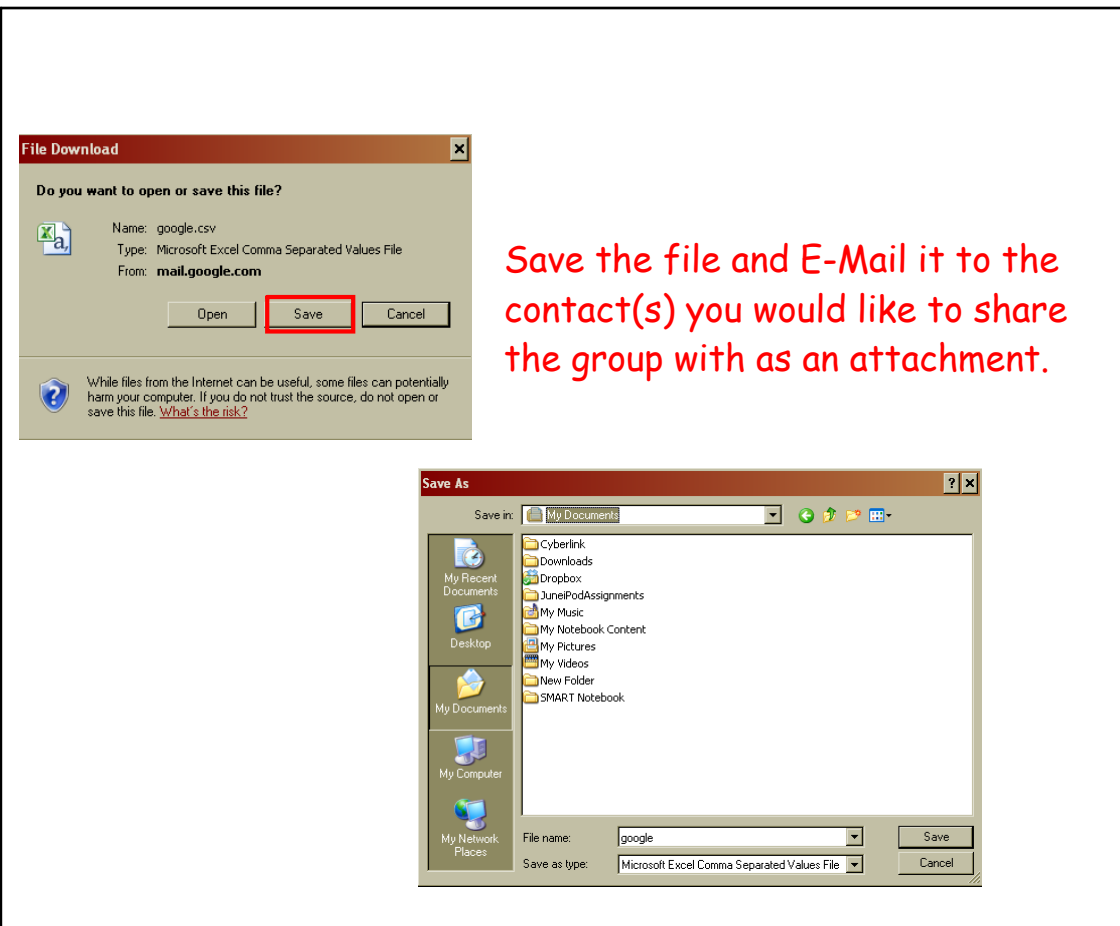


Aug 23-8:59 AM

Choose the group you want to export and the export format

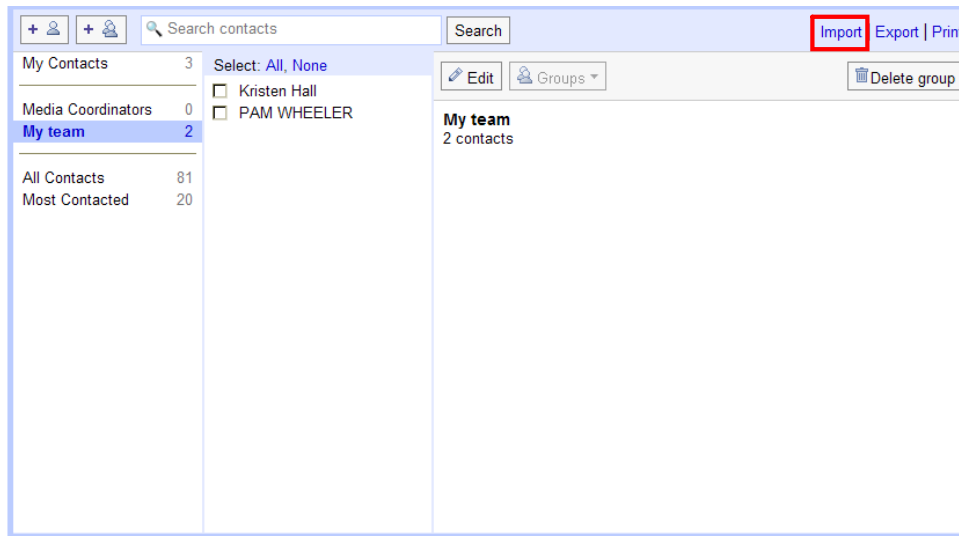


Aug 23-9:01 AM



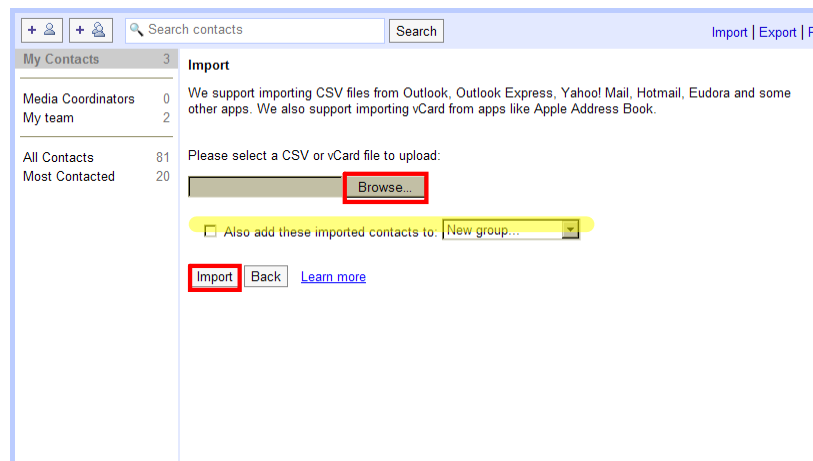
Aug 23-9:04 AM

Use the import button to retrieve shared group lists



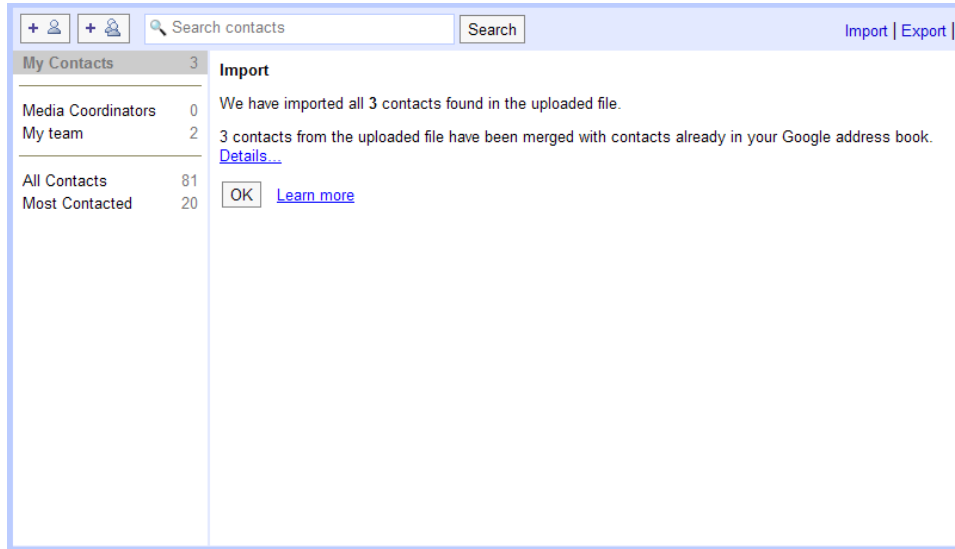
Aug 23-9:14 AM

Use the browse box to locate the file, check the box if you would like create a group for the contact list you are importing or add them to a new group.



Aug 23-9:18 AM

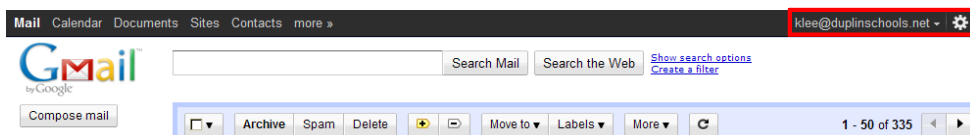
You will receive notification that the contacts have successfully been imported.



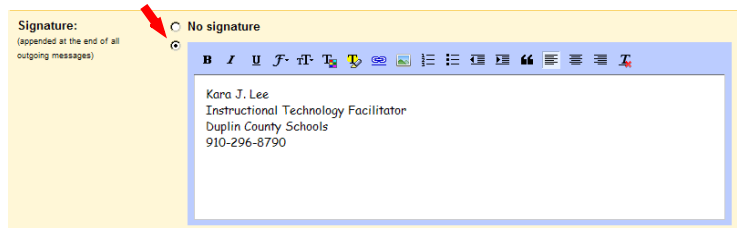
Aug 23-9:26 AM

Adding a Signature

Use the settings button



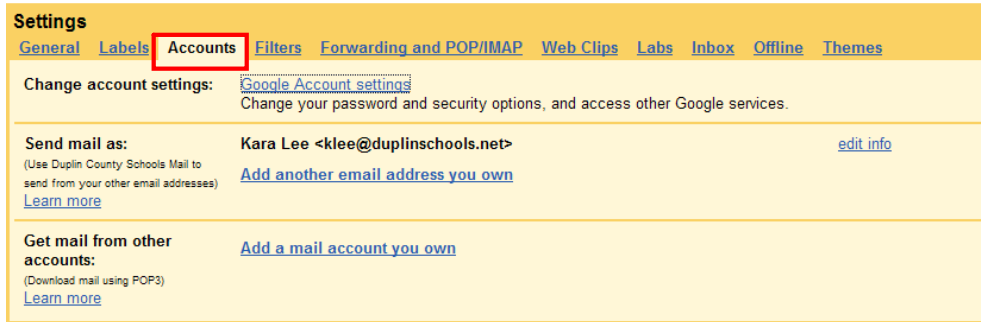
Under the "General" tab, scroll down to Signature, use the radio button to change the settings



Aug 19-1:54 PM

How to change your password

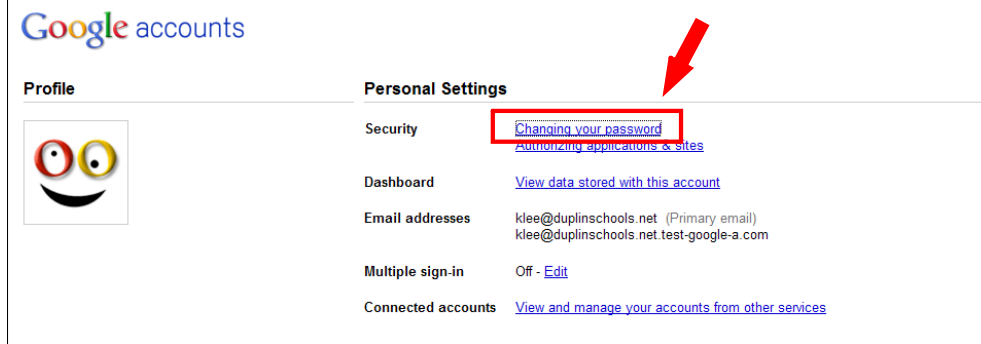
Go to Settings and choose the "Accounts" tab



The screenshot shows the Gmail Settings interface. At the top, there is a yellow header with the word "Settings" and several navigation tabs: "General", "Labels", "Accounts", "Filters", "Forwarding and POP/IMAP", "Web Clips", "Labs", "Inbox", "Offline", and "Themes". The "Accounts" tab is highlighted with a red box. Below the tabs, there are three main sections: "Change account settings:" with a link to "Google Account settings"; "Send mail as:" showing the email address "Kara Lee <klee@duplinschools.net>" and a link to "Add another email address you own"; and "Get mail from other accounts:" with a link to "Add a mail account you own".

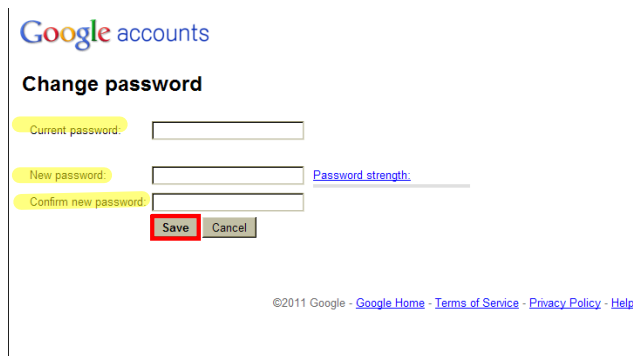
Aug 22-3:17 PM

Click on the "Changing your password" link



The screenshot shows the Google accounts "Personal Settings" page. On the left is a "Profile" section with a cartoon smiley face icon. On the right is the "Personal Settings" section with several categories: "Security" (with a link to "Changing your password" highlighted by a red box and a red arrow), "Dashboard" (with a link to "View data stored with this account"), "Email addresses" (listing "klee@duplinschools.net" as the primary email), "Multiple sign-in" (set to "Off"), and "Connected accounts" (with a link to "View and manage your accounts from other services").

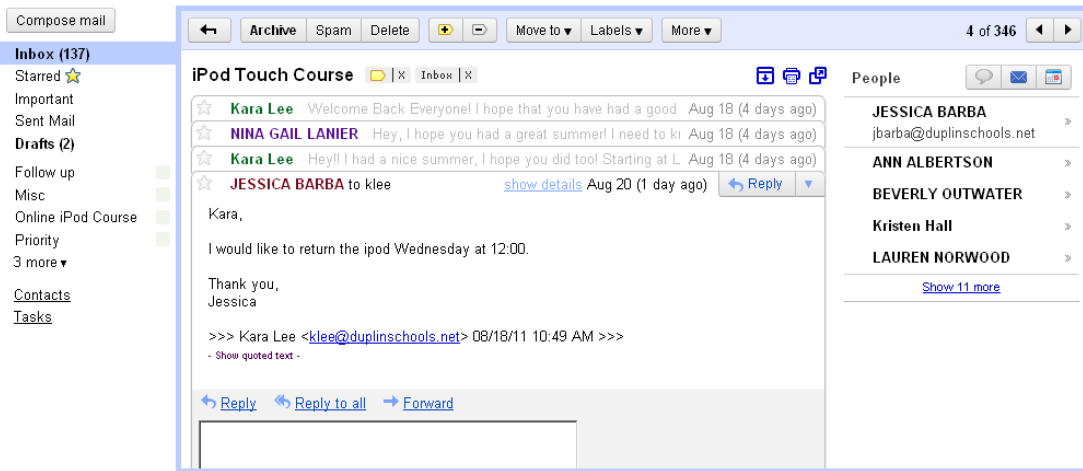
Change your password



The screenshot shows the "Change password" form on the Google accounts page. It includes the "Google accounts" logo and the title "Change password". There are three input fields: "Current password:", "New password:", and "Confirm new password:". Below the "New password:" field is a "Password strength:" indicator. At the bottom of the form are "Save" and "Cancel" buttons. At the very bottom of the page, there is a copyright notice: "©2011 Google - Google Home - Terms of Service - Privacy Policy - Help".

Aug 22-3:17 PM

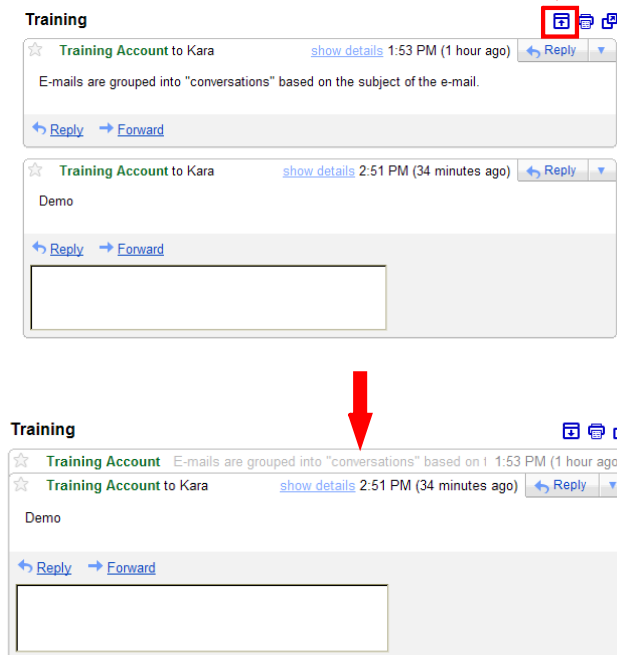
Conversations



E-mails are grouped into Conversations based on the subject of the E-mail

Aug 21-10:08 PM

Collapse/Expand



Use the collapse/expand button to change views of the e-mail. You can view all e-mails on one screen or you can view tabs that separate each e-mail

Aug 19-3:25 PM

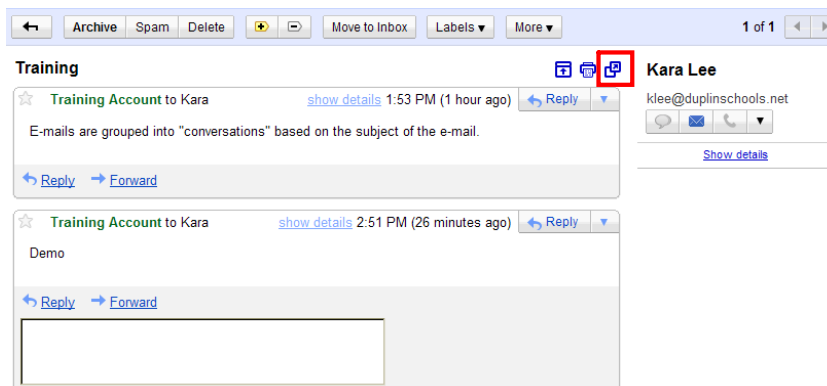
There is an option in settings that will turn the conversation view off



Aug 19-3:08 PM

New Window

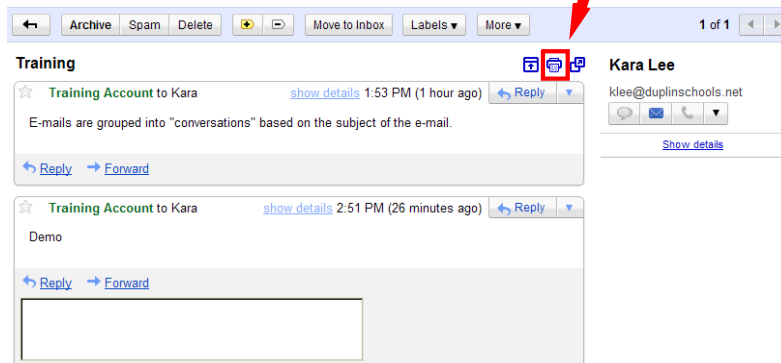
Use the new window button to open the e-mail in a new window



Aug 19-3:26 PM

Printing

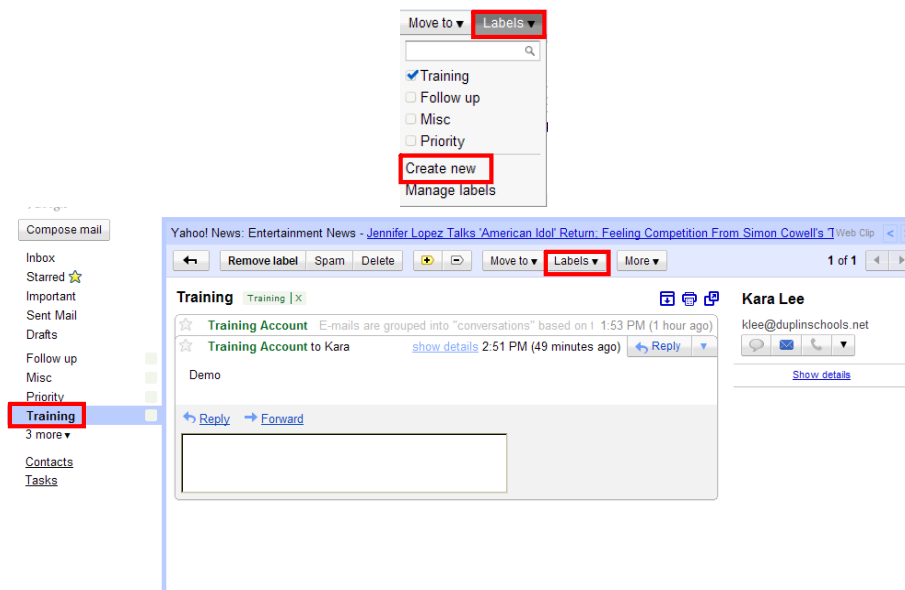
Use the built-in print button to print e-mails



Aug 19-3:03 PM

Labels

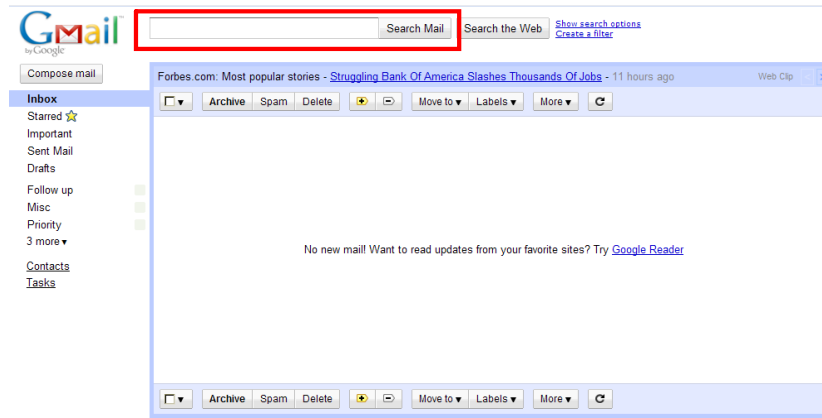
"Labels" are similar to folders, you can use the label button to label an e-mail. The title of the label will be listed on the left side of the screen. Click on the title of the label to see the e-mails you have saved.



Aug 19-3:26 PM

Searching for E-mails

You can locate E-mails in your Inbox, Sent Messages and/or Trash by using the Search Box



Aug 20-11:21 AM