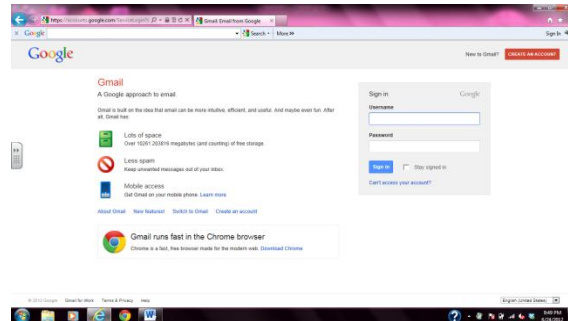


Google E-mail Basics

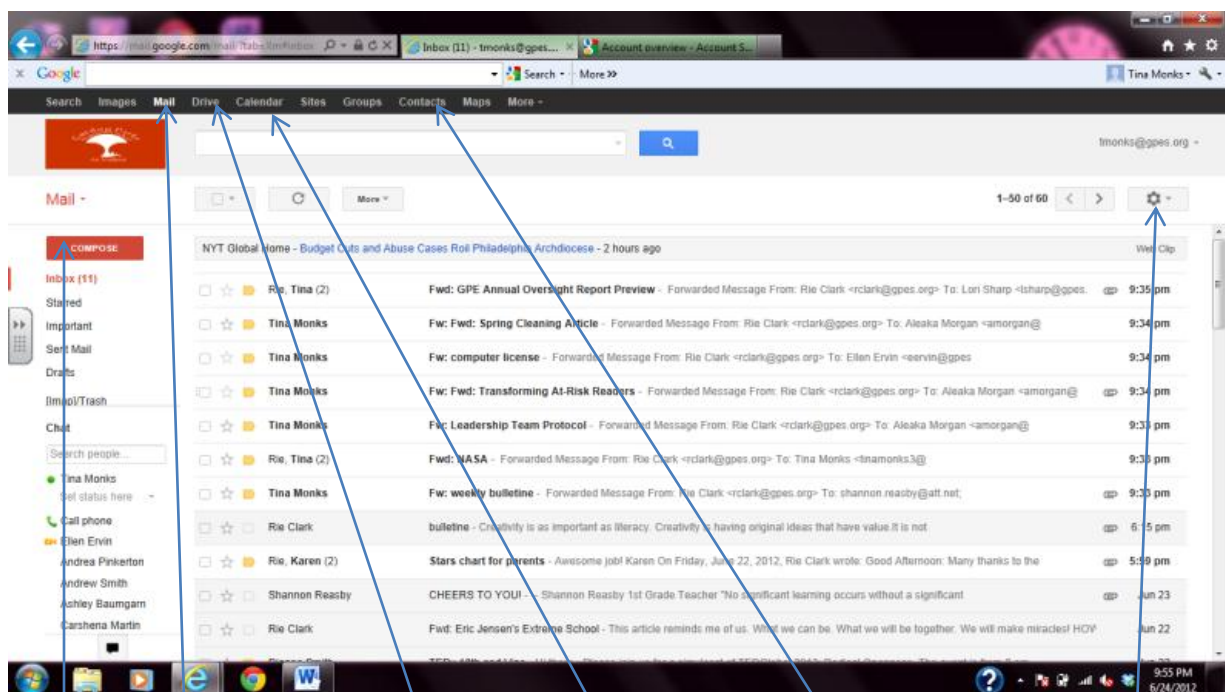
Our email is through gmail. Here are some basics of gmail.

To access your email:

1. Go to gmail.com
2. Your username is firstinitiallastname@gpes.org
(Ex: tmonks@gpes.org)
3. Your password is gordonparks



This is what your email will look like when it opens:

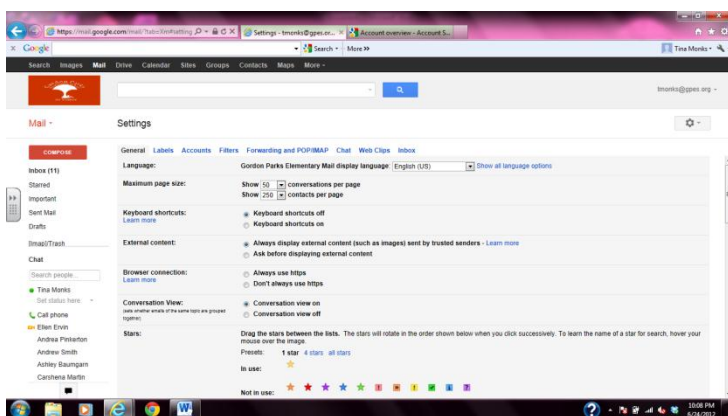
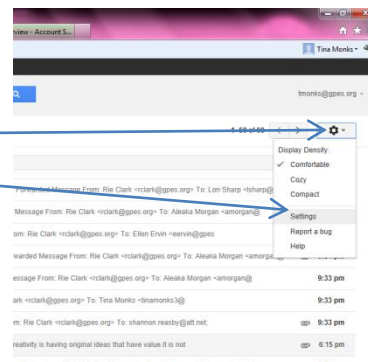


Email Signature

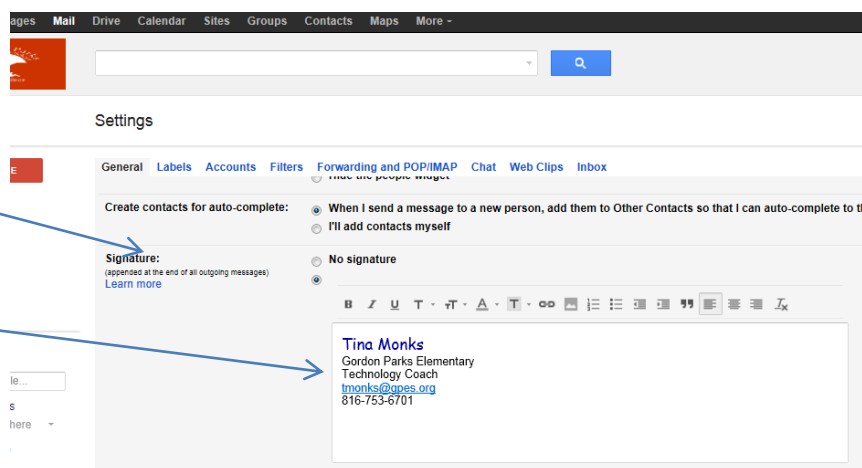
We are going to have a common signature on all our outgoing emails. It will be:

To change your signature:

1. Click on the gear on the upper right hand corner of your screen.
2. A menu will pop down, click on settings.
3. A new screen will pop up with many options. You can play around with them to change the way your email looks.



4. Scroll down until you see signature.
5. Select the second option and type in the signature in the box.
6. Scroll to the bottom of the page and click on "Save Changes"
7. Your signature will automatically appear on all outgoing emails you send.



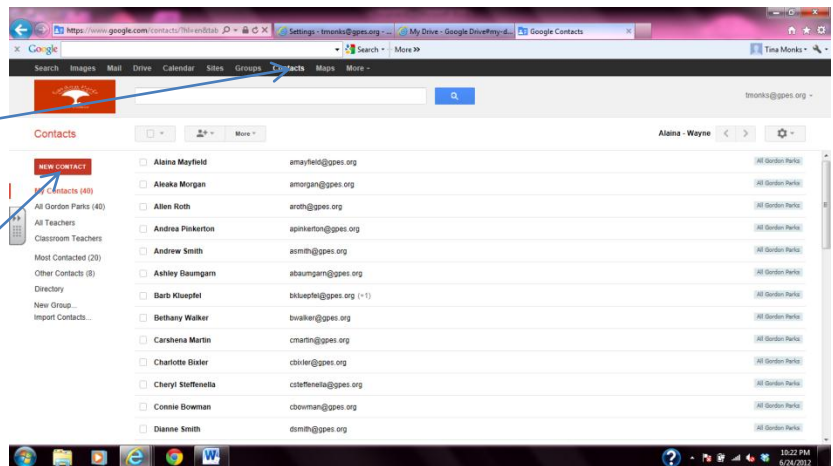
Contacts

To see your contacts click on “Contacts” on the top of your screen.

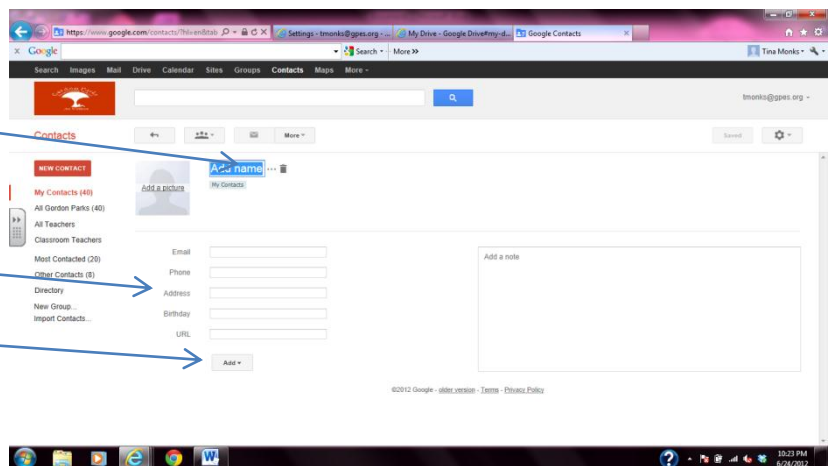
All Gordon Parks staff are already loaded into your contacts.

To add a contact:

1. Click on “New Contact”



2. Type the name where it says “Add name”
3. Put in the email address / phone number or any other info you want.
4. Click “Add”



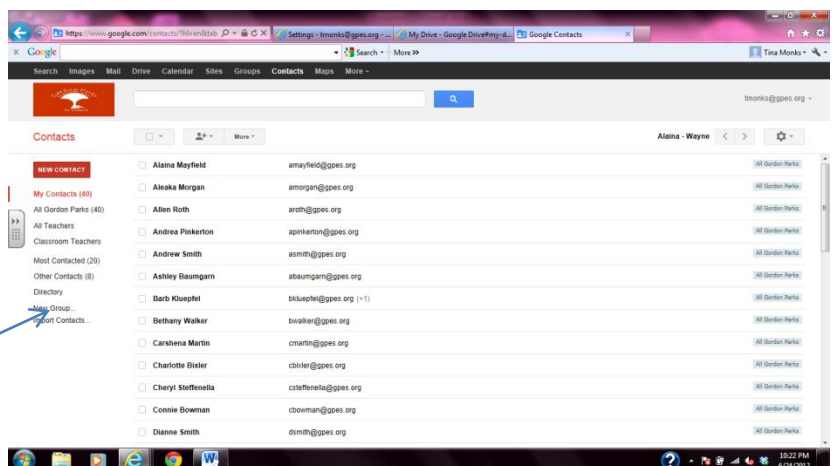
Your new contact will be in your contacts.

Groups

Groups will help you send an email to a group of people quickly and make sure you don't forget anyone. This is a good idea for committees you are on, etc.

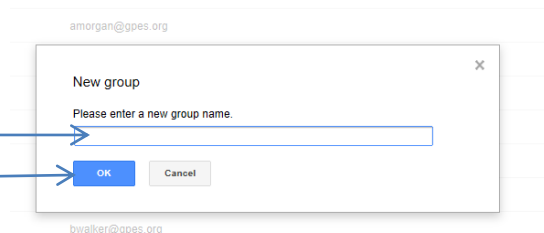
To create a group:

1. Click on “New Group”

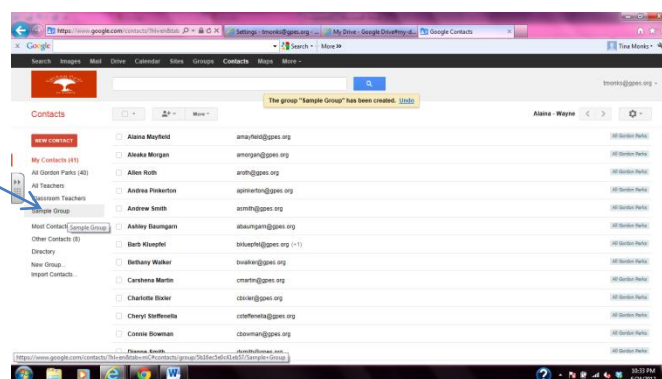


2. A small window will pop up, give your group a name and type it in the box.

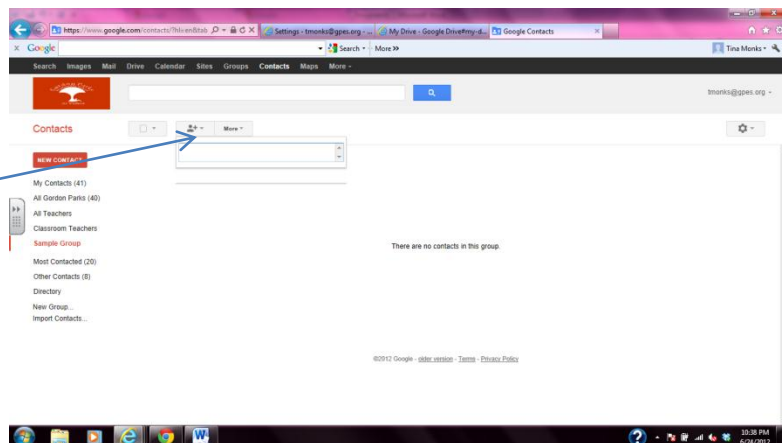
3. Click "ok"



4. You will get a message that says your group has been created. You will see your group on the left hand side of your screen.

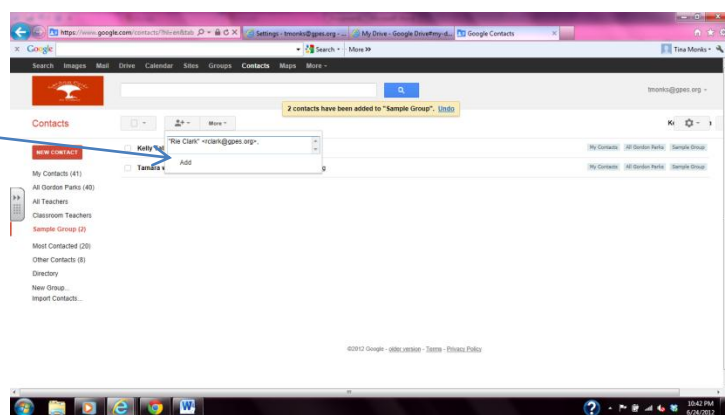


5. Click on your new group. It will say you have no contacts in your group. To add contacts to your group, click on the button that looks like a small person and a plus sign.



6. Type the names you want to put in your group and then click "add". Your group has been created.

7. To send an email to your group, go to your mail (click on mail at the top of the screen) and click on the "Compose Mail" button. Type the group name in the To: box. The email will get sent to the entire group.



There are some groups already created for you. They are:

All staff: staff@gpes.org

Special Education: speced@gpes.org

Office Staff: officestaff@gpe.org

