

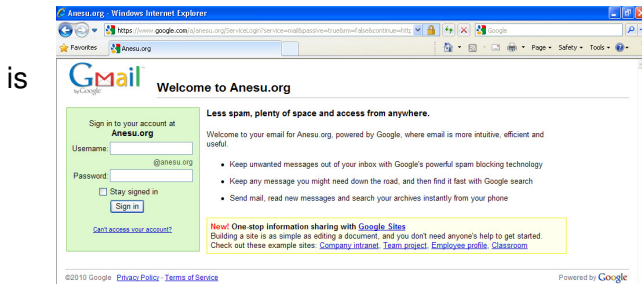
Your New ANESU Email Setup – an Introduction to Using the ANESU Gmail

Open any browser (Internet Explorer, Firefox, Chrome etc.) and go to: <http://mail.google.com/a/anesu.org> (This will take you directly into your email account at anesu.org once you log in.)

Or for Apps, go to <https://www.google.com/a/anesu.org>

OR, if you would like to use a Startpage (IMO: more busy and not supported by Google) go here: <http://partnerpage.google.com/anesu.org>

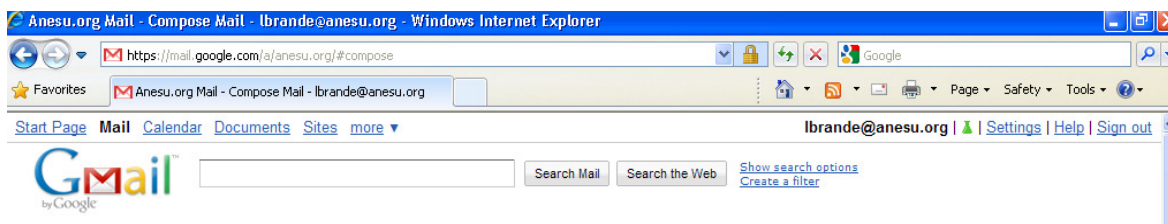
The login screen will appear:



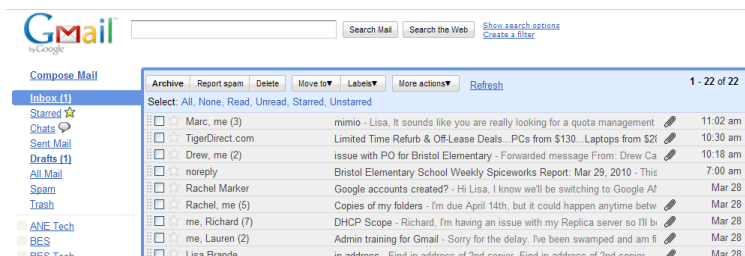
Sign in with your username and password: Your username is your first initial followed by your last name.

Don't include the old "an" in front of your username.

Once logged in you will see a number of links leading to the various components of Google Apps at the top of the page. You will see a link to your Calendar, Google Documents, Settings, Help etc.

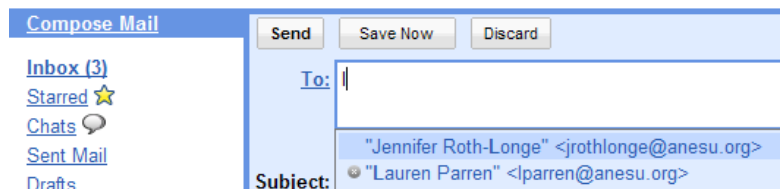


Below you will find your inbox, "folders", labels and the Compose mail link where you create new messages.

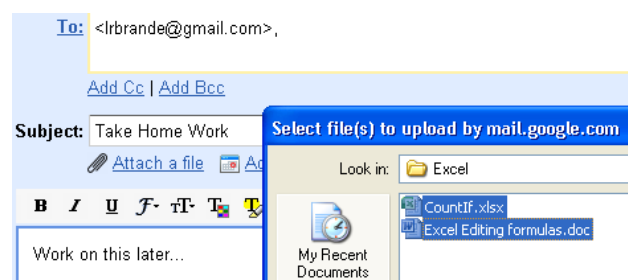


Creating a new mail message is as easy as clicking the Compose Mail link.

Start typing in the To: field and any names in your contacts or ANESU.org directory will begin to appear as possible addressees. Select the name from the list, type in your subject title and add your email message.



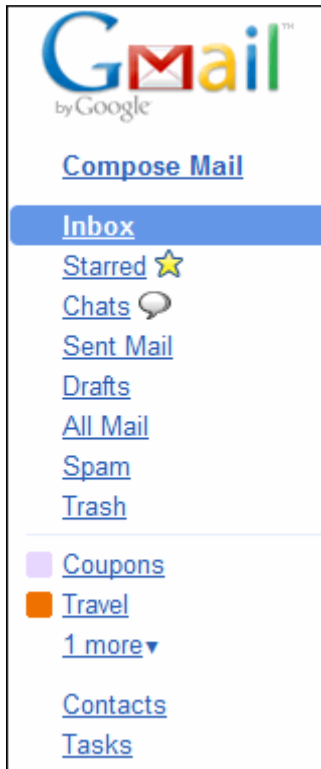
Once you have entered your recipient, Subject and email body, to add attachments click on the Attach a file link and navigate to where your files are. You can select more than one file at a time. (Tip: Windows users hold down Shift key to select multiple consecutive files, or Ctrl for non-consecutive files)



The next few pages are adapted from Google's online help files to get you started using Gmail.

Brand new to Gmail? No problem. Here's a quick run-through of what you'll need to get comfortable using Gmail.

First, you may want to take a minute to familiarize yourself with the navigation links:



Compose Mail opens a new message.

Inbox shows your conversations (the number in parentheses indicates how many unread conversations you have).

Starred shows you only messages you've marked with a star (use stars to mean whatever you'd like).

Chats lists your archived Chat conversations.

Sent Mail shows messages you've sent.

Drafts houses messages you've started and saved to work on later.

All Mail shows you *almost* all of your mail; you'll see content from your Inbox, Starred, Chats, Sent, Drafts, and all your archived messages; you won't see Spam or Trash.

Spam is where Google sends the messages they think are suspicious.

Trash is where messages you delete end up; you can empty the trash whenever you feel like it.

Customized labels show labels you've created (e.g. 'Coupons' or 'Travel')

Contacts lists the email addresses of people you've corresponded with; you can add more details as you see fit.

Tasks lets you enter and track to-do lists.

Gmail threads related messages into conversations. This means if you send a message to "Mom" and she hits 'reply,' you'll receive her message, threaded to the original message you sent her. If she replies again, the same conversation will be bold; in other words, you won't see two separate places to click in your inbox. All these messages will be kept in one place with the number of messages in the thread in parenthesis next to them.

Archiving(or Moving) messages can help you in a few ways.

- It helps you keep a clean house by moving mail out of your inbox without deleting it.
- If you apply a label to a message before you archive it, you can access that message from the label. In this sense, archiving can help labels function more like folders.

Remember, you can still find any messages you archive -- whether or not they're also in a particular label -- by clicking **All Mail** or in any related search results.

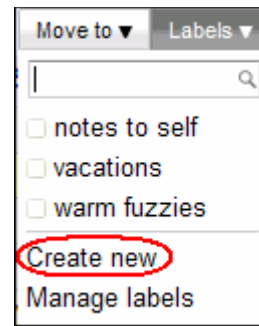
Labels

Labels do all the work folders do and give you an extra bonus: you can add more than one to a conversation. Once you've created a label, you can view all the messages with that label by searching, or by clicking the label name along the left side of any Gmail page.

You can create labels and apply them -- manually or automatically -- in order to group related messages together. Let's say you want to keep messages from Nancy(Mom) all in one place. If you have a message from her already, just check the box next to the message in your Inbox.

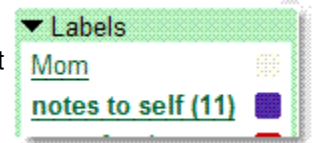


- Create a label for her messages:
 1. Select Create new from the Labels drop-down menu.
 2. Enter a name for your label.
 3. Click OK.



The name of your label will appear just before the subject line.

- You can find all your messages that have this label attached by clicking the label's name on the left of any Gmail page; if you have a lot of labels, you may have some hidden by default. In that case, just click the down-arrow at the bottom of your labels list to see a full list of all your labels, or click Manage labels if you'd like to make sure that label isn't hidden.



At this point, you can click **Archive**; the message will disappear from your Inbox, but will remain listed when you click the 'Mom' label, or **All Mail**. You can also still search for your archived messages. *All you're doing when you archive a message is helping to keep the Inbox clutter down.* You can also label and archive messages in one fell swoop by using the Move to drop-down menu.

Editing labels

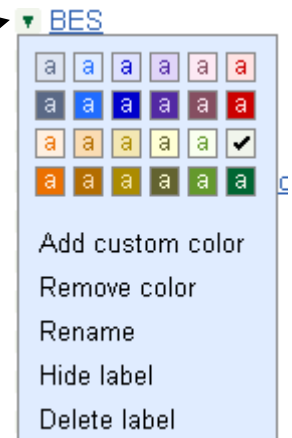
You can edit a label through both the **Labels list** and the **Labels** tab of your Gmail Settings.

To edit a label through your **Labels list**: (left hand pane under Trash)

1. Click the square to the left of a label in your Labels list. A color palette opens.
2. Select **Rename** at the bottom of the palette.
3. Enter the new label name, and click **OK**.

To edit a label through the **Labels** tab of your Gmail Settings:

1. Click the **Settings** link on the top of any Gmail page.
2. Select the **Labels** tab.
3. Hover over the current label name and click on the name. A cursor should appear that allows you to edit the current label name.
4. Click away from the label name and the edited name will be saved and updated.



All the messages categorized under your old label name are now categorized under your new label. And, if the label you've edited is part of a filter, Gmail automatically updates your filter settings so new messages are categorized with the new label's name.

Organizing and deleting labels

You can control which labels appear in your list on the left.

1. Click **Settings > Labels**
2. Click the **show** or **hide** link next to each label to choose whether it's listed. Or, if you see a label you don't need anymore, you can always click **remove**. (You'll have to confirm that you'd like to remove the label by clicking **OK**).

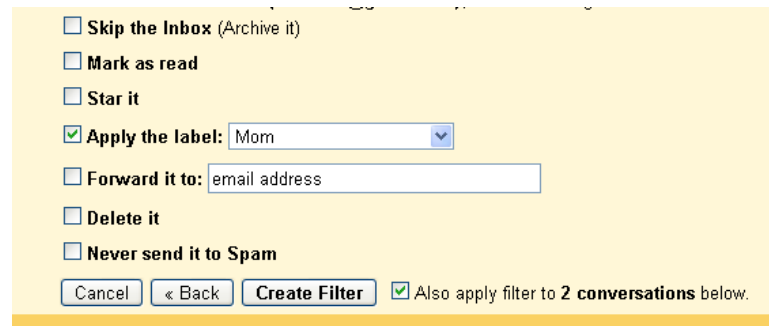
You can also show, hide, or delete one label at a time by clicking the down-arrow to the left of that label.

Use the **Move to** drop-down menu if you want to apply a label to a message and move it to that label at the same time.

Filters

If you don't want to mark all your messages from Mom one-by-one, you can set up a filter. The filter will detect when your mom emails you, and automatically applies the 'Mom' label (and if you'd like, you can send the message straight to the Mom section and skip the Inbox). To do so, just follow these steps:

1. Open a message from your mom.
2. From the **More Actions** drop-down menu, select **Filter messages like these**.
3. In the 'From:' field, enter your mom's email address.
4. Click **Next Step >**.
5. Check the **Apply the label:** box and select **Mom** from your **Choose label...** drop-down menu (you might also want to apply some of the other options, like **Skip the Inbox**, which will send her messages straight to the Mom section and keep your Inbox clean).
6. If you'd like to add the label to existing messages as well as future ones, select the **Also apply filter to x conversations below** checkbox.
7. Click **Create Filter**.



The screenshot shows the 'Create Filter' dialog box in Gmail. It has a yellow background. The options are: Skip the Inbox (Archive it), Mark as read, Star it, Apply the label: Mom (selected from a dropdown), Forward it to: email address, Delete it, and Never send it to Spam. At the bottom, there are buttons for 'Cancel', '< Back', and 'Create Filter', along with a checked checkbox for 'Also apply filter to 2 conversations below'.

To create a filter from within a message:

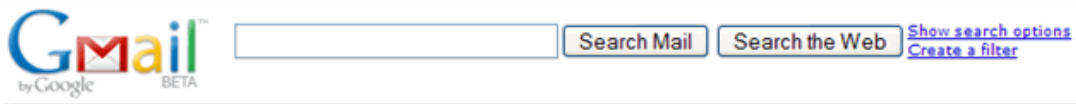
1. Click the drop-down menu next to **Reply**.
2. Select **Filter messages like this**.
3. Enter your filter criteria in the appropriate field(s).

To edit or delete existing filters:

1. Click **Settings** (at the top-right of any Gmail page).
2. Click **Filters**.
3. Find the filter you'd like to change and click its **edit** link, or click **delete** to remove the filter.
4. If you're editing the filter, enter the updated criteria for the filter in the appropriate fields, and click **Next Step**.
5. Update any actions and click **Update Filter**.

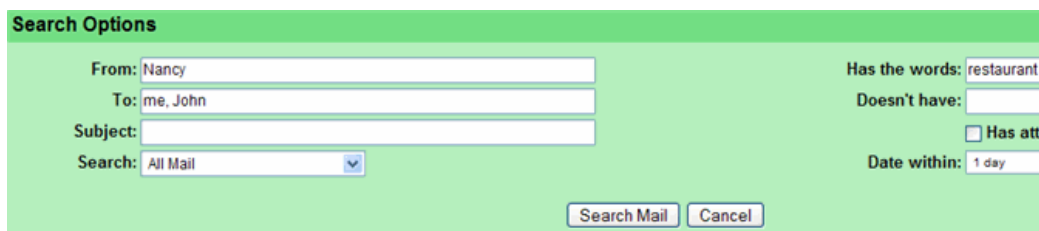
Search

If you're worried that you won't be able to find a specific conversation after you move it from your inbox, search has got you covered. When you'd like to find a message, you can enter a word or phrase in the search field and click the **Search Mail** button. Your results will be displayed with your search terms highlighted in yellow.



The screenshot shows the Gmail search bar. It includes the Gmail logo, a search input field, and buttons for 'Search Mail', 'Search the Web', 'Show search options', and 'Create a filter'.


If your search is a little complicated -- maybe you're trying to find a message from your mom, about a restaurant, and you remember that she sent it to you and your brother. Just click **Show search options**. You can enter all of these criteria (and then some) to refine your results.



The screenshot shows the 'Search Options' dialog box in Gmail. It has a green header. The fields are: From: Nancy, To: me, John, Subject: (empty), Search: All Mail (dropdown), Has the words: restaurant, Doesn't have: (empty), Has attachments, Date within: 1 day. At the bottom, there are buttons for 'Search Mail' and 'Cancel'.

Contacts

Your contacts are essential to your email. You can store information (not just email addresses, but phone numbers, notes, pictures, etc.) about the people you send email and access it all through the **Contacts** link on the left-hand side of any Gmail page. Some people are automatically added to your contacts list based on messages you've sent or received, but you can also manually add people. To create a contact:

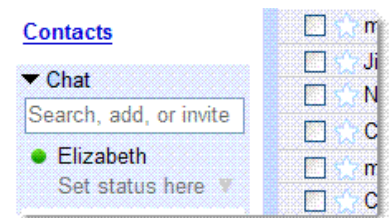
1. Click **Contacts** along the left side of any page.
2. Click the **New Contact** button  in the top-left corner of the Contact Manager.
3. Enter your contact's information in the appropriate fields.
4. Click **Save** to add your contact.

You can enter additional contact info by clicking **More Information** or by clicking the **add** link next to the appropriate field. Enter your contact's information in the appropriate fields and click **Save**.

Email addresses are automatically added to your Contacts list each time you use the *Reply*, *Reply to all*, or *Forward* functions to send messages to addresses not previously stored in your Contacts list. If these addresses don't appear immediately, try waiting a few minutes or signing out of your account and signing back in. "Also, each time you mark a message as 'Not Spam,' your Contacts list is automatically updated so that future messages from that sender are received in your inbox.

Chat

As you're looking around, you'll probably notice the Chat box in under the links in the left navigation bar.



Chat allows you to talk to your **Gmail** contacts (those who use Gmail, Google Talk, or even your AIM buddies) in real-time, directly within Gmail.

The status icon to the left of your contacts' names indicates whether they're available (**green**), idle (**yellow**), busy (**red**), or offline (**grey**). You can also add a note, by clicking the **Set status here** link, which will show under your name in your friends' Gmail.

To chat with a friend:

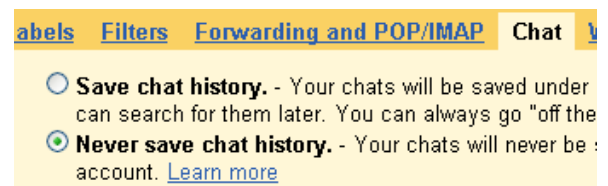
1. Click the name of your friend in the Chat section. A window will open in the lower-right corner of the page.
2. Type into the text field.
3. Press **Enter** to send your message.

Unless you choose to chat off the record, your Chat conversations will be archived and stored in your Gmail **Chats** label. This way, you can search for content from your chats, or you can browse your previous conversations by clicking the **Chats** navigation link.

To take a chat **off the record** in Gmail:

1. Click the Options link in the bottom of the chat window.
2. Select **Go off the record**.

Or, click Settings at the top of your Gmail program, then the Chat tab and choose Never save chat history.



You can also use video chat if you'd like to see your friends face-to-face and you have a web cam installed on your computer.

Creating Contact Groups (personal mailing lists in your Contacts not to be confused with District Groups at the Apps level when you first log on)

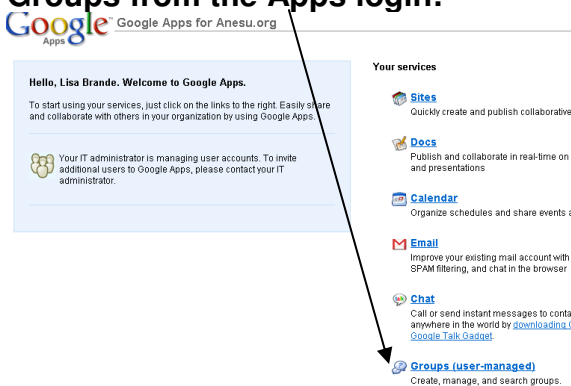
To create a contact group:

1. Click **Contacts** along the side of any page.
2. Click the **New Group** button located in top portion of the Contact Manager.
3. Enter the name of the group.
4. Click **OK**.

To add contacts to a contact group:

1. Select the contacts in the Contacts list.
2. Open the **Groups** drop-down menu.
3. Under **Add to...**, select the group you'd like to add the contact to, or select **New group** to create a new group.

Groups from the Apps login:



Coming soon. In a nutshell, these groups will sort of take the place of “Bristol News”. It is a place where people can collaborate via email, post topics, uploaded documents, etc. Instead of having to use a mailing list, once a group is set up a special email address is created for that group and once you have emailed the address it is added to your contacts.

Example: The secretary at Bristol sets up a Group called BES-All Staff. She adds all Bristol staff members to the group. An email address is created: Bristol-all-staff@anesu.org. While creating the group she is asked if she wants to send an email out to all of the people added. If she chooses yes, you receive an email from Bristol-all-staff@anesu.org. Once you send an email to this address it is automatically added to your contacts.

Now it's easy to interact with that group. When you first log in to your ANESU.or Apps you can choose the Groups link (see above) or email bristol-all-staff@anesu.org (this will email everyone in the group).

In addition, if you're already in your Gmail account, simply click on the more link and choose Groups.



Calendars

Add events

1. Click the **Create Event** link on the upper-left of Google Calendar.
2. Fill in the date, starting time, end time, location, and description of your event. If you're using multiple calendars, you can also select which calendar this event should be on from the Calendar drop-down menu.
3. If you'd like to be reminded of your event, set your desired notification setting. You can be notified by email, text message, or a pop-up message on your computer (though this one only works if Google Calendar is currently open on your computer).
4. Click **Save**.

Google calendar

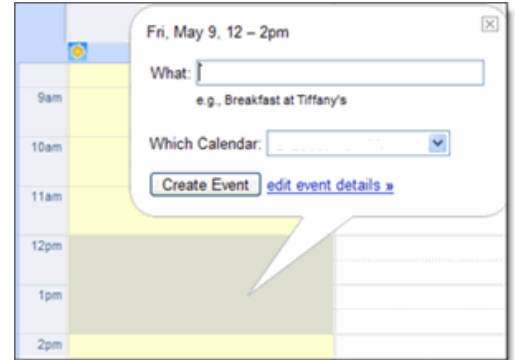
[Create Event](#)

[Quick Add](#)

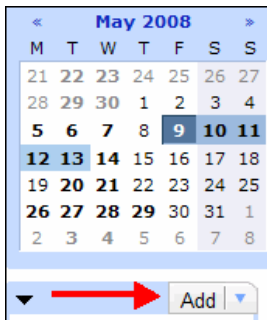
[Tasks](#)

There are also a few other ways you can create events:

- The [Quick Add](#) feature allows you to enter the most basic event details, and interprets how to display your event with minimal fuss on your part.
- You can also create an event by clicking the appropriate time slot in the calendar itself (drag your mouse to alter the length of the event in *Day* or *Week* View). After entering the event title, you can click **Create Event** if you're all done, or **edit event details** if you want to add more info.



Add more personal calendars



1. Click the **Add** button on the left of your main calendar page.
2. Select **Create a new calendar** from the menu.
3. Enter all the relevant information on the Calendar Details page. Give your calendar a name, description, time zone, and add the email address of anybody you'd like to share it with.
4. Click **Create Calendar**.

If you think you're going to be working with a few calendars, it's helpful to assign colors to distinguish your calendars from one another. To do this, click the down-arrow next to the appropriate calendar's name in the calendar list on the left and select a color from the menu that appears.