

## **Frequently Asked Questions about moving ANESU email to Google:**

### **What is a start page?**

It is the place to start your work with Google each day. You can personalize it with things like the weather, word of the day, places to visit, “to do” lists and more. You can access your email, google docs, school web pages, and more. Our address is:

<http://partnerpage.google.com/anesu.org>

### **If I don't use the start page, how do I find my email?**

<http://mail.google.com/a/anesu.org/> Our schools will have a link to it on their homepage as well. You can drag the icon to your own desktop, as well.

### **How do I transfer FirstClass email to Google Mail (One time setup)?**

Log in to Google Mail

Click on Settings

Click on Accounts tab

In the Get mail from other accounts: section, click on Add a mail account you own

In the Email address: box, type in your first name and your last name followed by

[@anesu.org](mailto:janedoe@anesu.org) (ex. [janedoe@anesu.org](mailto:janedoe@anesu.org))

Click Next Step

In the Username: box, type in your FirstClass user name (ex. anjdoe)

In the Password: box, type in your FirstClass password

In the POP Server: box, type in [fc.learningnetworks.com](http://fc.learningnetworks.com)

Click on the checkbox next to Leave a copy of retrieved message on the server

Click Add Account

Click No when asked: **Would you also like to be able to send mail as [janedoe@anesu.org](mailto:janedoe@anesu.org)?**

Click Finish

Click Inbox to go back to your Inbox

Depending on the number of emails in your FirstClass Inbox, the import could take some time. You can continue to work in Google Mail while the transfer continues.

### **How does Google Mail (Gmail) work?**

This is a 3 minute video. After July 1, all of the features described here should be available to you. <http://www.youtube.com/user/GoogleApps#p/c/29CB32DA076AB3D2/1/3bb1TZ-ILzo>

### **How do I see what messages I've gotten?**

This video is only a minute long but covers a lot about the inbox. <http://www.youtube.com/user/GoogleApps#p/c/29CB32DA076AB3D2/3/4l8PpbUdZxk>

### **I use lots of folders in First Class. How do I set them up in Google**

<http://www.youtube.com/user/GoogleApps#p/c/29CB32DA076AB3D2/2/JW-HvmvMrv0>

You no longer need folders! Labels may be used instead of folders. Even better is the ability to rely on Google's skills at searching. You can search your messages easily. To take something out of an inbox, move it to spam, trash or archive.

### **How do I find messages if I don't have folders?**

Use Labels! Your messages now can be located in multiple ways instead of one folder.

<http://www.youtube.com/user/GoogleApps#p/c/29CB32DA076AB3D2/9/MdtUan2TKag>

### **What's the difference between desktop and web based email:**

This video shows how to access email anywhere even offline. (Obviously, new emails won't be received until you are connected again.)

<http://www.youtube.com/user/GoogleApps#p/c/29CB32DA076AB3D2/4/Xv-4XPzSPfI>

Google email offers offline access, something we couldn't do with First Class. This allows you to work on your emails without connecting to the internet. Go to the *Offline* Tab under .

**How can I format my messages?** Will Google check my spelling before I send an email, as it did in First Class? <http://www.youtube.com/user/GoogleApps#p/c/29CB32DA076AB3D2/10/WQeGLLTMLQ8>

A. Yes it has spell check and formatting capabilities

### **Can I color code my messages like I did in FC?**

Starred messages: <http://www.youtube.com/user/GoogleApps#p/c/29CB32DA076AB3D2/5/0-YKudbp5nk>

Or color code the labels. Right click on the name of the label on the left hand column and select the color you'd like.

**How do I send messages?** What happens if I have to stop in the middle of composing a message?

<http://www.youtube.com/user/GoogleApps#p/c/29CB32DA076AB3D2/7/YyGpd7k0scw>

**How do I enter the addresses of the people I want to send an email?** Can I cc or bcc people?

<http://www.youtube.com/user/GoogleApps#p/c/29CB32DA076AB3D2/12/z4kSUsAPPRA>

**How do I send attachments?** What are the limits on attachments?

<http://www.youtube.com/user/GoogleApps#p/c/29CB32DA076AB3D2/8/1hBcx-PwVYY>

**I often forget to attach documents when I meant to. If I can't unsend, what do I do?**

This quick video shows how to get a reminder to attach your attachments before hitting send:

<http://www.youtube.com/user/GoogleApps#p/c/29CB32DA076AB3D2/0/vy2Mjkgf28nU>

**How can I see the whole series of emails about a particular topic? What is a conversation thread?**

<http://www.youtube.com/user/GoogleApps#p/c/29CB32DA076AB3D2/13/SZQztC8pgFI>

**How much space do I have? Should I clean out my email as I did in First Class?**

7GB That's a LOT! But it is best practice to keep your inbox cleaned out. Get in the habit of labeling and archiving, or deleting messages you don't need.

<http://www.youtube.com/user/GoogleApps#p/c/29CB32DA076AB3D2/15/OJIHk-Jvix8>

**What are filters?** <http://www.youtube.com/user/GoogleApps#p/c/29CB32DA076AB3D2/11/x2wKEjyicc>

**How can I personalize my email page?**

Log in. Click on Settings at the top of the page. Click on Themes tab to change the color and look. Click on General to add a signature or photo (or a lot more stuff!)

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**NOTE:** the following information is going to be most useful after July 1. The group feature will not be fully functional until then.

**How do I move my old First Class email over to Google?**

We will have step by step documentation on how to do this. It will be handled on a school by school basis.

**How do I manage my contacts list?**

<http://www.youtube.com/user/GoogleApps#p/c/29CB32DA076AB3D2/14/f5Jp4dP3edM>

**How do I set up groups?**

After July 1 there will be a solution available for district or school group lists.

<http://www.youtube.com/user/GoogleApps#p/c/29CB32DA076AB3D2/15/OJIHk-Jvix8>

**Are my messages archived for legal purposes? Isn't my email private?**

Your school email is not private. By law your emails need to be made available in court cases where they are considered necessary. Keep a separate email account for personal use. Your anesu account is your professional account and should be only used as such. Your anesu emails will be archived by a product called Postini. That type of archiving is different from the way Google uses the term archiving in the video about labeling or deleting emails.

**Is there an "unsend" button?**

No. That is one feature we had in First Class that we no longer have. You can see who you sent an email to: <http://www.youtube.com/user/GoogleApps#p/c/29CB32DA076AB3D2/12/z4kSUsAPPRA>

There is something in beta form at *Settings: Labs: Undo Send*. There you can set the number of seconds you have before the message is sent. There is also a feature in Labs called Mail Goggles, which allows you to rethink a message, as they discretely describe here: Mail you send late night on the weekends may be useful but you may regret it the next morning. Solve some simple math problems and you're good to go. Otherwise, get a good night's sleep and try again in the morning. After enabling this feature, you can adjust the schedule in the "General" settings page.

**Is there a history button?**

No. That is one feature we had in First Class that we no longer have. You can see the conversations you had, though, by looking in the Sent files. You can no longer see if someone has actually read your email, though.

**How do I get groups set up by the district?**

This will be available after July 1.

**How can I personalize my start page?**

Log in. Click on "Add Stuff". There are choices there for ANESU and from Google.

**What is Google Apps?**

This 4 minute video answers the question from a business perspective, but is useful for an overview of Apps possibilities. Many of us already use google docs. Now we can use many other Google tools as well with the same simple login. Calendar, web page maker, spread sheet, and much more.

<http://www.youtube.com/watch?v=LgIki3cdetg&feature=digest>

**What's new with Google Docs?**

<http://www.youtube.com/watch?v=UFem3cDqyDA&NR=1>