


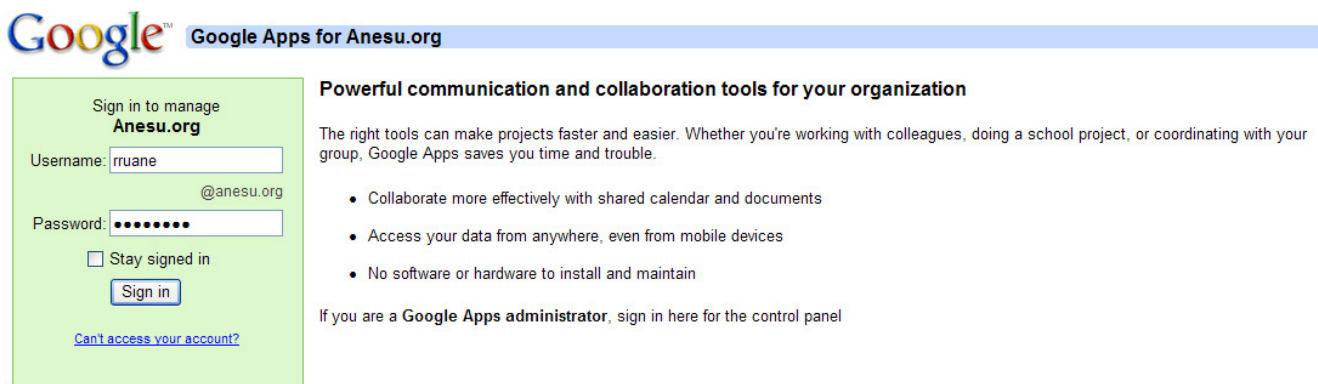
ANESU moves to Google Apps and Gmail

You can now easily go to your email account on any computer with internet access. You can follow a link to the Google Apps login page from the Lincoln Community School website. From the school's home page, click on "ANESU Google Apps login" towards the bottom of the page at the left.



The screenshot shows the Lincoln Community School website. At the top, the school's name "Lincoln Community School" is written in red. Below it is a photograph of the school building with an American flag in front. The address "795 East River Road, Lincoln, Vermont 05443" and phone number "(802) 453-2119" are listed. A quote from the principal, Tory Riley, states: "Our school's essential purpose is to insist that all of our students learn to use their minds well." Below this, it says "The Lincoln Community School is a member of the Addison Northeast Supervisory Union". At the bottom left, there is a link for "ANESU Google Apps login".

You can also just type in: <https://www.google.com/a/cpanel/anesu.org/UserHub>. However you get there to start, you can then save the login page to your "Favorites" in your web browser to make it easier to get to next time.



The screenshot shows the Google Apps for Anesu.org login page. The Google logo is at the top left, followed by "Google Apps for Anesu.org". The page is titled "Powerful communication and collaboration tools for your organization". On the left, there is a sign-in form with fields for "Username" (containing "rruane") and "Password" (masked with dots). Below the password field are checkboxes for "Stay signed in" and a "Sign in" button. A link for "Can't access your account?" is at the bottom left. On the right, there is a paragraph of text: "The right tools can make projects faster and easier. Whether you're working with colleagues, doing a school project, or coordinating with your group, Google Apps saves you time and trouble." Below this are three bullet points: "Collaborate more effectively with shared calendar and documents", "Access your data from anywhere, even from mobile devices", and "No software or hardware to install and maintain". At the bottom right, it says "If you are a Google Apps administrator, sign in here for the control panel".

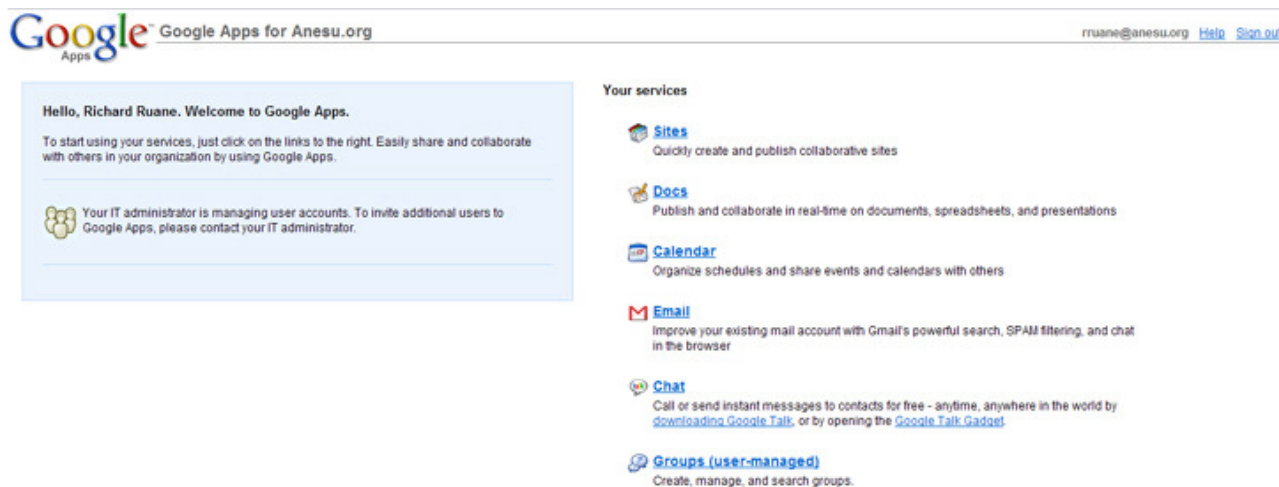
Your email address has not changed. It is the first letter of your first name, followed by your last name with @anesu.org. For your login name the @anesu.org is understood, so just use your first initial and your last name. You no longer need to use the "an" before your username like you did for First Class.

Also from our website you can go to “Links” at the top of the page and click on Teacher-Staff Resources.



There you will find another login link to Google Apps as well as links to handy information that will answer almost all of your questions about using our ANESU Google Apps. This document is there, called [Lincoln Training Document](#). The next link below it is [Google Apps Frequently Asked Questions](#). In that document are many video resources for you. The final link below that is called [An Introduction to using ANESU Google Apps and Gmail](#) and it is also worth looking at.

Once you’ve logged in you have six choices of what to load. We are focusing on Email now, so choose that.



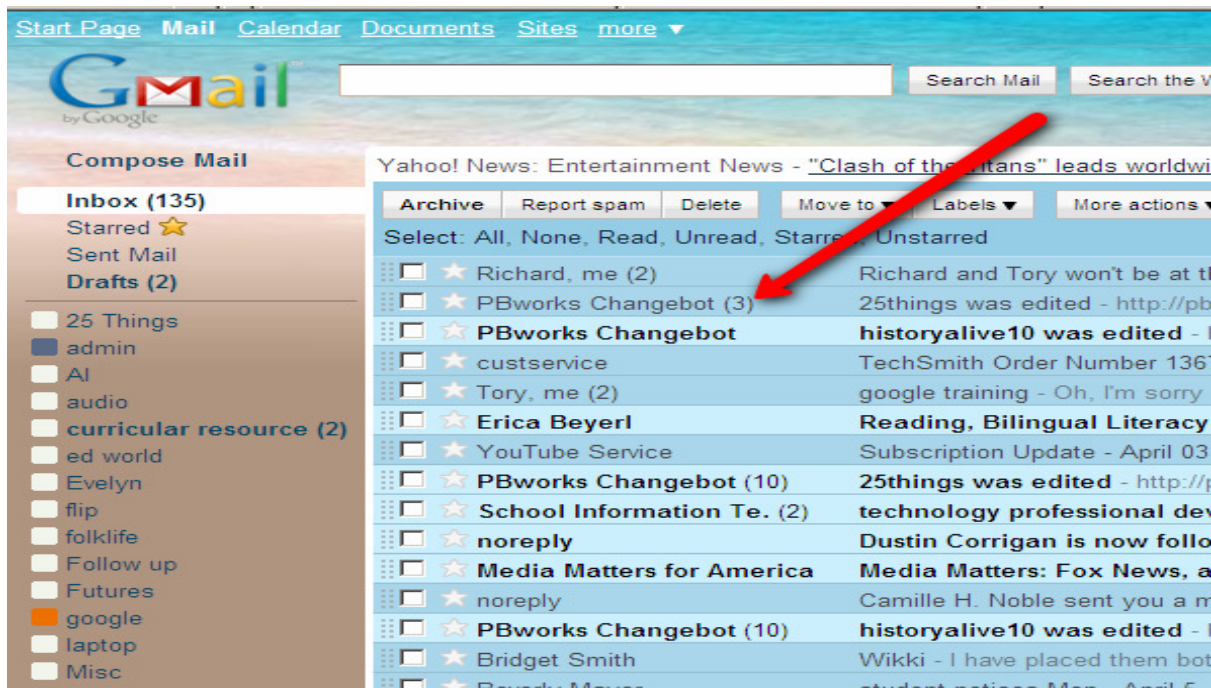
There are a few points to consider for now:

- We are in a transition phase until July 1, so there will be some minor issues until then.
- In First Class, during this transition, almost all of your messages will appear as read.

Once you are in your email:

- Click on Compose Mail to start a new email.
- Click on To: and begin typing the name of the person you want to send a message. A drop down menu with addresses will appear. If they are in the ANESU system their name should appear and you can just click on it. You can also add more contacts whose names will pop up (see contacts, later)
- To add an attachment, click on “Attach a file” link below the subject line. Navigate to the file you want to attach and click. If you want to attach more than one, hold down the control key and click on the items you want.
- Click send above the To: line.

Your inbox is labeled chronologically. A difference in Gmail is all related emails are organized into conversations. If you have exchanged emails with people using a specific subject line, all these messages are kept together in a grouped, threaded fashion. You will not find the older messages by looking for them chronologically; they are all together. You can see how many messages there have been around that one topic by looking at the number in parentheses after the subject line.

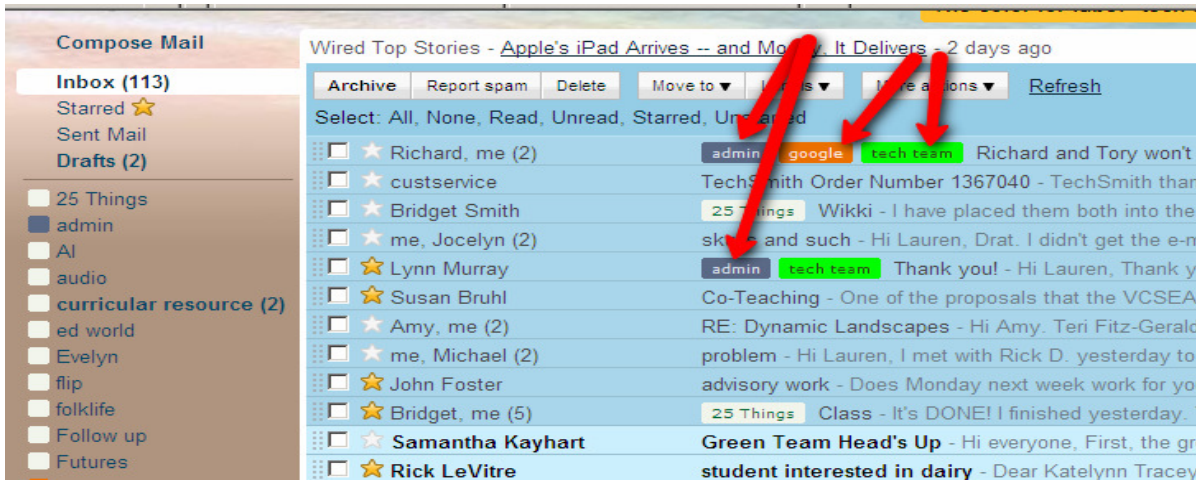


You can click on any of the previous messages to read them.

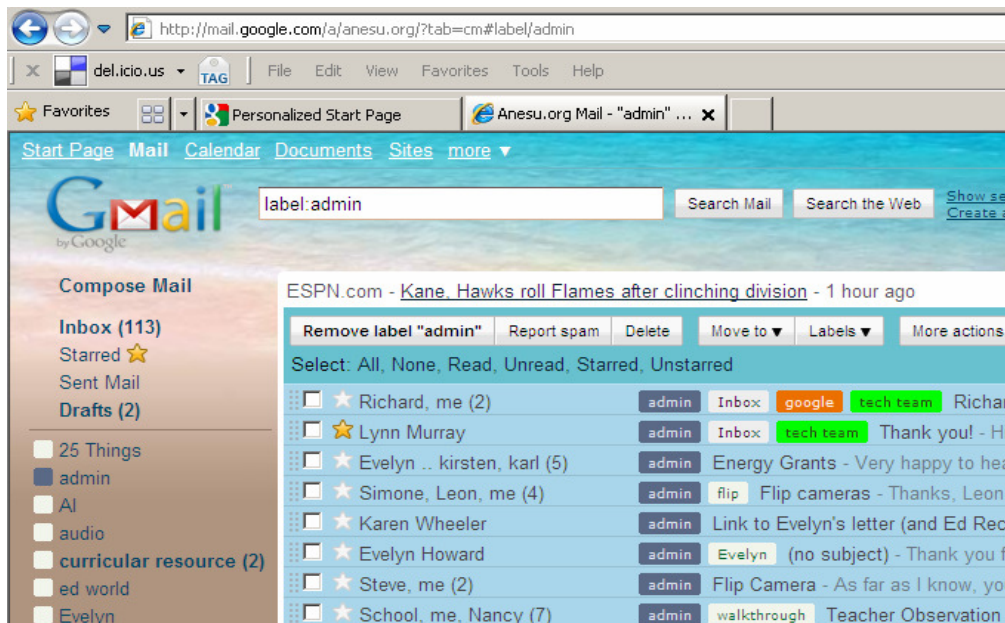


Instead of organizing messages into folders Google uses Labels. Labels allow you to make better use of Google searching. Rather than putting a message into one folder, you can label the message so it is easily searchable in several ways.

Notice in the example below the labels for admin, google, tech team, 25 things. Messages can be located by more than one label.

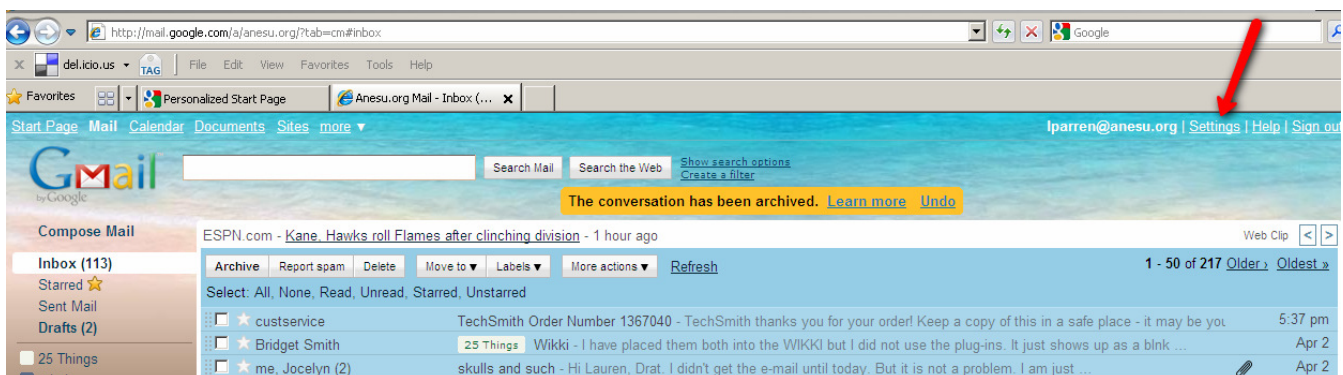


Clicking on the label name will bring up all of the messages with that label. You can go to the search bar and look for the label that way. Here clicking on the word admin got all of the messages with the admin label.

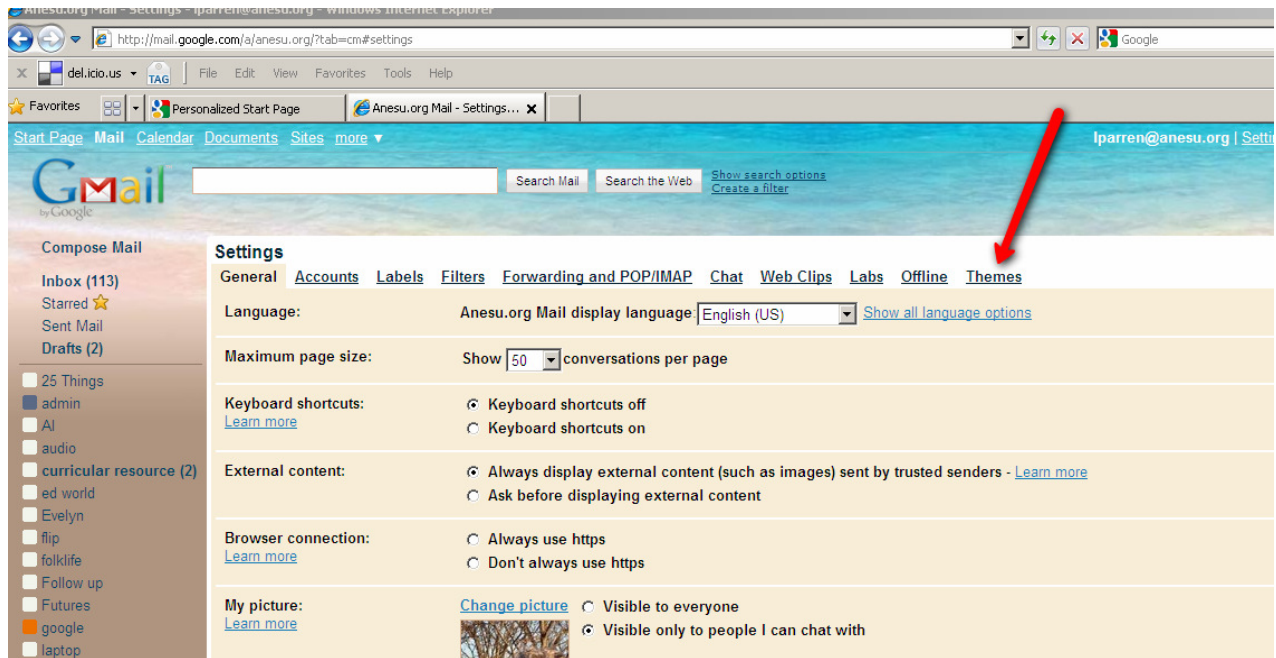


You can also move your files into a label and then they will no longer reside in the Inbox.

You can change the way your page looks by going to settings.



This is the screen to go to to add a signature, photo, etc. Then to themes:



You can also work offline. To the left of the Themes link (see above) you can click on Offline. You will need to do this on every computer you use.

GET IN THE HABIT of logging out. When you are using Google Apps, a new window will open for each piece that you access. So, to end your connection you need to either close the window or sign out of each window. If you leave any open, anybody who uses that computer can access your account.