

Gmail Login

From your assigned District Laptop:

- 1) Click the Gmail shortcut on your desktop



or

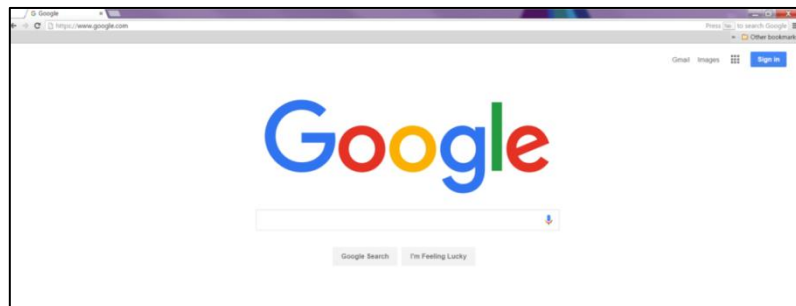
- 2) on your taskbar



From any other computer:

- 3) Open your preferred browser
a. Example: Google Chrome , Firefox , Internet Explorer 

- 4) Go to google.com

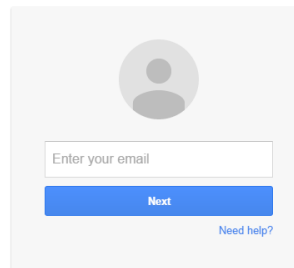


- 5) In the upper right section select Gmail

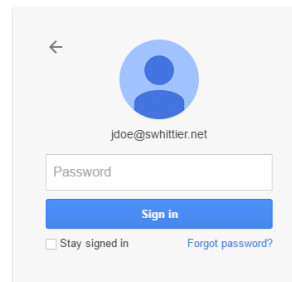


- 6) Enter your email address and click Next

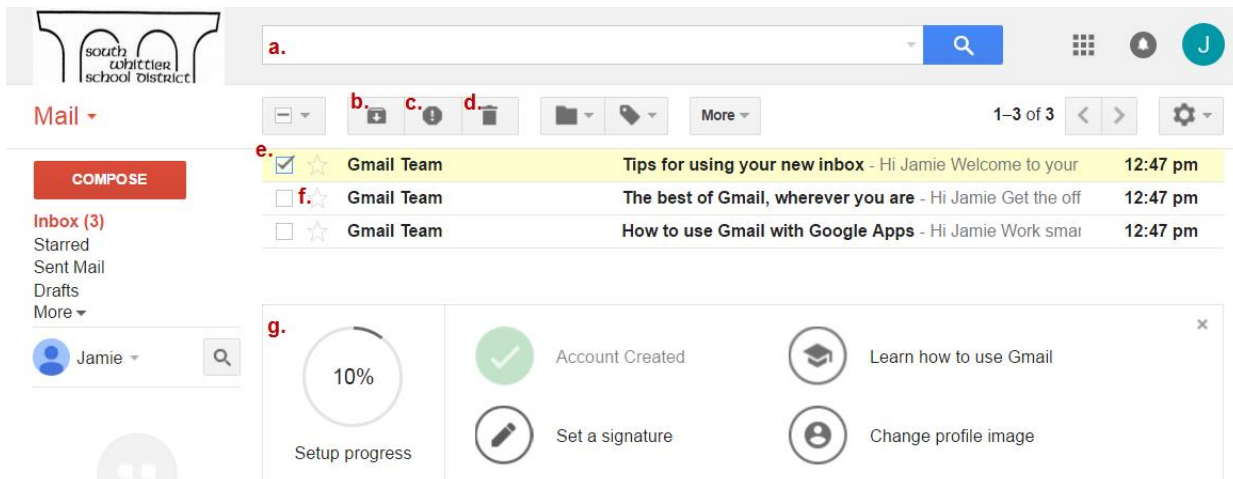
Example email: jdoe@swhittier.net

A screenshot of the Gmail login form. It features a grey placeholder for a profile picture, a text input field labeled 'Enter your email', a blue 'Next' button, and a 'Need help?' link.

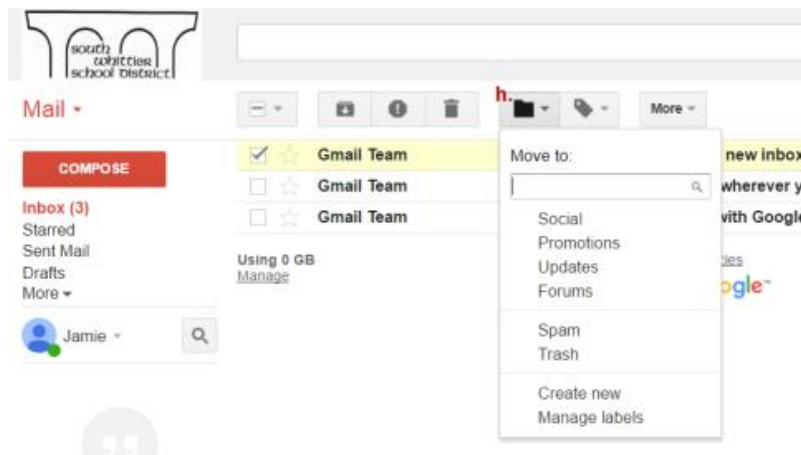
- 7) Type in your password and click Sign in

A screenshot of the Gmail login form for password entry. It shows a back arrow, a blue profile picture placeholder, the email address 'jdoe@swhittier.net', a text input field for 'Password', a blue 'Sign in' button, and links for 'Stay signed in' and 'Forgot password?'.

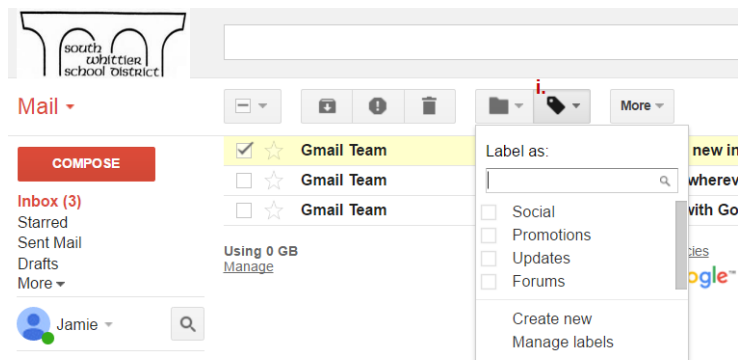
Gmail Inbox



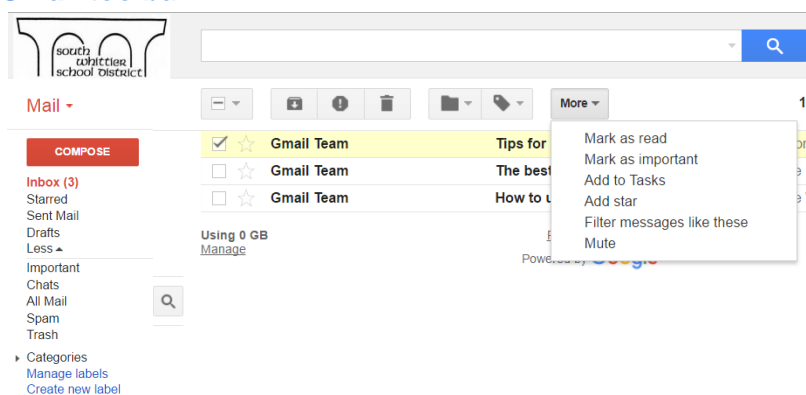
- a. **Search Bar** - search for an email or email thread using a keyword, email address, etc.
- b. **Archive email** - You can remove messages from your Gmail inbox by archiving. This will keep them in the All mail tab. It's like moving messages into a filing cabinet instead of putting them in the trash can. When someone replies to a message you've archived, the email thread including that message will show up again in your inbox.
- c. **Report Spam** – Select the message you'd like to report, click the Report Spam button.
- d. **Delete Email** - Select the message you'd like to delete, click the Delete Email button.
- e. **Select Email** - Check the checkbox next to the email you want.
- f. **Star Email** - Use stars to easily mark certain messages as important or to indicate that you need to reply to them later. Stars appear to the left of the sender's name in your inbox.
- g. **Setup Progress** - When you log into your Gmail for the first time, a setup box may appear at the bottom. This is a guide to help you learn more about Gmail. You can either (1) setup the other items on the list that do not have a green circle with a check, or (2) click the 'x' in the top right corner. These items can be setup at a later date using settings.
- h. **Move to** – (See Below) Select the email you would like to move. Select the Move to button and choose a label to move the email. To create a new custom label click “Create new”.



- i. **Labels** - Select the email you would like to label. Select the Labels button and choose a label to for the email. To create a new custom label, click “Create new”.

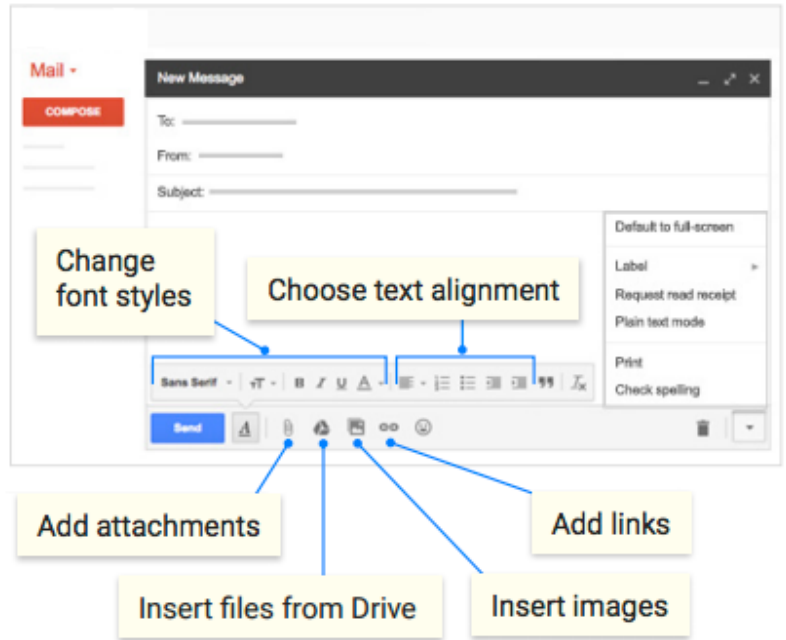


More button in Gmail toolbar

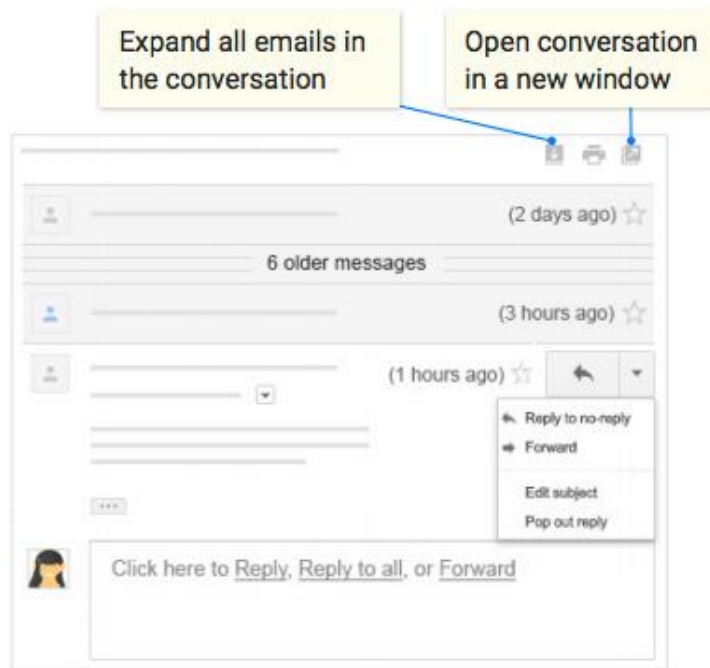


- j. **Mark as read/Mark as unread** - Select an unread email you would like to be marked as read, click the “More” button and choose “Mark as read”. This will change the email to read and the email will no longer be in bold. – or – Select a read email you would like to be marked as unread, click the “More” button and choose “Mark as unread”.
- k. **Mark as important** - Select an email you would like to be marked as important, click the “More” button and choose “Mark as important”. The email will now be in the Important folder in the left column.
- l. **Add to Tasks** - Select an email you would like to add to tasks, click the “More” button and choose “Add to Tasks.” The subject of the email will be added to the Tasks window displayed in the bottom-right corner of the Gmail window.
- m. **Add star** - Use stars to easily mark certain messages as important or to indicate that you need to reply to them later. Stars appear to the left of the sender's name in your inbox.
- n. **Filter messages like these** - You can manage your incoming mail using Gmail’s filters to send emails to a label, archive, delete, star, or automatically forward your mail.
- o. **Mute** - When you mute a conversation, new messages added to the conversation bypass your inbox so that the conversation stays archived. Muted conversations will only pop back into your inbox ready for your attention if a new message in the conversation is addressed to you and no one else, or if you're added to the "To" or "Cc" line in a new message. Any relevant filters you have set up will still be applied to muted messages.

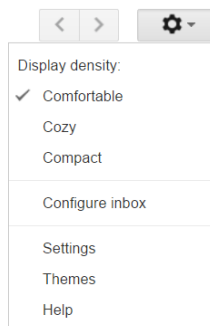
8) Click **COMPOSE** to create new email



9) Click a message in your inbox to read it and send a reply



10) Settings (gear in the top right)



- 11) Sign out
- ❖ *Make sure to sign out of Gmail if you are using a computer other than your assigned District Laptop*
 - b. Click the Letter of your first name in the top right
 - c. Click

