Getting Started with Google Apps

Mail, Calendar, & Chat



Log in to Gmail

1. Go to your Google Apps Mail page: https://mail.shorelineunified.org

2. On the Sign In page, enter your new Shoreline user name and password, and then click Sign In:

Google Google Apps	for Solarmora
Sign in to manage Solarmora	Powerful communication and collaboration tools for The right tools can make projects faster and easier. Whether you're w project, or coordinating with your group, Google Apps saves you time
Username: psperry @solarmora.com	 Collaborate more effectively with shared calendar and documer Access your data from anywhere, even from mobile devices
Remember me on this computer.	 No software or hardware to install and maintain If you are a Google Apps administrator, sign in here for the control
Leannot access my account	New! One-stop information sharing with <u>Google Sites</u> Building a site is as simple as editing a document, and you don't ne Check out these example sites: <u>Company intranet</u> , <u>Team project</u> , <u>Er</u>

3. If this is your first time logging in, follow the on-screen instructions to activate your account.

Your Gmail Inbox appears. For example:

s Solarmora	Search Mail Search the Web Show search sptions Create a filter	
Compose Mail	Archive Report spam Delete Move to V Labels V More actions V Refresh	1 - 3 of 3
Inbox (1)	Select: All, None, Read, Unread, Starred, Unstarred	
Starred 😭 Sent Mail	Jennifer Ahrens Jupdated: Schedule of upcoming seminars - Below, please find the updated :	5:48 pm
Drafts	🗐 🛱 Joanna Rondeau (2) 🔹 Fwd: Test results for Project Goo - Hi Team Below is a link to a Google sprea	5:43 pm
	Gristina Beckmann Weekly Wrapup - All: Here's your summary of Sales' activity for the week	5:41 pm
Follow up Misc	🗐 🖄 Alex Dave, Scott (5) 🔹 Re: New product launch next month - Hi Steve I'd like to discuss the details	5:37 pm
Priority	🔲 🌣 Cliff Hao » [Updated Invitation] 10-11: Weekly Meeting @ Wed Oct 29 10am - 1 📑	3:44 pm
4 more v	Setting preparation - Steve, Can we meet this afternoon to go over our summary	5:35 pm
Contacts	Dave, Lisa » Report review - Hello Steve: Thank you for sending your report. Below are my co	5:34 pm
Tasks	Select: All, None, Read, Unread, Starred, Unstarred	
	Archive Report spam Delete Move to v Labels V More actions V Refresh	1 - 3 of 3
	Shortcuts: o - open y - archive c - compose j - older k - newer more a	
	You are currently using 0 MB (0%) of your 25600 MB.	

Open Google Calendar

To open your calendar, click the **Calendar** link at the top of your Mail or other Google service window:

Start Page	Mail	Calendar	Documents	<u>Sites</u>	<u>Video</u>	
1		0				Search Mail
♦) olar	mo	ra				

Your calendar appears. For example:

Create event	luick	add	Today		May 16 - 22 20	010	0	Print Refresh	Day	Week	Month	4 Days	Agenda
May 2010		00		Sun 5/16	Mon 5	5/17 Tue 5/18	Wed 5/19	Thu Si	20	Fr	5/21	Sat	5/22
S M T W	тя	s											
25 26 27 28	29 3	0 1	Sam										
2 3 4 5	6 7	8											
9 10 11 12			9am					9 - 11 ⁽³⁾ Effective					
16 17 18 19								Communic	ation				
23 24 25 26 30 31 1 2			10am			10 - 11 ⁽²⁾ Style Guide Committee		s Class					
My calendars		Ξ	11am										
prowan@solarm	ora.co	m 🗖					_						
Tasks Add Settings			12pm		12(30p - 1) Review	12p - 1p 0 Lunch with S	ara	12p - 1p II Lunch with	Joe				
Other calendars			1pm		document	s with 1:30p - 2:30p	7			1:30p - 3	, 0		
Add a coworker's o	alend	17	2pm			Staff Meeting				Project 5	SIMBA		
Add 🔻 Settings							2:30p - 3:30p 17			planning			
			3pm				Meeting with Paul						
								3:30p - 4:30	p 🛛				
			• 4pm		4p - 5p th Release meeting			Support meeting					
			5pm		meeong								

How Gmail Is Different

Conversations, labels, stars, archiving, & search

Here are some key features that make Gmail different from [Microsoft Outlook].

Email conversations instead of multiple messages

Rather than listing each message reply as a new message in your Inbox, Gmail groups a message and its replies in a conversation, which is listed only once. Opening a conversation shows all its messages in a neat stack, which you can easily collapse or expand. When a new reply arrives, the stack grows and the conversation is marked as unread, indicating there's something new to look at. Grouping messages this way allows you to quickly retrieve all messages within a thread and reduces inbox clutter.

Here's how a conversation appears in your Inbox...

Archive	Report spam	Delete	Move to v	Labels v	More actions v	Refresh	1 - 2 of 2
Select: All	, None, Read	, Unread,	Starred, Un	starred			
🖲 🖄 Ca	arla, Murthy ((3)	1	For review	: Add-on modul	e design plans - Hello Team, Attached are 🛛 🖉	6:32 pm
🗄 🖸 🖄 m	e, Gavin (2)			Sales Flath: New 500 series solar panels flying off the shelves! - Patricia			

...and here's what an opened conversation looks like:

For	review: Add-on module design plans Inbox X					
会	Carla Chrome hello Team, Attached are the new design plans for the add-on solar panel Oct 1 🖉					
会	Murthy Desdai ²⁴ Hi Carla Thanks for sending the latest plans for the add-on module! Looking f. Oct 1					
宫	Carla Chrome to Murthy, Patricia, me show details Oct 1 Septy					
н	i Murthy,					
	Good question. I should have mentioned that we didn't make any modifications to the Energy Concentrator this time around. We've already received sign-off from Jonathan's team, so we just concentrate this review on the revisions to the add-on module logic design. Thanks! Carla - Show quoted text -					
•	Reply Septy to all - Forward					

Labels and stars instead of folders

Instead of organizing messages in folders, you can organize your Gmail conversations by applying labels. The conversation can remain in your Inbox with the label clearly shown. Here's an example:

Archive Report spam Delete Move	to Labels More actions Refresh	1 - 6 of 6
Select: All, None, Read, Unread, Starred	l, Unstarred	
🗉 💼 🗯 Jasmine Carmine	HR announcement: Benefit plan updates - All We've added some new	11:11 am
🔲 🚔 Murthy Desdai	Question about website updates - Hello Patricia I have a few questions	Nov 5
Gary Goodman	Suppliers Quote for Apollo transistors - Hi Patricia Please find my quote	Nov 5
Mary Dorma	DX2 Project Let's collaborate on DX2 - Hi Patricia I think we should get t	Nov 5
Mary Dorma	Priority Purchasing PO #53900 - Energy Accelerator kits - Attached is	Nov 5
🗄 🗖 🏠 Carla, Murthy (3)	For review: Add-on module design plans - Hi Murthy, Good question. I shc 🖉	Nov 6

As shown in the example, if a conversation applies to more than one topic, you can give it multiple labels.

If you'd like to move a labeled conversation about of your Inbox, just click the **Archive** button. Whether or not a a labeled conversation is archived, you can list all conversations that have a specific label by clicking the label name in the left pane of your Inbox -- similar to opening a folder of messages:

Inbox (2)	Select: All, None, Read, Unread, St	Select: All, None, Read, Unread, Starred, Unstarred				
Starred 😭 Sent Mail	🗄 🔲 🛸 Jasmine Carmine	HR announce				
Drafts (1)	🗄 🔲 🛱 Murthy Desdai	Question abo				
DX2 Project (11)	🖹 🔲 🛱 Gary Goodman	Suppliers Qu				
Follow up	🗄 🗖 🏫 Mary Dorma	DX2 Project				
Misc DX2 Project	(11) 🖸 🗇 Mary Dorma	Priority Purc				
Priority	🗄 🗖 🏠 Carla, Murthy (3)	For review: Add				

Unlike with folders, if you've applied more than one label to a message, you can retrieve the message by clicking *any* of those labels.

The Stars feature provides another way to categorize and access messages. Simply click the **star** icon to the left of any message to highlight it. You can then display all starred messages by clicking **Starred** in the left pane.

Inbox (1)	Select: All, None, Read, Unread, Starred, Unstarred				
Starred 🛱	🗄 🔲 🚖 Jasmine Carmine	HR announcement:			
Drafts (1)	🗄 🚺 😭 Murthy Desdai	Question about webs			
	🗄 🗖 😂 Gary Goodman	Suppliers Quote for			
DX2 Project (1) Follow up	🗄 🗖 🏠 Mary Dorma	DX2 Project Let's co			
Misc	🗄 🗖 🛱 Mary Dorma	Priority Purchasing			
Priority	🗄 🖿 😂 Carla, Murthy (3)	For review: Add-on m			

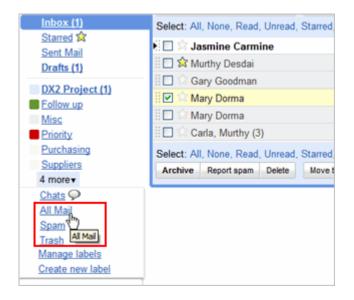
Archiving online instead of saving to your desktop

With Gmail, you no longer risk running out of space for storing email. Instead, you get **7 GB** of online storage space for just your own email and attachments, all hosted on Google's secure servers. Just select a message and click **Archive**:

Archive Report spam Delete Move to Select: 10, None, Read, Unread, Starred, U	
🕅 🗊 🏦 Jasmine Carmine	HR announcement: Benefit plan updates
🗄 🗖 🛱 Murthy Desdai	Question about website updates - Hello Patri
Gary Goodman	Suppliers Quote for Apollo transistors - Hi F
Mary Dorma	DX2 Project Let's collaborate on DX2 - Hi Pa
🗄 🗖 🔅 Mary Dorma	Priority Purchasing PO #53900 - Energy A
II Carla, Murthy (3)	For review: Add-on module design plans - Hi I

An archived message is removed from your Inbox but you can still find it later by clicking **All Mail** in the left pane or using search. Or, add labels to messages before you archive them for even easier retrieval.

Tip: Your All Mail link might be under the drop-down list in the left pane:



Google-powered search

Gmail features the same powerful search technology used on the Web to perform accurate keyword searches of all of your email and attachments. Search by keyword, label, date range, or a host of other options. By also archiving messages, you can instantly find any message you've ever sent or received, without having to create elaborate folder structures or keep unwanted correspondence in your Inbox.

To find messages, simply type in the search box at the top of your Mail window. Or, for more refined searching, click **Show search options**:

	Search Mail	Search the Web	Show search options Create a filter	
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Then fill in the easy-to-use search form to find exactly what you're looking for!

	Search Options Hide search						
From:		Has the words:					
To:		Doesn't have:					
Subject:		Has attachment					
Search:	All Mail 💌	Date within: 1 day 💽 of					
		e.g. today, Friday, Mar 28, 3/26/04 Search Mail Cancel					