

## GAPPS @ DPS: Gmail

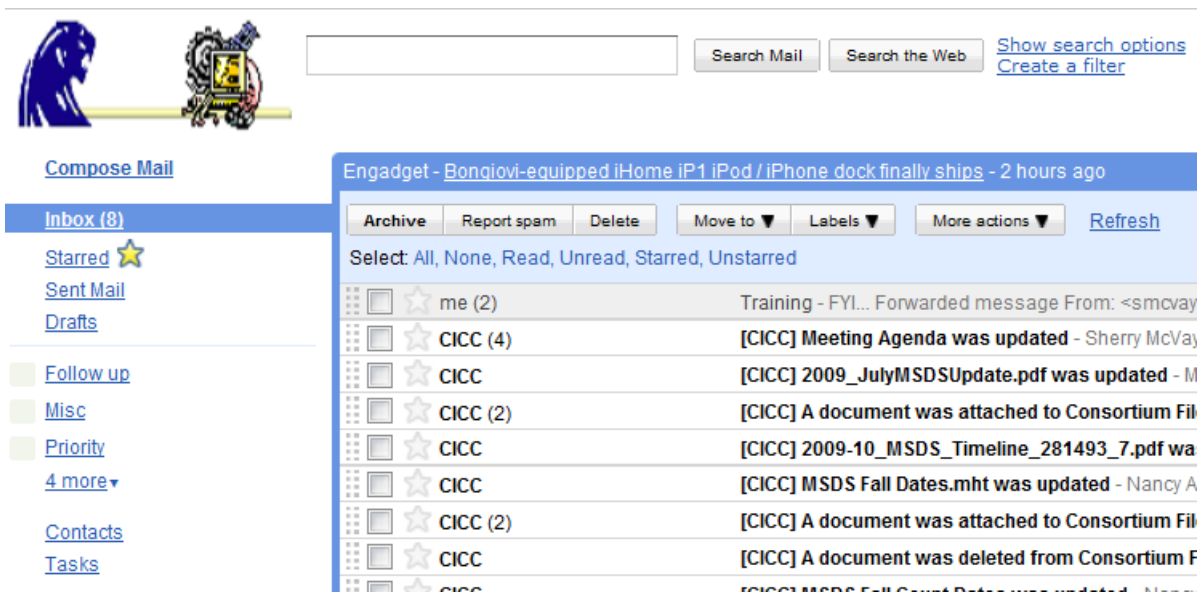
A very useful feature of GAPPS is the ability to e-mail directly through the system. While this feature duplicates our current GroupWise system for staff, it may be much more useful for students as it provides a school managed account that is automatically created for them. Using GAPPS mail, users can be placed in mailing list groups and can chat with others across the system. To use Gmail, follow these directions:

1. Go to <http://www.gapps.dewittschools.net> and click on the Gmail link.



The image shows the DeWitt Public Schools Google Apps Page. At the top, there are logos for the school district and Google Apps. Below the logos, the page title is "DeWitt Public Schools Google Apps Page". A red circle highlights the Gmail icon and its description: "Gmail-Use your Google e-mail account to build e-mail groups a <http://mail.gapps.dewittschools.net>". Other links include Calendar, Documents, Sites, and Contacts, each with a brief description and a URL.

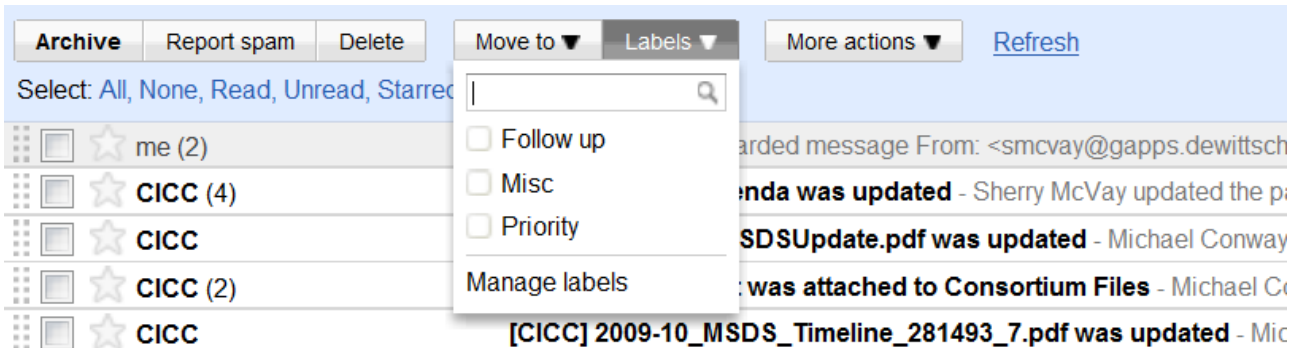
2. The layout of the gmail screen is pretty typical for e-mail. There is a link to the inbox, sent mail and trash. Email is located in the middle of the screen and can be managed in bulk with check boxes and control buttons at the top of the screen.



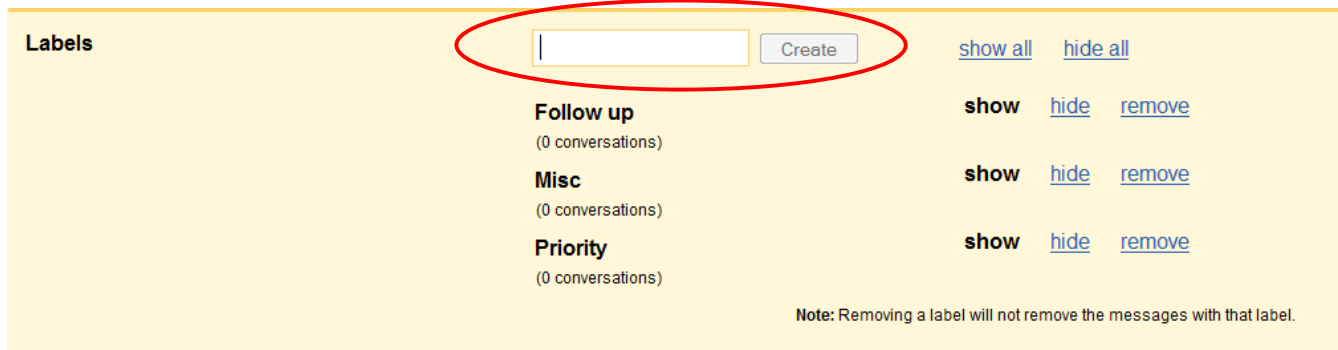
The image shows a screenshot of the Gmail interface. At the top, there are search boxes for "Search Mail" and "Search the Web", along with links for "Show search options" and "Create a filter". Below the search boxes, there is a "Compose Mail" link. The left sidebar shows the "Inbox (8)" folder selected, with other folders like "Starred", "Sent Mail", "Drafts", "Follow up", "Misc", "Priority", "4 more", "Contacts", and "Tasks". The main content area shows a list of emails. The top email is from "me (2)" with the subject "Training - FYI... Forwarded message From: <smcvay...". Below it are several emails from "CICC" with subjects like "[CICC] Meeting Agenda was updated", "[CICC] 2009\_JulyMSDSUpdate.pdf was updated", "[CICC] A document was attached to Consortium Fil", "[CICC] 2009-10\_MSDS\_Timeline\_281493\_7.pdf wa", "[CICC] MSDS Fall Dates.mht was updated", "[CICC] A document was attached to Consortium Fil", and "[CICC] A document was deleted from Consortium F".

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3. Mail can be sorted through labels. Add a label to an e-mail by checking the e-mail and then checking the desired label (follow up, Misc, Priority).



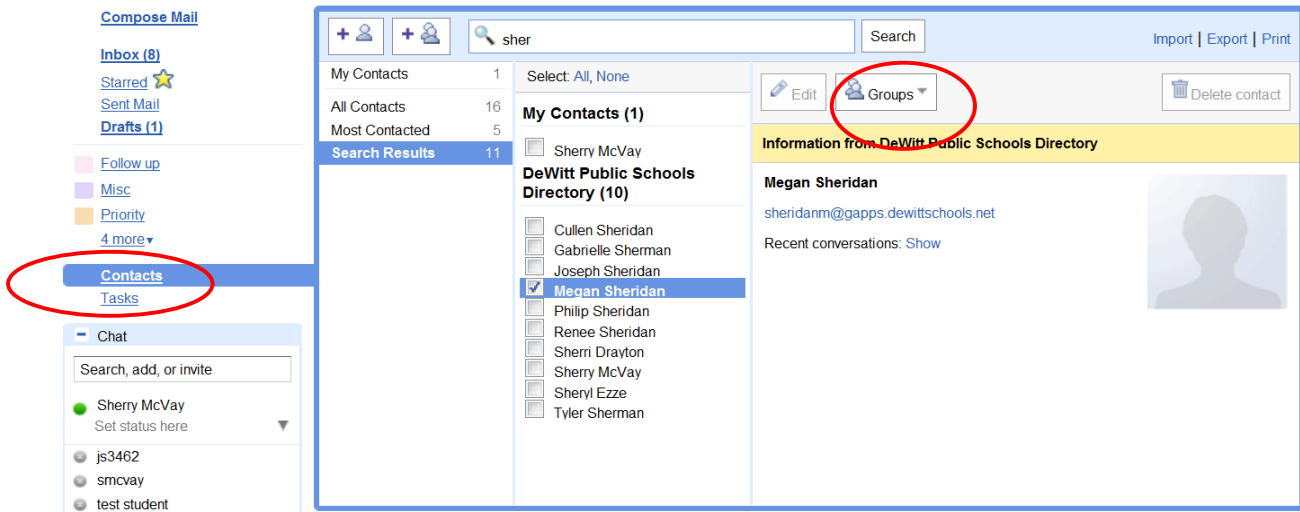
4. You can add additional labels of your own by selecting **Manage labels**. Type a new label name in the box and click **Create**.



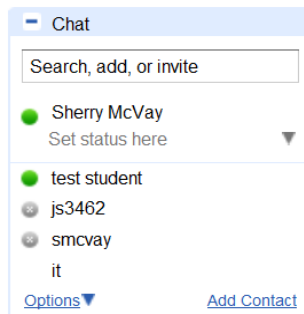
5. It is easy to send e-mail to anyone in the GAPPS community, just click Compose mail, then begin typing the person's name. Their GAPPS e-mail will autofill.

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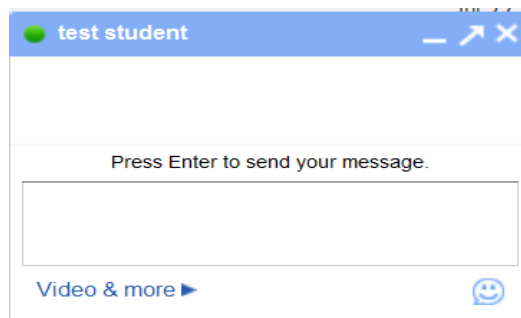
6. You can use the Contacts feature to build groups. This can be especially useful in setting up student project groups.



7. GAPPS users can chat live with each other using the built in Chat feature in the left menu window.

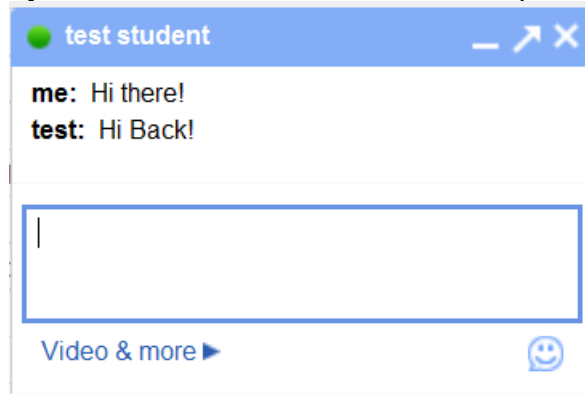


8. Users that are in your contacts list show in the chat window. If they are online, you will see their status. For example a green dot indicates available. Click the user to bring up a chat window. Type in the box and press enter to send the message.



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9. The chat automatically sends and the other user can respond immediately.



10. If you have a web camera attached to your computer, gmail will prompt you to install the tools you need to share live video in addition to the chat.

11. To change settings on your GAPPS e-mail account, click the settings link.

[Mail](#) [Calendar](#) [Documents](#) [Sites](#) [Contacts](#)

[smcvay@gapps.dewittschools.net](#) | [Manage this domain](#) | [Settings](#) | [Older version](#) | [Help](#)



Search Mail

Search the Web

[Show search options](#)  
[Create a filter](#)

[Compose Mail](#)

[Inbox \(8\)](#)

[Starred](#) ★

[Sent Mail](#)

[Drafts \(1\)](#)

Wired Top Stories - [Despite 'MadWorld' Flop, Sega Plans More Hard-Core Wii Games](#) - 23 hours ago Web C

Archive Report spam Delete Move to ▾ Labels ▾ More actions ▾ Refresh 1 -

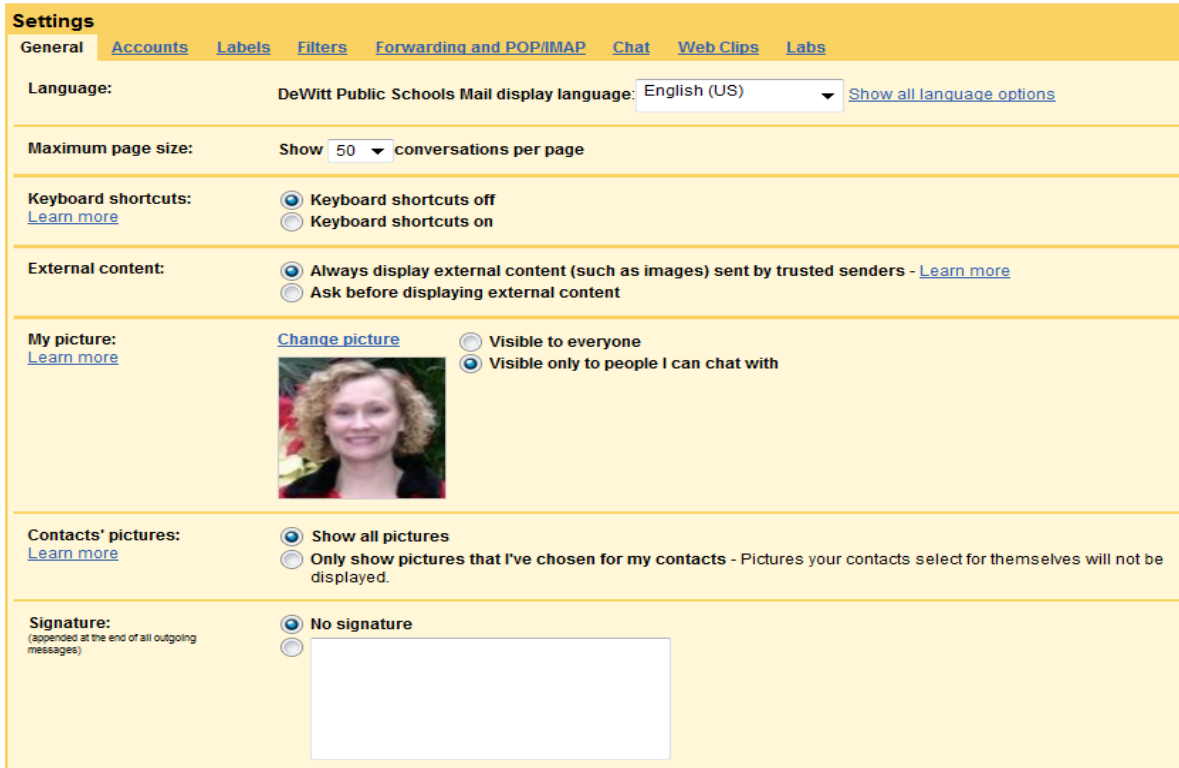
Select: All, None, Read, Unread, Starred, Unstarred

★ me (2) Training - FYI... Forwarded message From: <smcvay@gapps.dewittscho

★ CFC (4) [CFC] Meeting Agenda was updated - Sherry McVay updated the page I

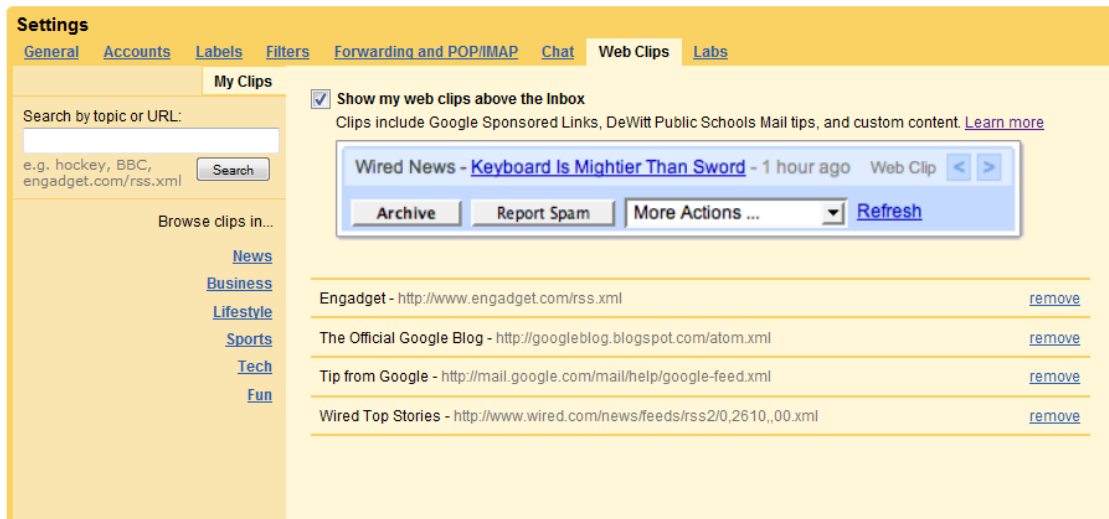
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12. Inside of settings you can establish a picture, a signature, forward your mail to another account, check mail from other accounts etc.



The screenshot shows the 'Settings' page in Gmail, specifically the 'General' tab. The page has a yellow header with navigation links: General, Accounts, Labels, Filters, Forwarding and POP/IMAP, Chat, Web Clips, and Labs. The 'Language' section shows 'DeWitt Public Schools Mail display language' set to 'English (US)' with a dropdown menu and a link to 'Show all language options'. The 'Maximum page size' is set to 'Show 50 conversations per page'. Under 'Keyboard shortcuts', 'Keyboard shortcuts off' is selected. Under 'External content', 'Always display external content (such as images) sent by trusted senders' is selected. The 'My picture' section shows a profile picture of a woman with curly hair, with options to 'Change picture' and visibility settings: 'Visible to everyone' and 'Visible only to people I can chat with' (selected). The 'Contacts' pictures section has 'Show all pictures' selected. The 'Signature' section has 'No signature' selected, with a text area below it.

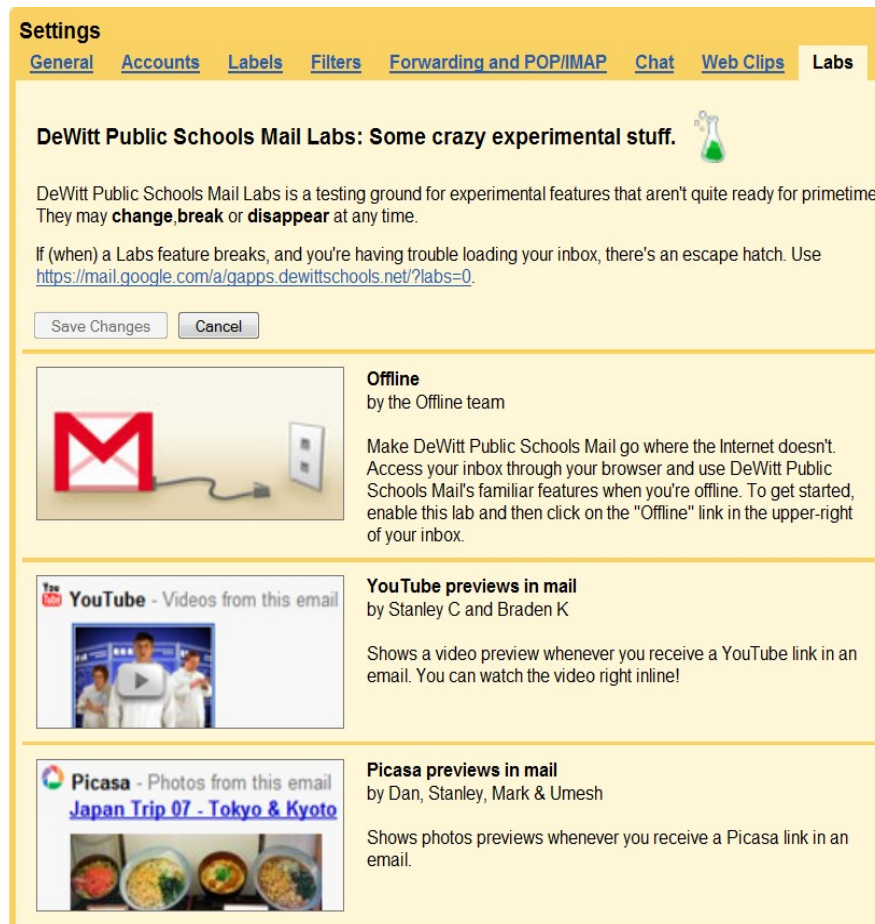
13. One feature in settings that is both helpful and annoying is Web clips. This feature lets you display content in your inbox at the top of the screen. You can have news and other content or you can turn off the web clips.



The screenshot shows the 'Settings' page in Gmail, specifically the 'Web Clips' tab. The page has a yellow header with navigation links: General, Accounts, Labels, Filters, Forwarding and POP/IMAP, Chat, Web Clips, and Labs. The 'My Clips' section has a search box with the text 'e.g. hockey, BBC, engadget.com/rss.xml' and a 'Search' button. Below the search box is a list of categories: News, Business, Lifestyle, Sports, Tech, and Fun. The 'Show my web clips above the Inbox' checkbox is checked. Below this, it says 'Clips include Google Sponsored Links, DeWitt Public Schools Mail tips, and custom content. Learn more'. A sample web clip is shown: 'Wired News - Keyboard Is Mightier Than Sword - 1 hour ago' with 'Web Clip' and navigation arrows. Below the sample clip are buttons for 'Archive', 'Report Spam', 'More Actions ...', and 'Refresh'. Below the sample clip is a list of clips with their URLs and 'remove' links: Engadget - http://www.engadget.com/rss.xml, The Official Google Blog - http://googleblog.blogspot.com/atom.xml, Tip from Google - http://mail.google.com/mail/help/google-feed.xml, and Wired Top Stories - http://www.wired.com/news/feeds/rss2/0,2610,,00.xml.

## GAPPS @ DPS: Gmail


14. For fun you can try out Google Labs features, which add fun toys and useful features to gmail. Just click on labs and scroll through the list of add-ons.



The screenshot shows the Gmail 'Settings' page with the 'Labs' tab selected. At the top, there are navigation tabs: General, Accounts, Labels, Filters, Forwarding and POP/IMAP, Chat, Web Clips, and Labs. Below the tabs, the 'DeWitt Public Schools Mail Labs' section is highlighted. It features a green flask icon and the text: 'DeWitt Public Schools Mail Labs: Some crazy experimental stuff.' Below this, it explains that these are experimental features that may change, break, or disappear. A link is provided for an escape hatch: <https://mail.google.com/a/gapps.dewittschools.net/?labs=0>. There are 'Save Changes' and 'Cancel' buttons. Below this, three other labs are listed: 'Offline' (with a red 'M' icon and a power outlet), 'YouTube previews in mail' (with a YouTube video thumbnail), and 'Picasa previews in mail' (with a Picasa photo thumbnail).

**Settings**

[General](#) [Accounts](#) [Labels](#) [Filters](#) [Forwarding and POP/IMAP](#) [Chat](#) [Web Clips](#) **Labs**

**DeWitt Public Schools Mail Labs: Some crazy experimental stuff.** 

DeWitt Public Schools Mail Labs is a testing ground for experimental features that aren't quite ready for primetime. They may **change**, **break** or **disappear** at any time.

If (when) a Labs feature breaks, and you're having trouble loading your inbox, there's an escape hatch. Use <https://mail.google.com/a/gapps.dewittschools.net/?labs=0>.

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 **Offline**  
by the Offline team

Make DeWitt Public Schools Mail go where the Internet doesn't. Access your inbox through your browser and use DeWitt Public Schools Mail's familiar features when you're offline. To get started, enable this lab and then click on the "Offline" link in the upper-right of your inbox.

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 **YouTube previews in mail**  
by Stanley C and Braden K

Shows a video preview whenever you receive a YouTube link in an email. You can watch the video right inline!

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 **Picasa previews in mail**  
by Dan, Stanley, Mark & Umesh

Shows photos previews whenever you receive a Picasa link in an email.

15. For more details on GAPPS mail, use the help menu or this link:  
<http://mail.google.com/support/?ctx=gmail&hl=en&labs=1>