

# Gmail - Teacher's Guide

## Logging into your Email

1.
  - a. Go to the **Danville Public Schools Homepage**: [www.danvillepublicschools.org](http://www.danvillepublicschools.org)
  - b. Click on **Teachers**
  - c. Click on **DPS Email**



Or...

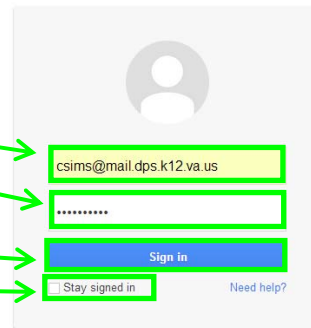
- d. Go to [www.gmail.com](http://www.gmail.com)



One account. All of Google.

Sign in to continue to Gmail

3. **Email**: full DPS email address
4. **Password**: type in your DPS password
5. Click **Sign In**
6. Do not check "✓" **Stay signed in**



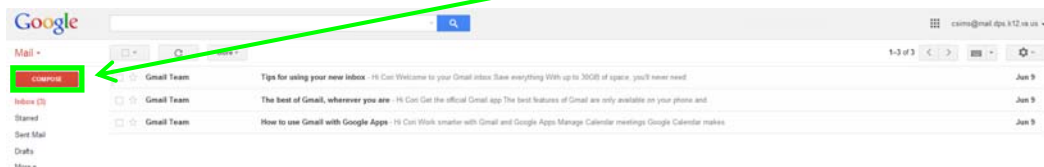
Create an account

One Google Account for everything Google



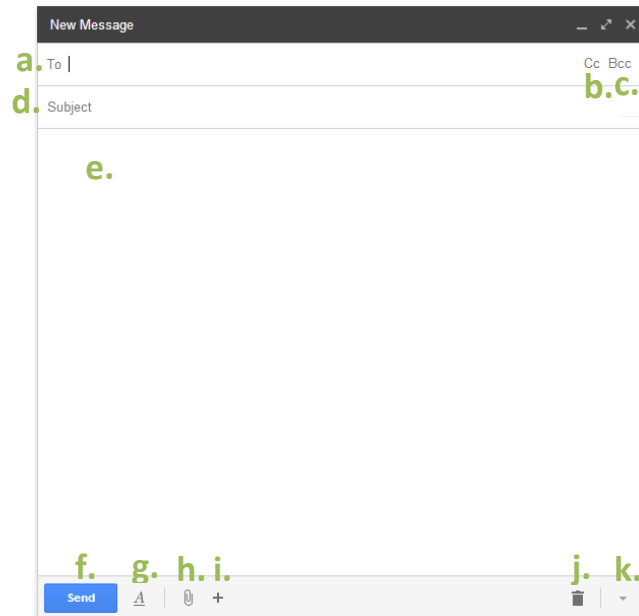
## Composing an Email through Gmail

1. Once logged into your Gmail account, click on **Compose**.



2. A **New Message** box will appear.

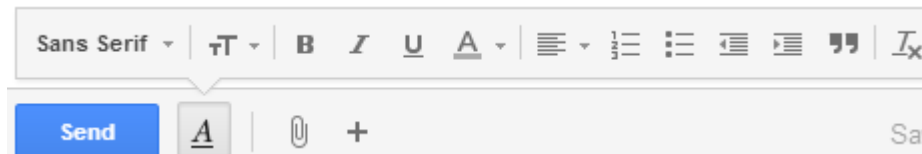
- a. To
- b. Cc
- c. Bcc
- d. Subject
- e. Body/Message
- f. Send
- g. Formatting Options
- h. Attachment
- i. “+” Option
- j. Trash
- k. More Options



- a. **To** – the main person or persons you are wishing to send your email.
  - a. As you begin to type in the name of the email recipient, contacts will begin to appear:



- b. **Cc** – Carbon copy is copy of an email you send to another, but they are not the primary recipient. Their name is visible to the other recipients.
- c. **Bcc** – Blind carbon copy is a hidden notification to a recipient, but that person is not visible to other recipients receiving the email.
- d. **Subject** – the title or heading of your email.
  - a. It is always a best practice to put a subject for each email so they are not considered SPAM by the email server.
- e. **Body/Message** – the actual typed email.
- f. **Send** – to finalize and send your email to the recipient(s).
- g. **Formatting Options** – gives you the ability to format your font, color, size, indenting, etc.

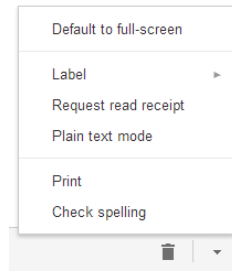


- h. **Attachment** – a picture or document you wish to include with your email.
  - a. You can use the paperclip “” button or you can simply click and drag your attachment to the compose window.
  - b. 25 MB (megabytes) is the max limit for gmail messages and attachments.
- i. **“+” Option** – allows you to insert files from Google Drive, embed photos, links, emoticons, and Google Calendar events.



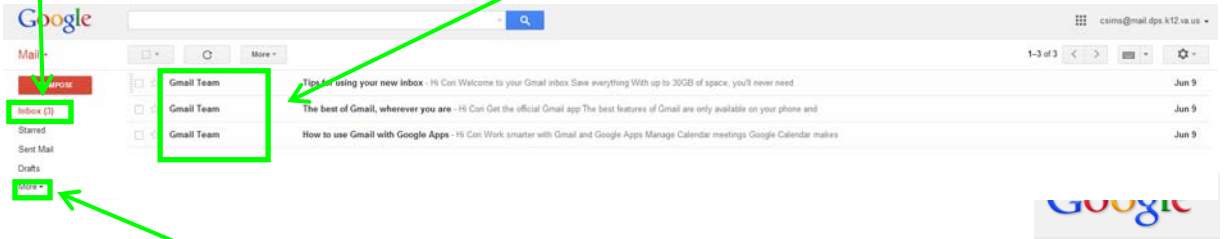
- j. **Trash** – allows you to delete your email.

- k. **More Options** – allows you to make your new message window full screen, label messages, read receipts, plain text mode, print and spell check.



## Checking your Inbox

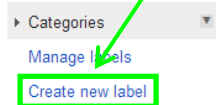
1. **Inbox** will allow you to view your messages.



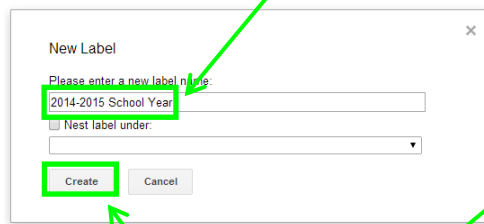
- a. By clicking **More**, you can see your other folders such as: **Sent Mail, Trash**, etc.

- b. You can also create your own folders by clicking on **Categories**

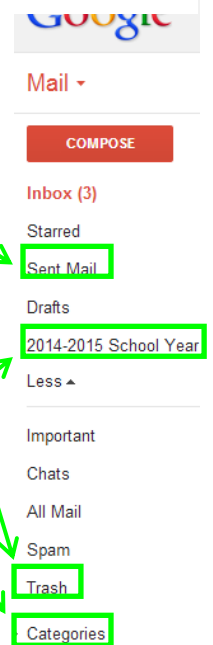
- i. Click on **Create new label**



- ii. Type in the **new label name**:

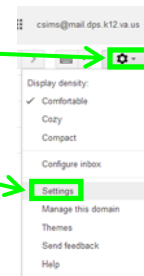


- iii. Click **Create**
- iv. Your folder will now appear



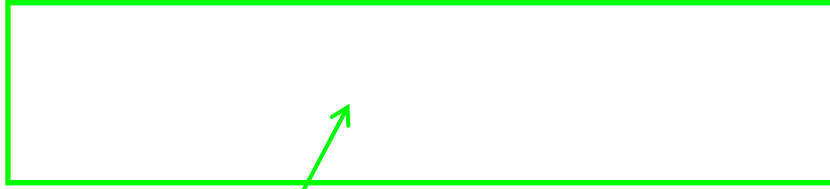
## Adding a signature to your Gmail

1. Click on the **gear** at the top right hand side of the screen
2. Click on **Settings**

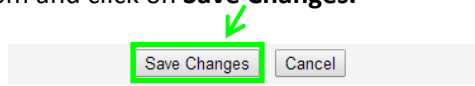


3. Scroll down to **Signature**, under the General tab:





4. Type in your signature information and change the font and color to your choosing.
5. Scroll to the bottom and click on **Save Changes**.



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