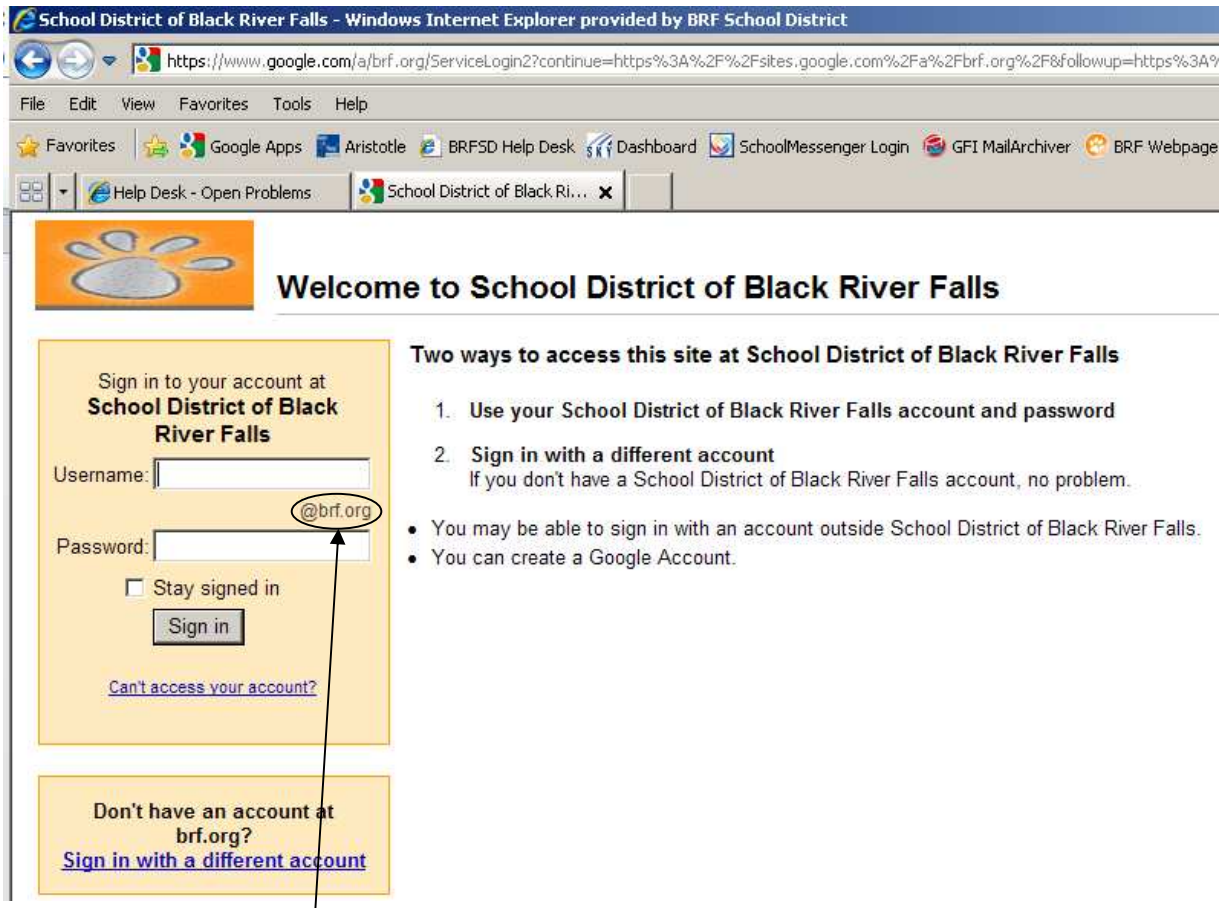
Accesing Google Docs and Email

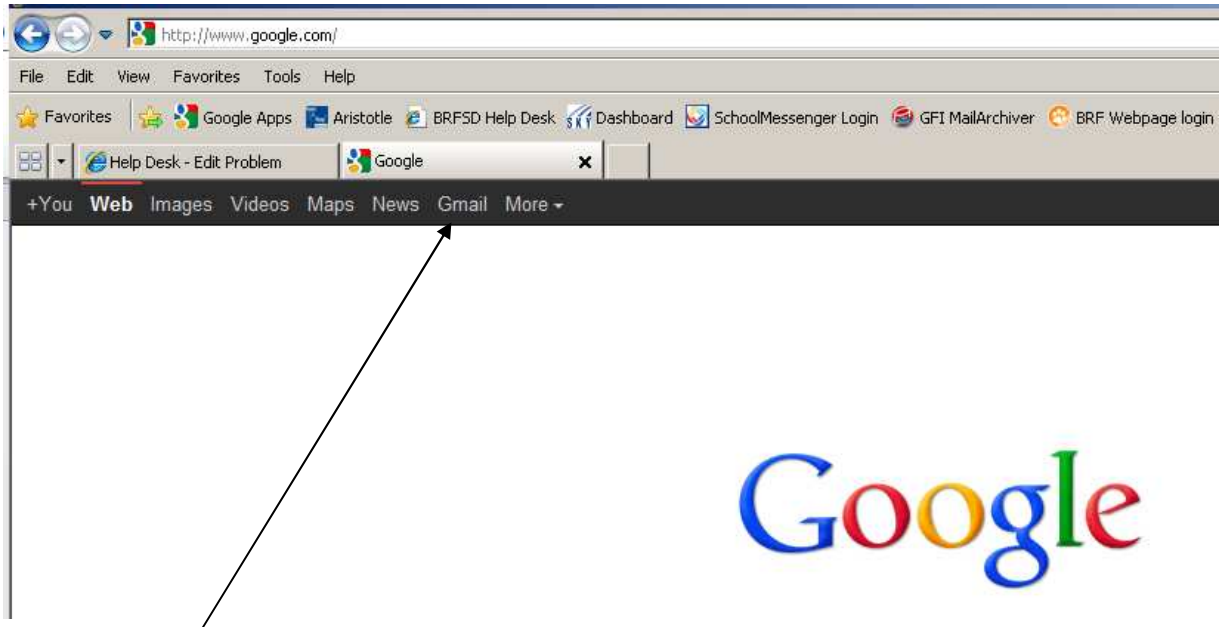
You can access your BRF Google Docs/Email account by going to

https://www.google.com/a/brf.org

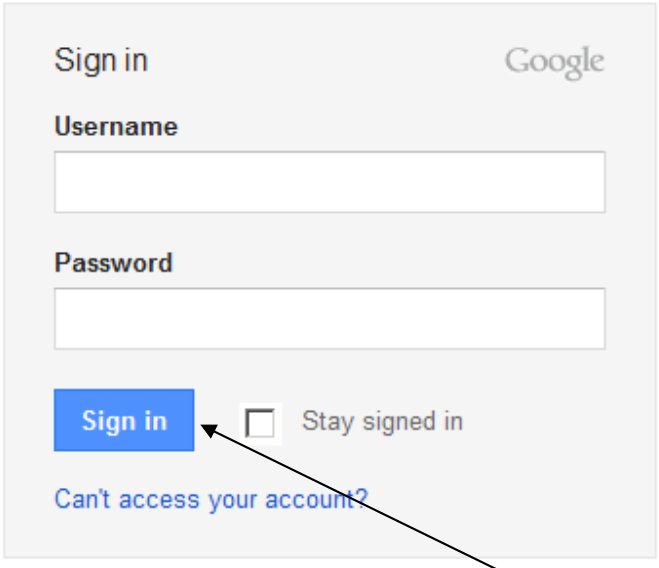


At this screen, you enter your firstnamedotlastname (example peggy.gordon) in the username box (the @brf.org is already entered for you since this page is specifically for our organization)
Enter your password in the password box - this is your Google password, not necessarily the password you use to log into the computer.

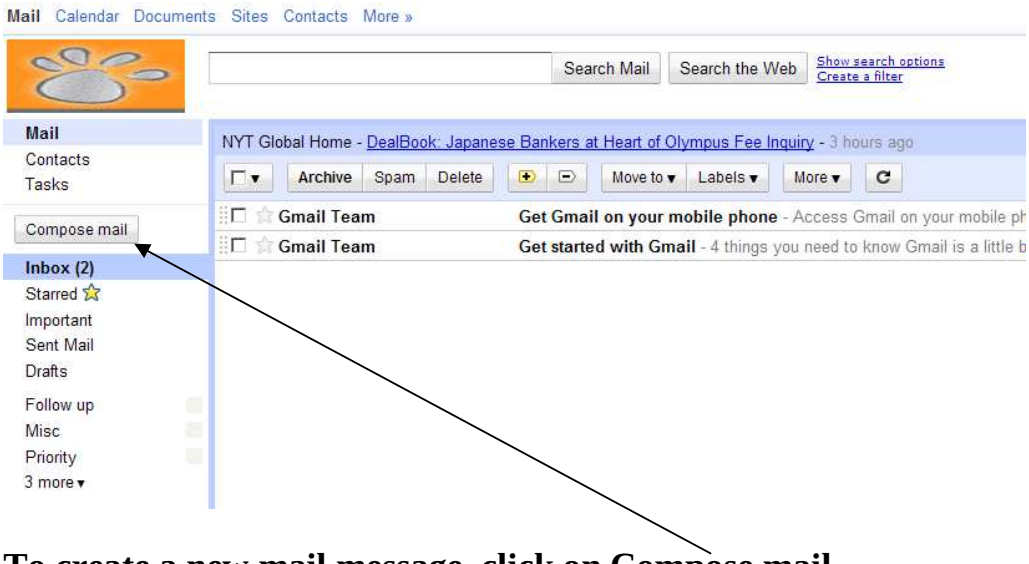
Alternatively you can also enter Google Docs / Email by going to
http://www.google.com



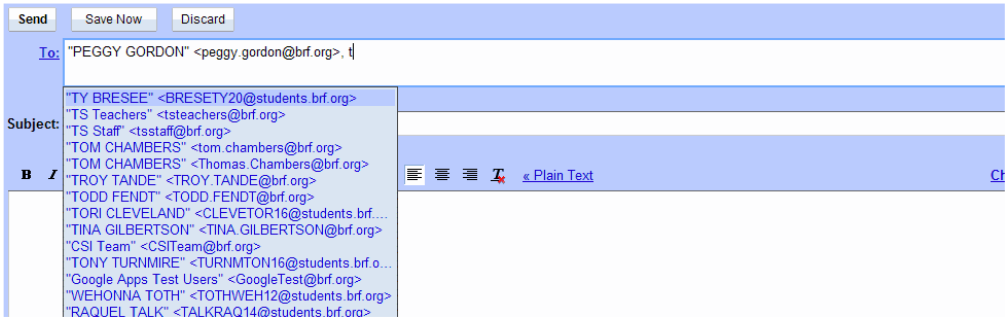
Click on the Gmail link



At this login, you have to enter your full email address - peggy.gordon@brf.org
Enter your password in the password box and click on **Sign in**

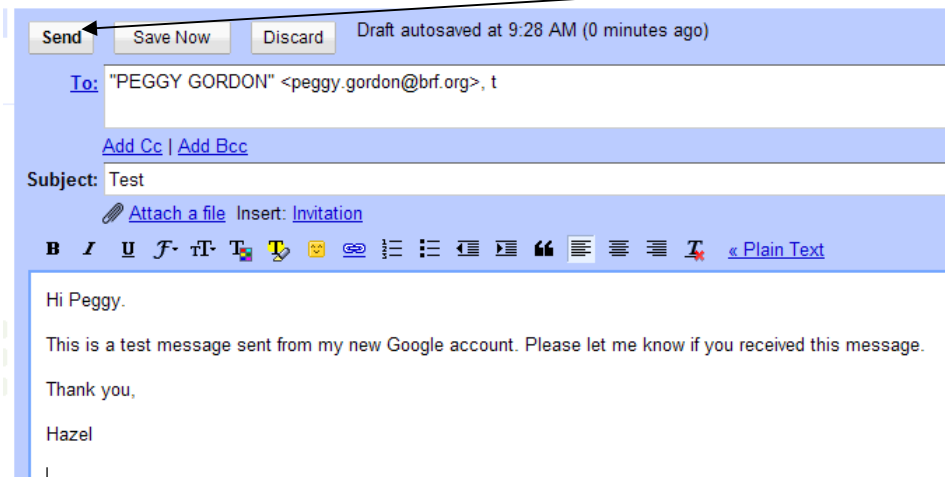


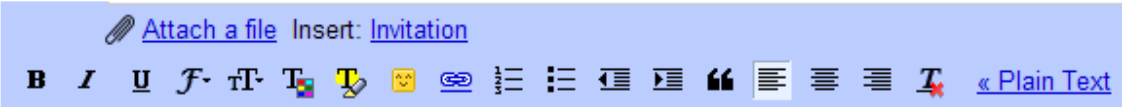
To create a new mail message, click on Compose mail



In the **To:** box, start typing the email address of the person you want to send to. If this person is an employee or student of BRF, their email address will come up as you begin to type the name in, and you can select it from the list.

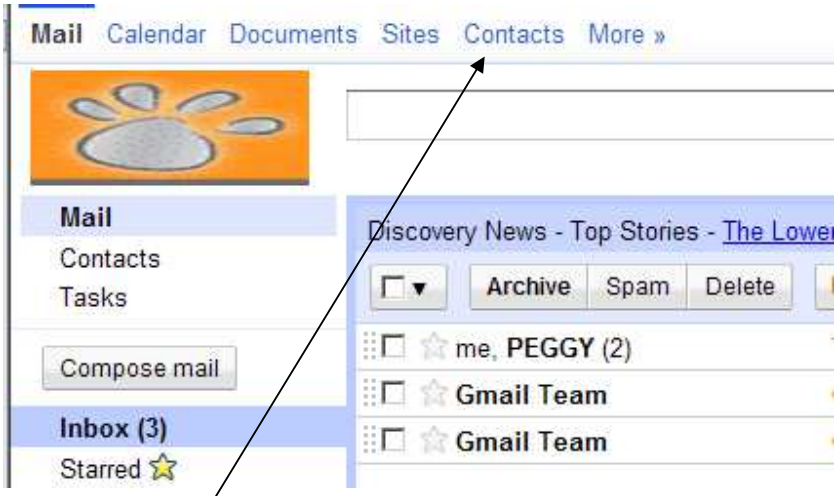
Enter a subject, enter the body of the email message and then click **Send.**



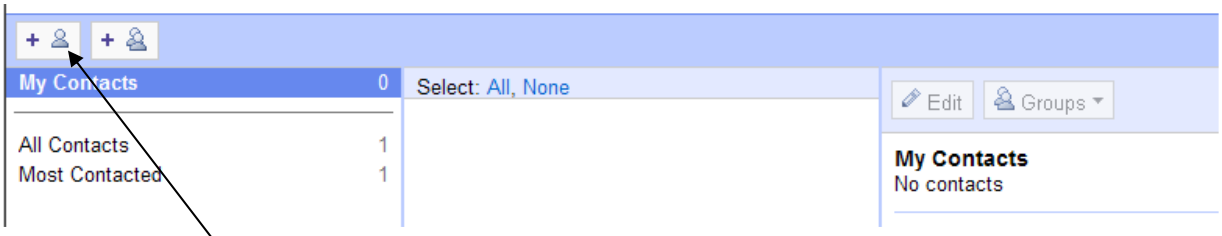


You can easily change the color, font, centering, attach a file, etc. by clicking on the appropriate option on the toolbar.

To add a Contact

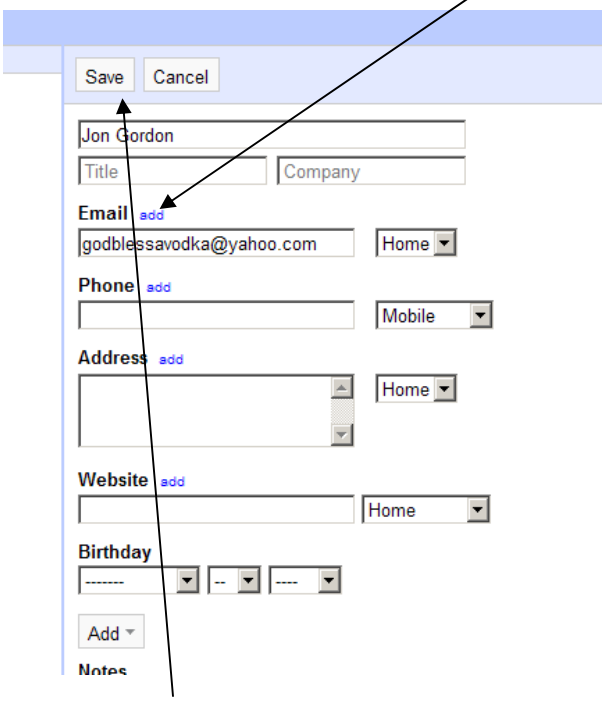


Click on Contacts



Click on the icon

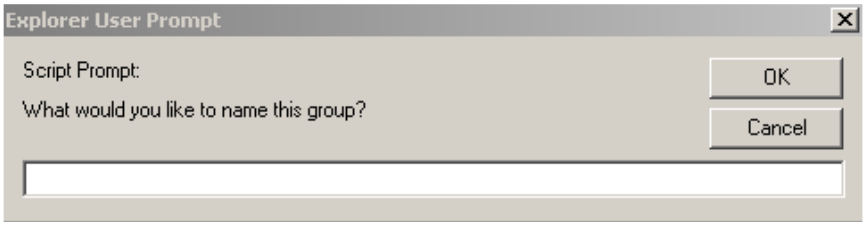
Enter as much information as you want, although Name and Email are required.
If you want to add more than one email address for someone, for instance they have both a home and work email, click on the word **add** by Email and enter the second email address. You can do the same for Phone, Address, and Website.



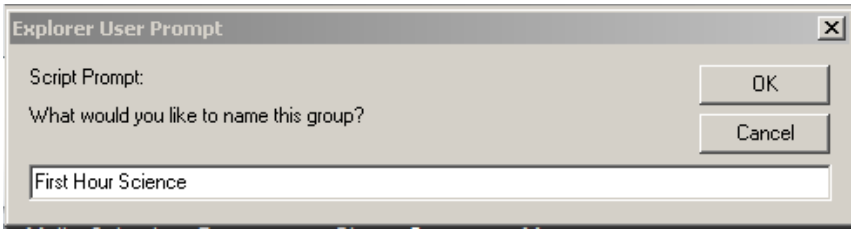
Click on **Save** when done

You can put your contacts into groups if you want. For instance, you could put all of your students in a group and then you would be able to email them all at once or enter something on their calendar at once.

To create a group, click on the symbol.

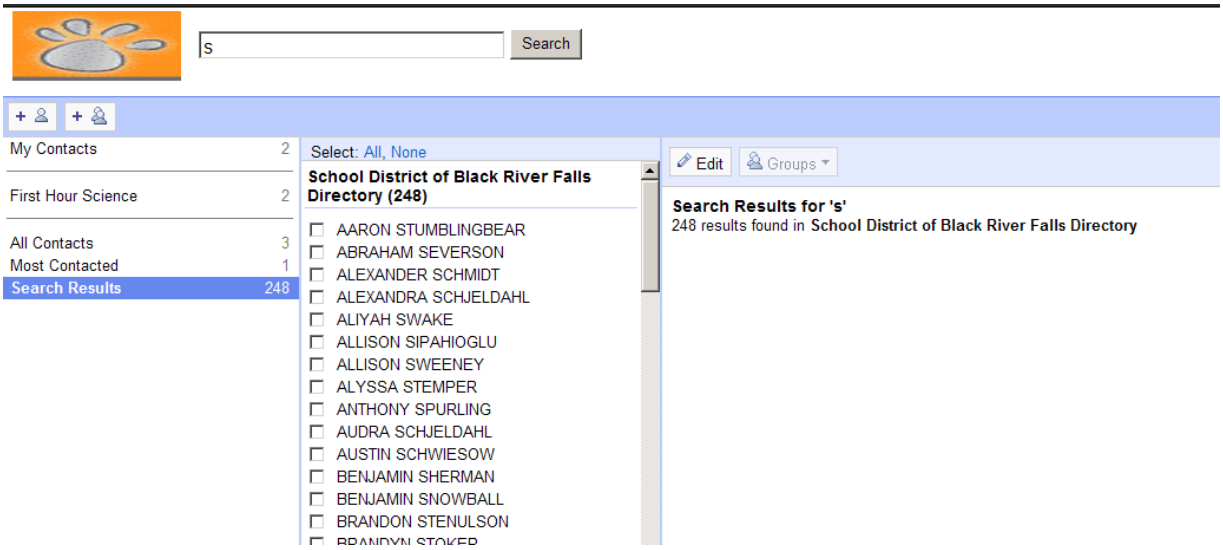


Give the group a name



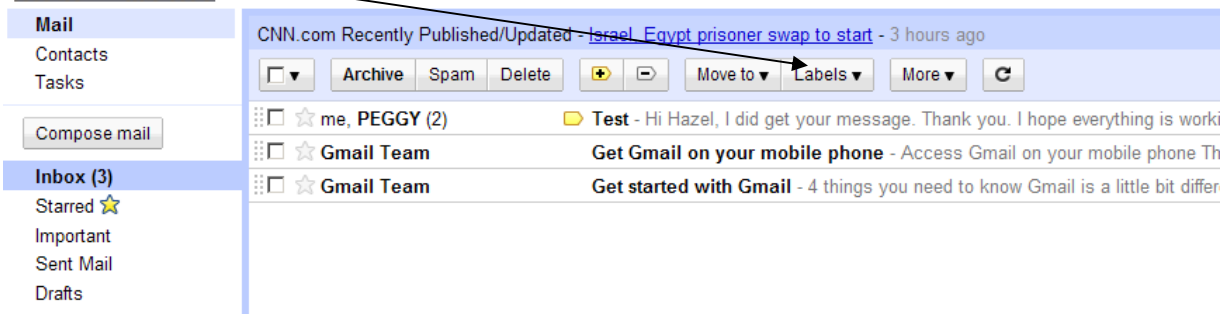
And click OK

To add your students, go to the Search contacts box and type in the first letter of their name – then click on Search

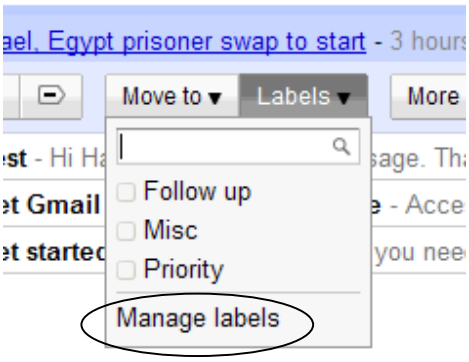


As you can see, just typing in an S will bring up everyone with a first or last name that starts with S. You can select as many as you want by clicking in the box beside their name. Once you have them all selected, click on the down arrow by and choose the group you want to add them to.

Google Mail uses Labels for organizing email, instead of folders. To create a new label, in your Inbox, go to Labels



And choose **Manage Labels** from the drop down box



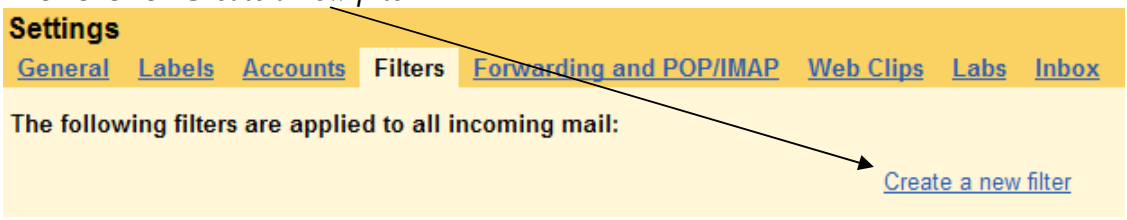
Click on the *Create new label* button

Enter a name for the label
If you want the label to be a sub-label under another label, also check the box that says *Nest label under* and choose the label you want it listed under from the drop down box.
Click on **Create.**

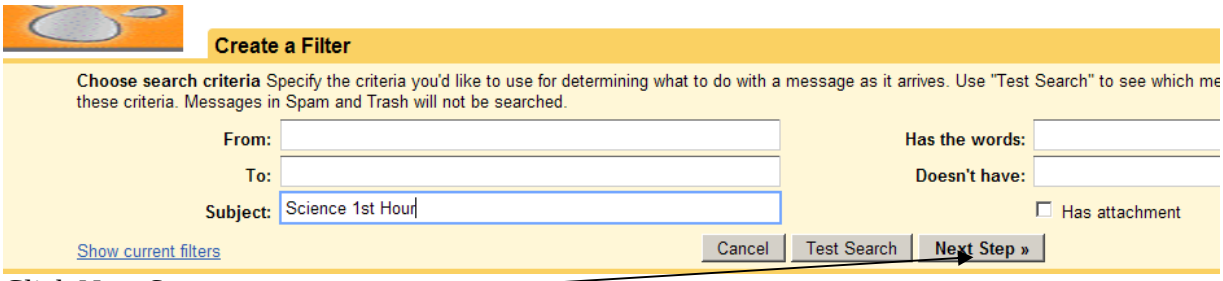
You can create filters to have incoming mail go directly into one of your labels.
To set up a filter, go to **Labels, Manage labels**

Click on the *Filters* link

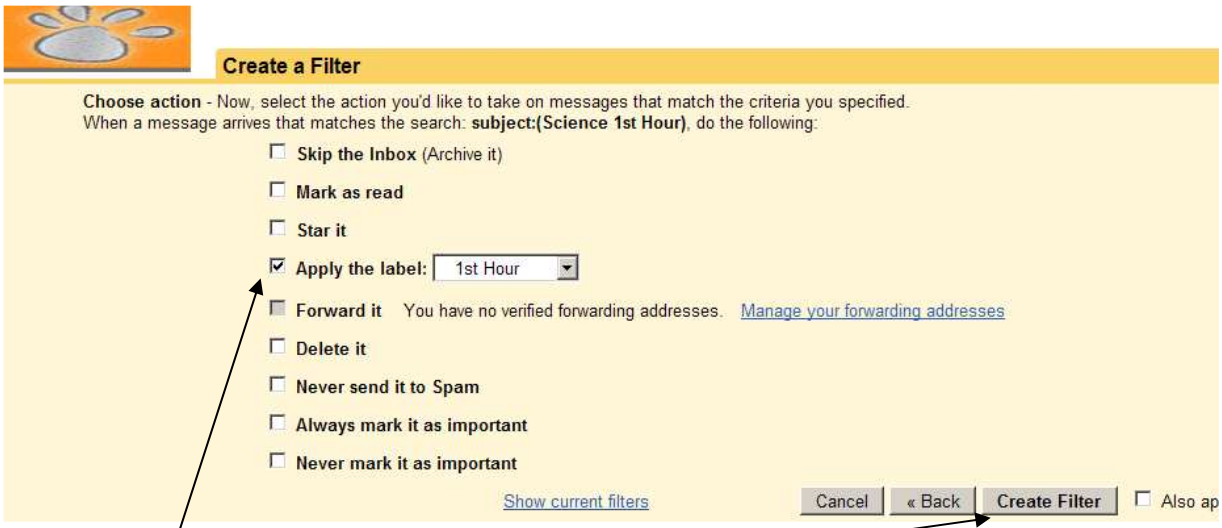
Then click on *Create a new filter*



Enter the criteria you want to use. For instance, if you want all your students to email their assignments to you and you want their emails to go directly to the label that corresponds to their class. You could tell your students that the subject of the email must be Science 1st Hour. You would then make the criteria for Subject be Science 1st Hour.



Click Next Step



Click on Apply the label: and choose the label you want it to go to from the drop down box. Click on Create Filter.

Now all emails with Science 1st Hour in the subject line will go to that label in your Inbox.