



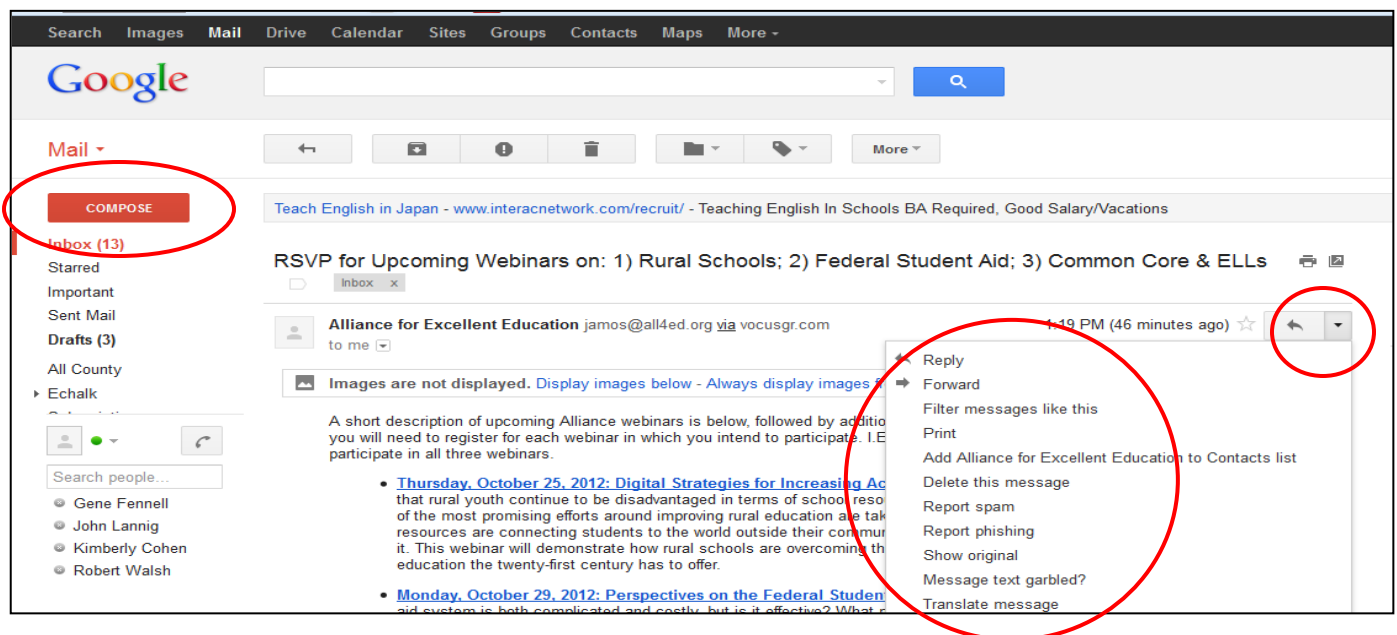
Gmail Directions (Holy Trinity Email)

How to get to your Gmail account

1. Go to holytrinityhs.echalk.com
2. Go to "Login" on the main homepage and type in your username & password (John Doe: jdoe)
3. Once you are logged into eChalk click "My Email" on the left hand side
4. A new window will open with your email

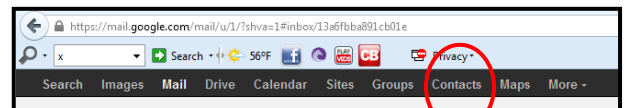
How to send an email

- You can compose a new message by clicking on the red box labeled "compose" on the left hand side
- You can reply, forward and print an email through opening the selected email and clicking on the right hand side the small arrow.

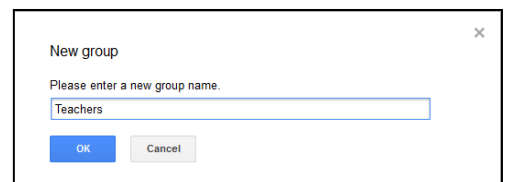
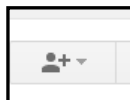


How to create and access contacts and/or send a group email

- Click on contacts at the top of the email window
- Next, on the left hand side click "New Group."
 - Type in the name of the group you are creating, (Teachers, Administrators, Staff, 9th Grade, 10th Grade, 11th Grade, 12th Grade)

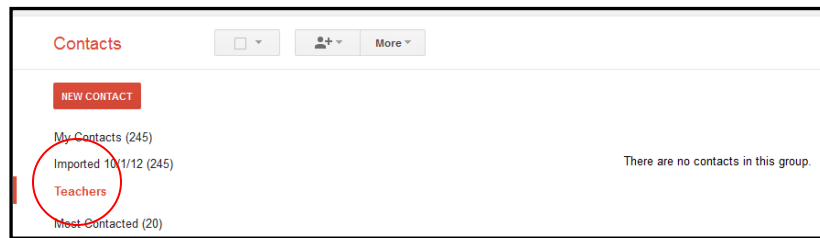


- Click on the image of people



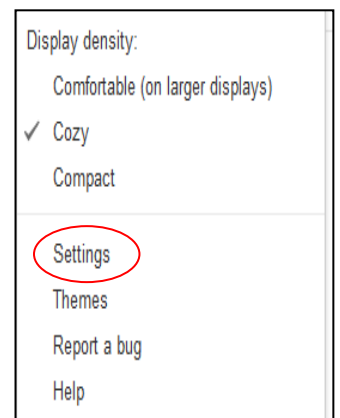
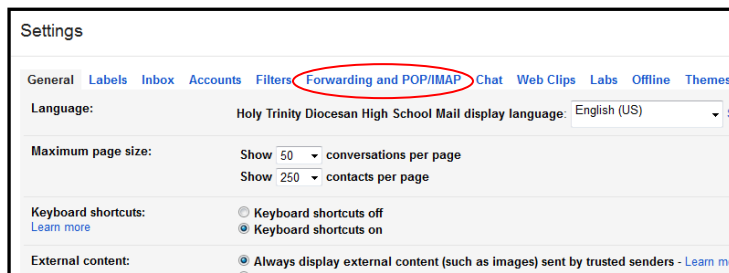
- Next, you will see a box pop up, type in the address for the group you are looking to create.
 - Teachers = teachers@holytrinityhs.echalk.com
 - Staff = staff@holytrinityhs.echalk.com
 - Administrators = administrators@holytrinityhs.echalk.com
 - 9th Grade = 9@holytrinityhs.echalk.com
 - 10th Grade = 10@holytrinityhs.echalk.com
 - 11th Grade = 11@holytrinityhs.echalk.com
 - 12th Grade = 12@holytrinityhs.echalk.com
 - All students = students@holytrinityhs.echalk.com

(Note: You can only create one group at a time, you will have to do this for each group)

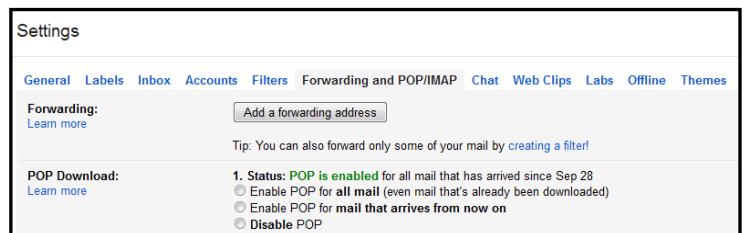


How to forward your school email to another email

- Click on the settings icon on your “inbox page” (right side of the page)
- Next, Click on “settings” on the drop down box.
- Next, on the top of the settings window click on Forwarding

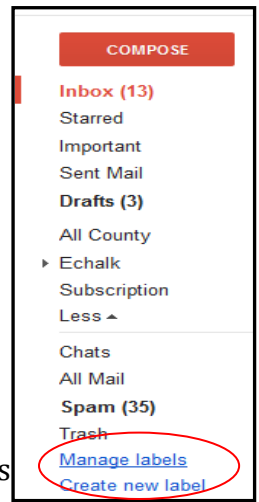


- Then click “Add a Forwarding Address”
- Type in the email that you would like to forward all work emails to
- Next, you will see a box that reads:
- Check your email in your personal account and click the link to verify that you would like your email forwarded.



How to create folders

- On Gmail folders are called “labels”
- Click on your “inbox” screen.
- Click “more” on the left side
- More categories will open, at the bottom of the list you will see two categories marked, “manage labels” and “create new labels”.
- Here you can create a new label.
- Title your new label and then hit create.

A screenshot of the 'New Label' dialog box. It has a title bar with 'New Label' and a close button. The main content area contains the text 'Please enter a new label name:' followed by a text input field. Below that is a checkbox labeled 'Nest label under:' followed by a dropdown menu. At the bottom are two buttons: 'Create' and 'Cancel'.

How to utilize your labels

1. Open an existing email, at the top of the page you will see an icon that looks like a “tag”
2. Click on the tag and a drop down box will appear
3. Here you will see all of your labels that you have created; you can add your email into one or multiple labels.

A screenshot of the 'Label as:' dropdown menu. It has a search bar at the top with a magnifying glass icon. Below the search bar is a list of labels with checkboxes: 'All County', 'Echalk', 'Echalk/Amazon, refund', and 'Subscription'. At the bottom of the menu are two options: 'Create new' and 'Manage labels'.