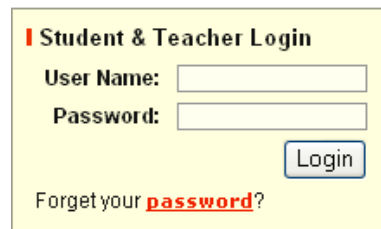


Getting Started with PCSSD Email

General Quick Start Guide

Signing into the System

1. Go to www.gaggle.net
2. Type in your User Name and Password. [new account password=pass123]
3. Click **Login**.
4. Click **Accept** to agree to the terms of Gaggle.Net service and your school's Acceptable Use Policy.



Student & Teacher Login

User Name:

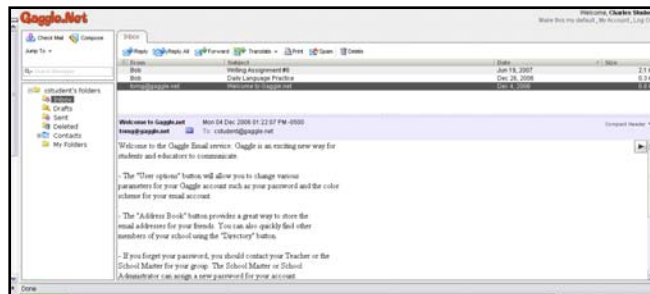
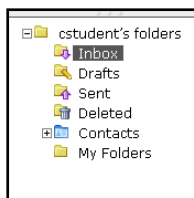
Password:

Forget your **password**?

Note that email accounts on the Gaggle system are not private. Email is subject to review by Gaggle personnel and your school, district or organization.

Reading your Mail

1. On the left you will see your folders. Click on Inbox.
2. Your messages will appear on the screen. Click on a message to read it.
3. Along the top of the tab are multiple options for handling the message.
4. You can move the message to another folder by clicking the message line and dragging and dropping it into the desired folder.



Writing Mail

Click **Compose** to create a new message.

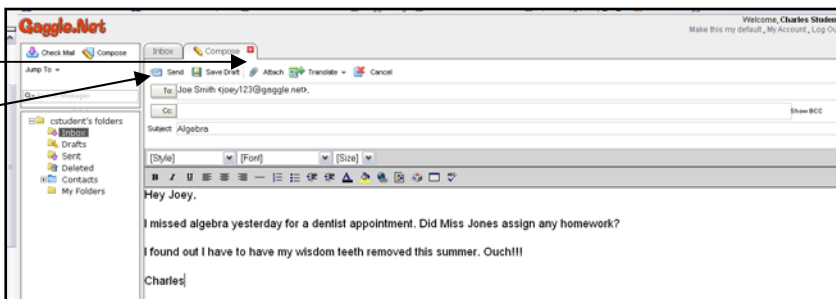
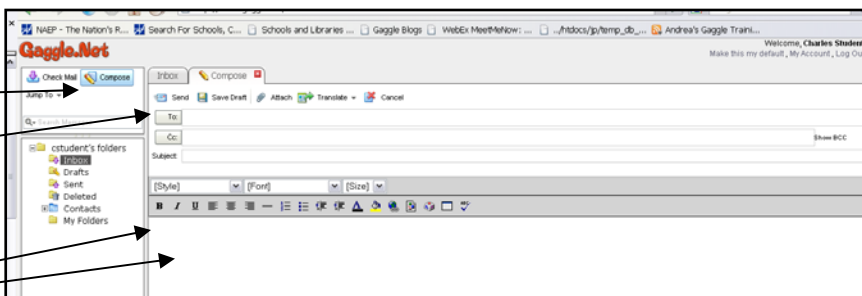
Type the address of the person you are writing to, or click the To button to chose a contact.

Type the subject of your email.

Type your message here. Always put in salutations and sign your name.

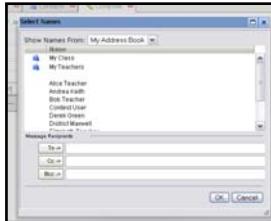
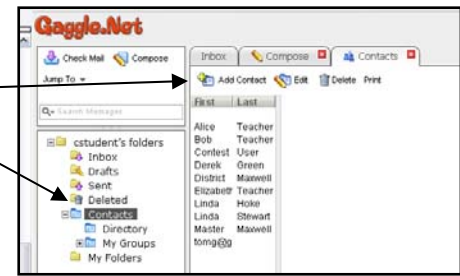
Click **Attach** to locate any files you want to attach.

Click **Send**.

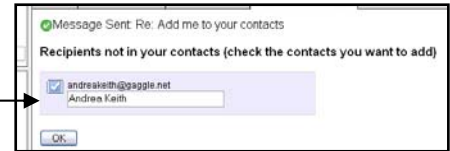


Adding Addresses to your Contacts List

1. Click **Contacts** to see the list of names in your contacts list.
2. Adding New Contacts can be done at the top of the tab.
3. Click **Add Contact**.
4. Type in the Email Address and Full Name for a new person
5. You will see a box in the middle of the screen with the message 'Susan King address added.'
6. The new address will now be available when you click the To button on your Compose Mail screen.



7. When you Send or Reply to a message from a new contact, you will be prompted to add the email address to your Contacts List automatically.

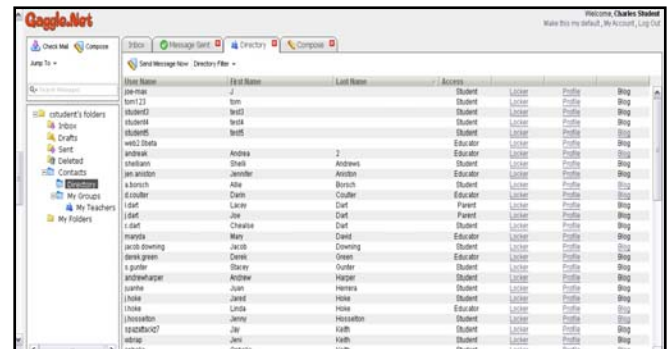


Directory Screen

To access the Directory, click the + to the left of your Contacts folder, then click the Directory folder. The Directory screen will show you all of the members from your group.. It is an easy way to find the address for someone at your school, add people to your contacts list, create an address group or send a message to multiple recipients. The Directory screen can also be used to access the public files in other users' Digital Lockers, as well as their Profile and Blog.

Adding Users to Your Contact List

1. Click on the name you wish to add.
2. Drag and drop it into your Contacts folder, or into one of your existing groups.



Creating an Address Group

Address Groups are sets of users who are grouped together by a name such as My Friends, Student Government, or 5th period.

After you create the group, the group names will be available when you click the To button on your Compose Mail screen. By selecting this name from the menu you can quickly send a message to the entire group.

1. Click the + to the left of the Contacts Folder, then right click My Groups.
2. Click the New Address Group box that pops up
3. Name the Address Group, then drag and drop contacts from your contact list or the Directory into it.

Changing your Password

1. Click **My Account**.
2. Type your new password into both the password and retype password fields.
3. Click **Save**.

Help and Other Features

1. Click **Jump to Menu**
2. Click **Student Admin**
3. Click **Admin Guide**

