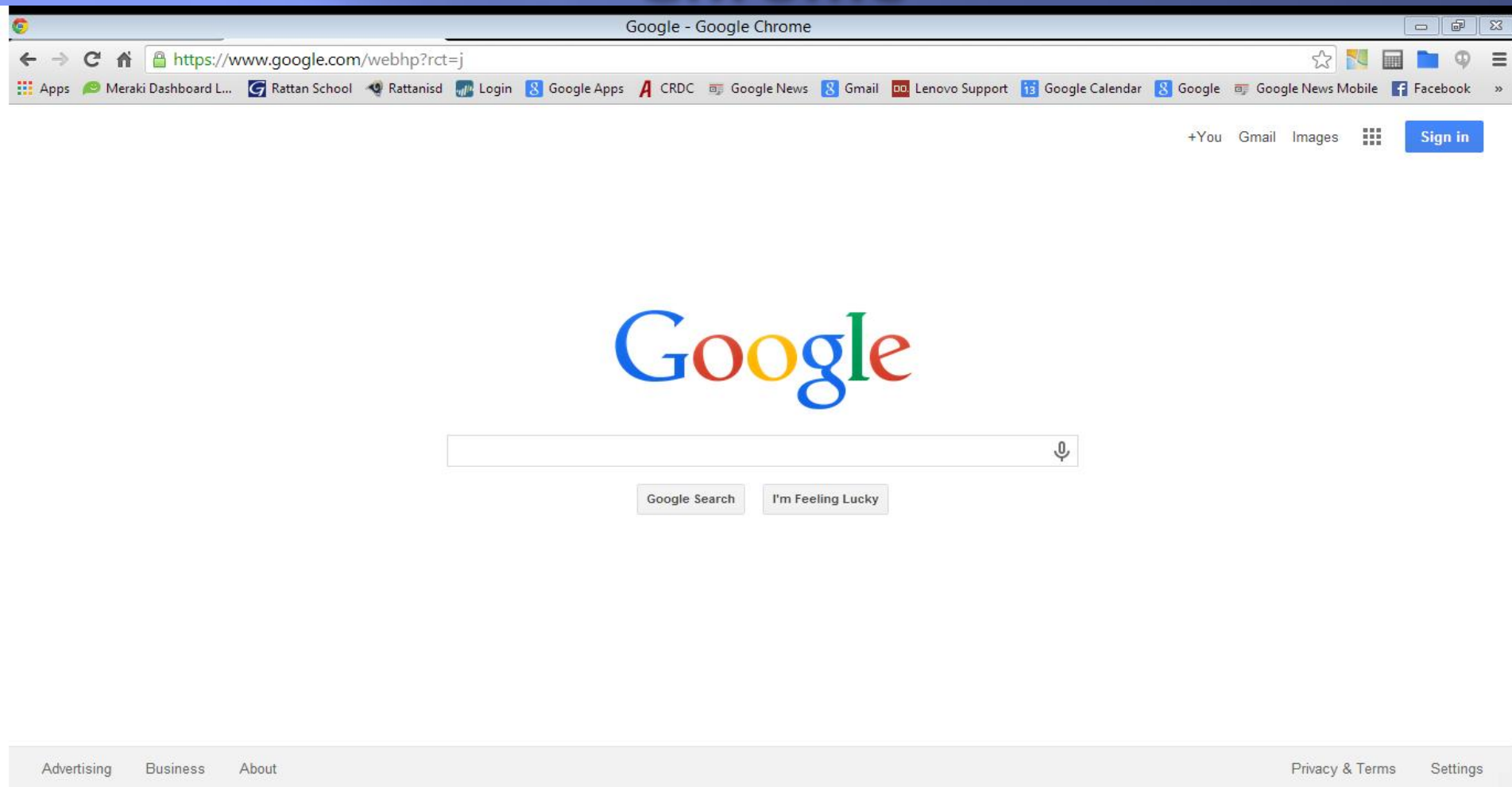


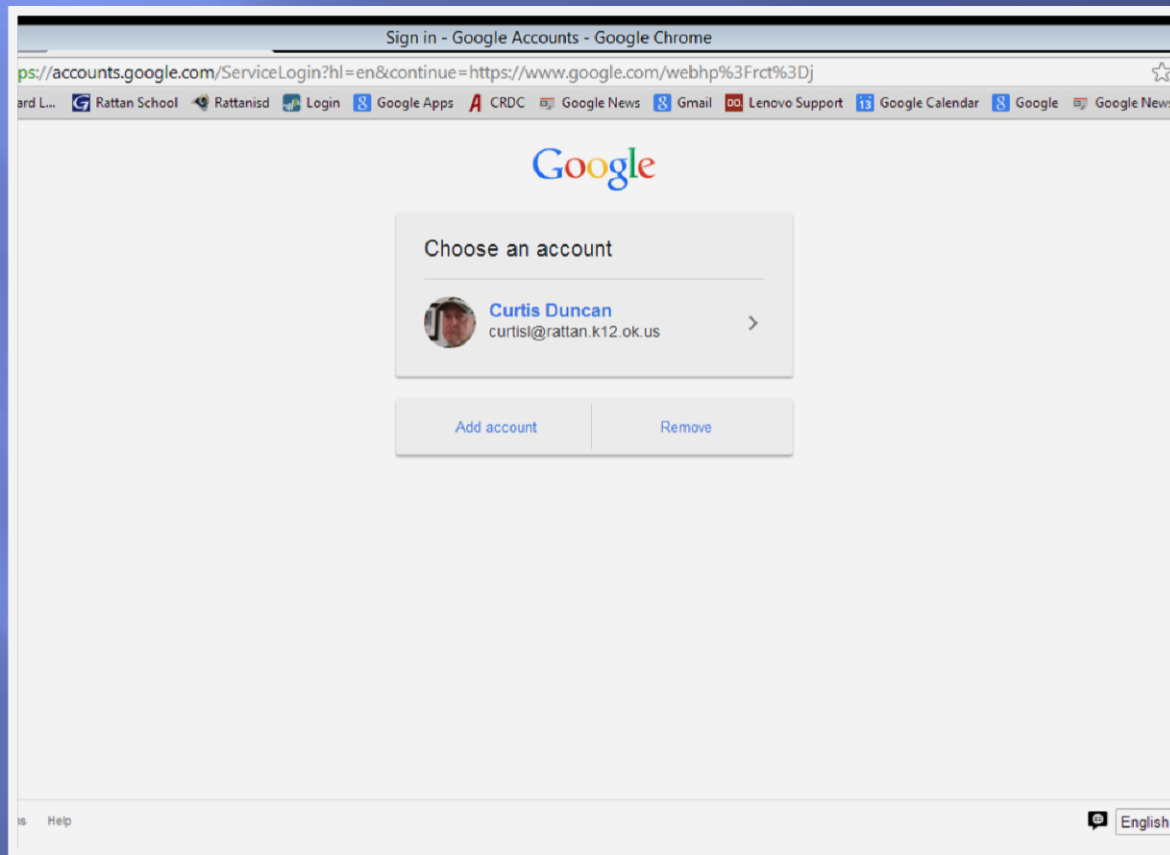
USING GOOGLE APPS

Gmail and other apps.

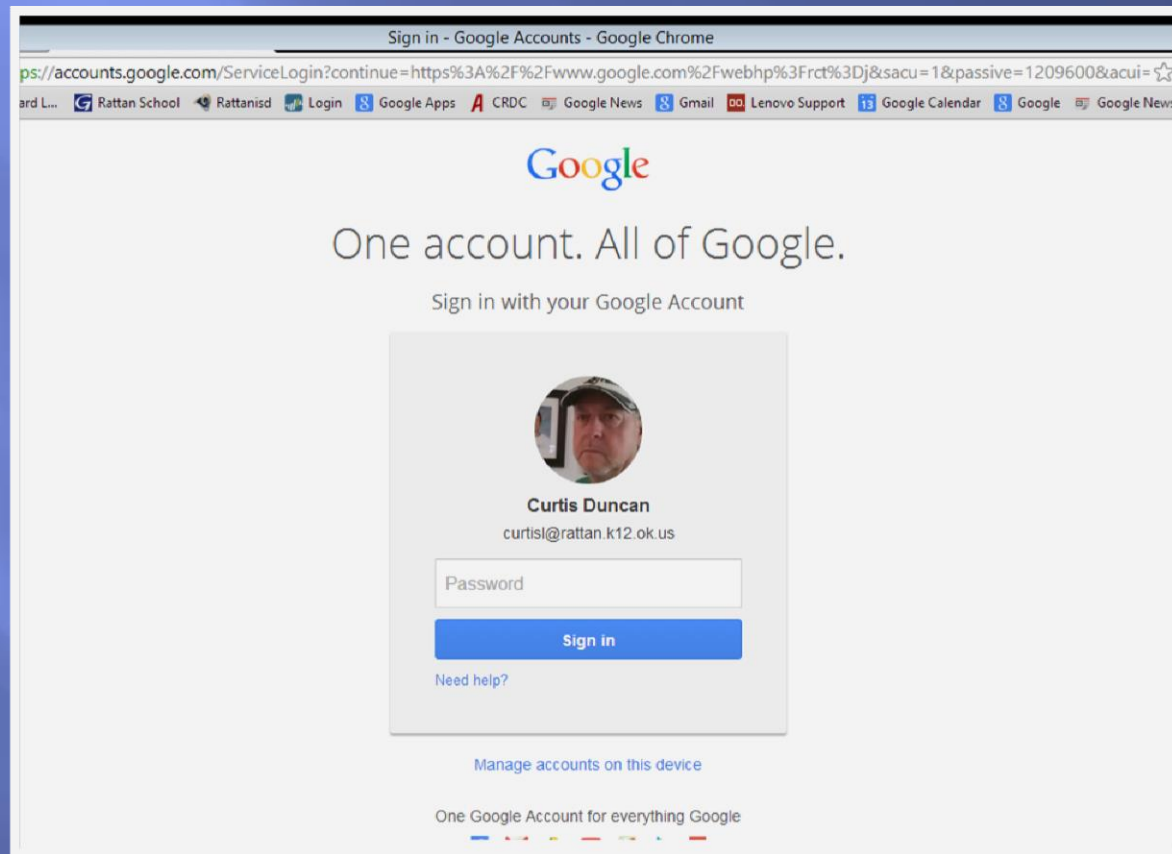
Go to www.google.com using Google Chrome



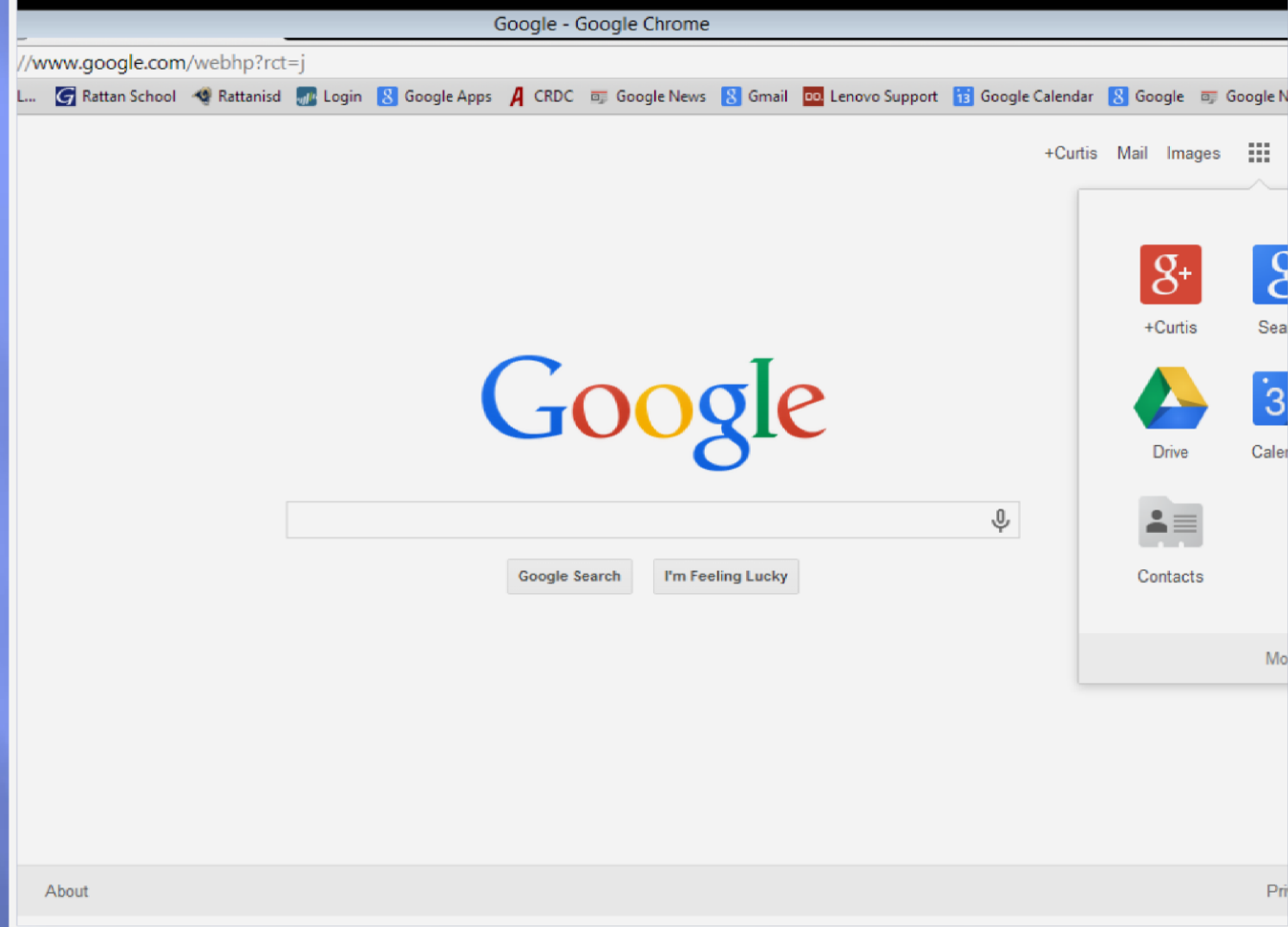
When logging in to your email account for the first time you will be prompted to change your password.



Sign in to google using your school email address.



Sign in to google using your school email address.



Go to Gmail using the grid on the upper right.

Inbox (103) - curtisl@rattan.k12.ok.us - Rattan Public Schools Mail - Google Chrome

https://mail.google.com/mail/u/0/?shva=1#inbox

Google

+Curtis

Share

The conversation has been moved to "Keepers". [Learn more](#) [Undo](#)

Mail

COMPOSE

Inbox (103)

Starred

Important

Sent Mail

Drafts

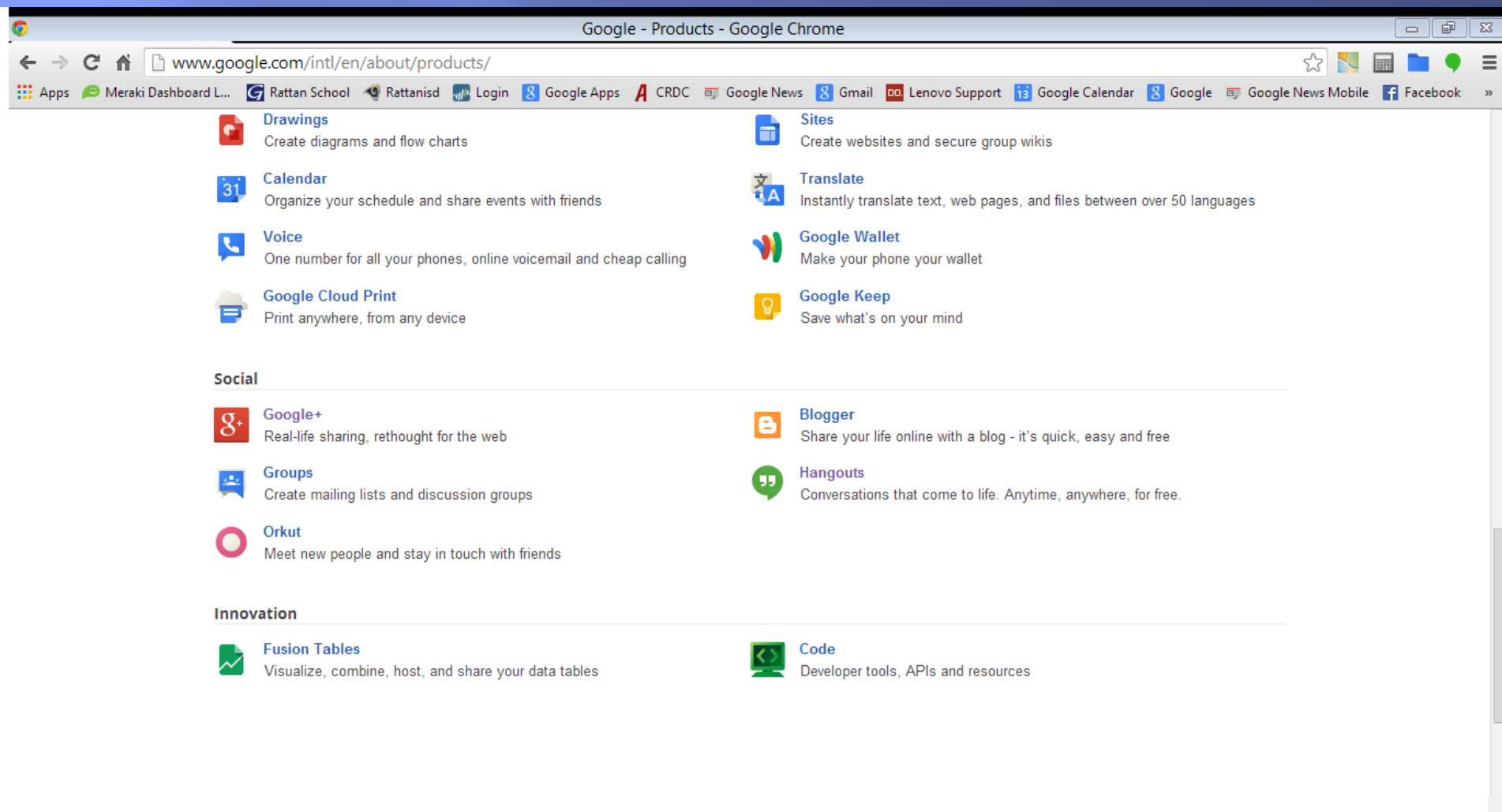
More labels

Search people...

- Curtis Duncan
- Sheila Brown
- Sherry Duncan
- Curtis Duncan
- curtis_rams
- estaff
- hstaff
- ostaff

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	me, Robert (3)	group test - My junk is finally going to spam! I'm happy. On Saturday, February 15, 2014, Robert Lewis <	Feb 15
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Microsoft	Ramp-up on the recent Windows Server 2012 R2 release - Get the latest evaluation, learning, and support from Microsoft View	Feb 14
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tony, Lori, Anthony (5)	Apple Profile Manager - Lori, is everything on the same network? Same subnet? Computer and Apple TV? I set an apple tv up	Feb 14
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brian, Eric, Anthony (4)	Funding - We just bought apple iMacs for every student 6th - 12th and every teacher. I am going to need funding	Feb 14
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Amazon.com	Your Amazon.com order has shipped (#104-9688433-4285848) - Amazon Your Orders Your Account Amazon.com Shipping C	Feb 14
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jacob .. Russell (10)	Re: Java and Dates - Anyone else notice that the expiration date for Java 7u51 is April 15th, just a few days after spring	Feb 13
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Geromy .. Wesley, Eric (9)	Keepers Chrome and Proxy Server Settings. - Collaboration as it finest! Great work. E Eric Hileman Executive Director, Informa	Feb 13
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kurt .. Wesley, me (13)	Chromebook App will be available for Measured Progress Item Tryouts - We bought the Acer 720 with 4 Gb of memory for our EI	Feb 13
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Amazon.com	Your Amazon.com order of "EZ-Bridge-Ultra5 5GHz..." has shipped! - Amazon Your Orders Your Account Amazon.com Shipp	Feb 13
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shari Pillow	all call number - Curtis, I got a call from a lady saying her husband keeps getting our automated messages on his cell	Feb 13
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jeremiah Justen	Training Reminder - rattan.eBackpack.com - Dear Mr. Duncan and Ms. Brown, I would like to let you know that your school still	Feb 13
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Natalie Green	KSLLC: Erate P1 Form 471 Ready for Final Review (RATT) - respond by 02/17/2014 - URGENT E-RATE NOTICE 471 FOR P1-1	Feb 13
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	auto-confirm@amazon.com	Amazon.com order of EZ-Bridge-Ultra5 5GHz... and 6 more item(s). - Amazon.com Your Recommendations Your Account An	Feb 13

You can customize your Gmail in many ways.



In addition to Gmail you have Calendar, Google Drive, Google Docs, Hangouts, Sites etc. Hangouts can be configured to start when you start Chrome and allows you to communicate with staff and teachers.

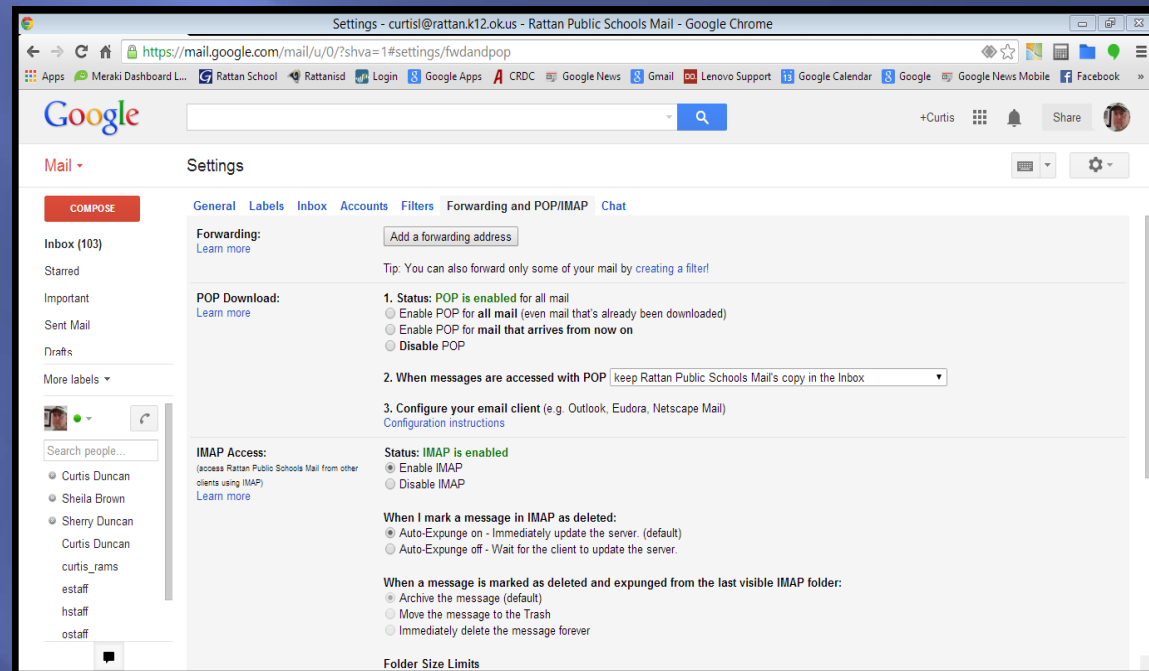
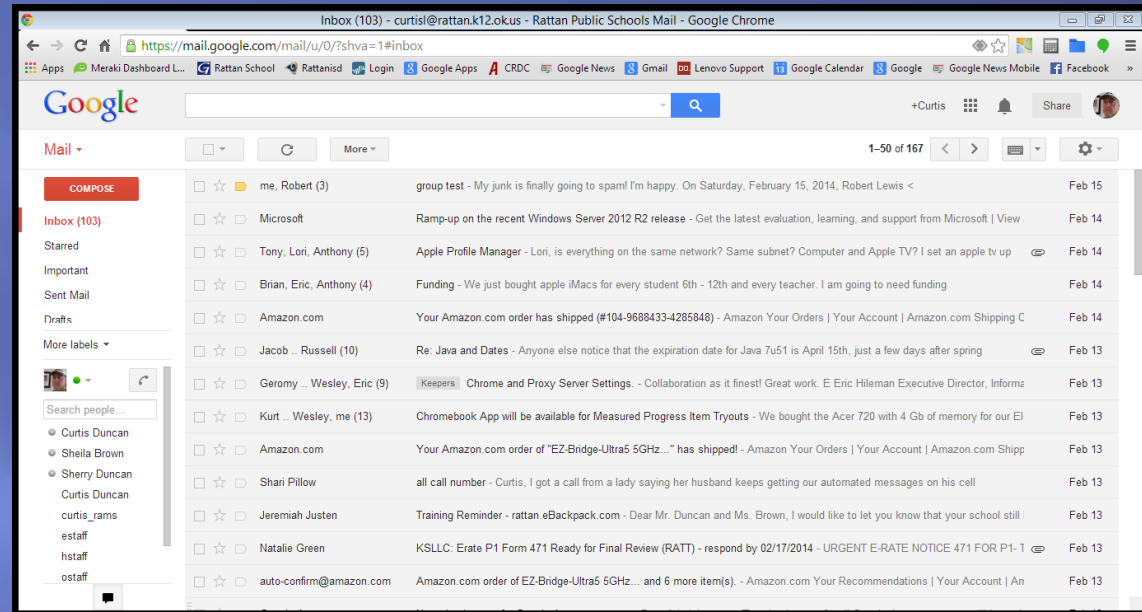
Google Apps

Google Apps gives us many features over other email programs. The spam filter is excellent and will help filter out unwanted junk email.

To view your spam folder and other available folders, click “more labels” on the left below the inbox and other visible folders. Which folders show can be configured in settings.

On the upper right there is a gear where you can go in to make changes to your setting.

For instance to use an email client like Microsoft Outlook, you may have to enable POP or IMAP. IMAP is recommended to offer a better experience but I’ve not really tried either yet.



Personal Gmail Accounts

Many of you may have personal email accounts that you may use for personal non-school related business. It is possible to use one browser for multiple accounts but to simplify your life I suggest using a different browser for your personal Gmail.

If you use Google Chrome for your school account you can use Mozilla Firefox or other browsers for your personal account.

