FPS Gmail Resources

tinyurl.com/fpsgmaildoc

FRANKLIN
P U B L I C S C H O O L S

*The G Suite Learning Center provides short modules to walk through so you can learn how to use and be efficient with Gmail. It is expected that all staff are familiar with learning targets in sections 1-5 of the Gmail Training module below as well as the **FPS Gmail Learning Targets for Staff** section.*

What's New | Top 6 New Things
Gmail Cheat Sheet | Gmail Tips
Gmail HELP Page

G SUITE LEARNING CENTER

*Pick and choose from the Learning Targets below or **click here to get started** and walk through them all.*

1 Create and send email	2 Organize your inbox	3 Find email	4 Create signatures	5 Access your calendar, notes, and tasks
• 1.1 Create & send email • 1.2 See new email • 1.3 Reply to email • 1.4 Change recipients • 1.5 Save and print attachments	• 2.1 Switch to labels from folders • 2.2 Create labels • 2.3 Apply labels • 2.4 Add filters • 2.5 Star important email • 2.6 Snooze email • 2.7 Archive or delete email	• 3.1 Search your inbox • 3.2 Narrow your search	• 4.1 Create a signature	• 5.1 Open your Google Calendar and events • 5.2 Open notes in Google Keep • 5.3 Open your to-do lists in Google Tasks

FPS GMAIL LEARNING TARGETS FOR STAFF

The following are learning targets and expectations for uses of Gmail by Franklin Public Schools Staff.

FPS GMAIL LEARNING TARGETS FOR STAFF

FPS 1.1 - I can create a contact and create my own contact group

FPS 1.2 - I can send an email to a group (district or my own group)

FPS 1.3 - I can add/open an attachment (uploading and from drive)

FPS 1.4 - I can add my FPS Professional Email Signature

FPS 1.5 - I can choose between conversation view on and off

FPS 1.6 - I can change the send cancellation period to 30 seconds

OTHER RESOURCES

FPS 1.1 - I can create a contact and create my own contact group

CONTACTS is a stand alone app in G Suite for Education (as of Aug 2018)
1. Click on grid menu icon at top right of Gmail (or any Google window) and choose CONTACTS (shown at right)
2. Contacts will open as a new tab

To create an individual contact (this is how you add parent emails)

1. Go to **Contacts** from the ⊞ at top right
2. Click the **New Contact** button
3. On the next screen enter the contact information
4. As you enter the information Google will save it for you

To create your own contact group (from staff in the district, a parent group*, a student group)

*your contacts you want to add need to be in your contacts list already

1. Click on New Group from the bottom of the list on the left sidebar
2. Name your group
3. From the list of contacts, checkbox the names of people you want in that group
4. Click on the Groups icon 👥▾ and select the name of the group
5. Click on Apply at bottom of list
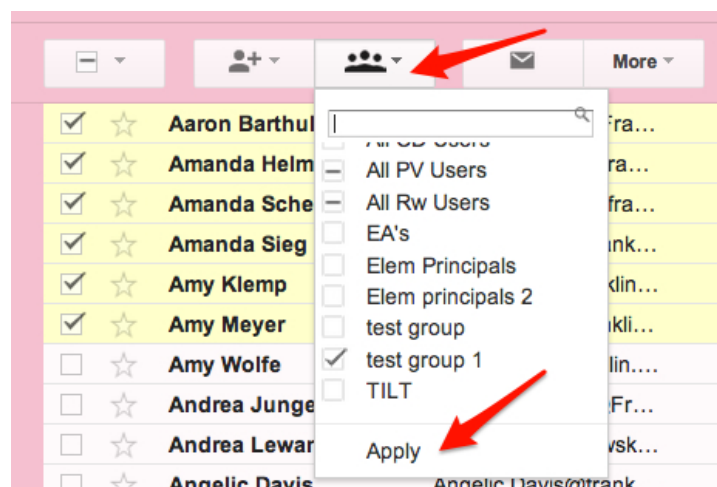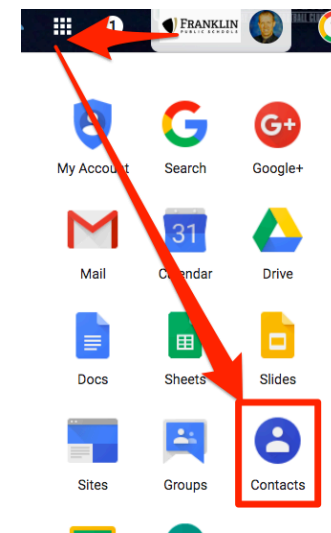
GMAIL FEATURE!

There are multiple ways to import contacts into the Contacts area. Another way includes copying/pasting email addresses in from another source (document, spreadsheet). **Click here to learn how to do this**. This is helpful if you have collected a large number of email addresses already in a Doc or Spreadsheet.

Directory of Franklin Users

1. Search is the quickest way to find a staff member or student in Contacts (see below)
2. If you cannot locate a student or staff member, click on Directory on the left side menu (shown at right)
3. Enter the name of person you are looking for in the search bar
4. Click the search button
5. Checkmark the box in front of the name and click Add to My Contacts

NEW CONTACT

▸ My Contacts (228)
▸ Circles (46)
Most Contacted (20)
Other Contacts (42)
Directory
New Group...
Import Contacts...

kafka	🔍	+Jill

| ☐ ▾ | Add to My Contacts | More ▾ | | 1–6 |

Search results for: kafka

▾ My Contacts

| ☐ ☆ | **Chad Kafka** | chad.kafka@franklin... | My ... | TILT |

▾ Circles

| ☐ ☆ | **Chad Kafka** | chad.kafka@franklin... | | My ... | TILT |
| ☐ ☆ | **Chad Kafka** | chadkafka@gmail.com | 262-751-2757 | ○ Friends | ○ FPS |

▾ Domain Contacts

☐ ☆	**Chad Kafka**	chad.kafka@franklin...	
☐ ☆	**Nicholas Kafkas**	nicholas.kafkas@fra...	
☐ ☆	**Savannah Kafkas**	savannah.kafkas@fr...	

Select contacts

Aides

☐ Select all

FPS 1.2 - I can send an email to a group (district or my own group)

Sending an email to a group

1. Click on the **Compose** button
2. In the To section, start typing the name of the contact group you want to send the email to
3. If the contact group name does not autofill, click on the word **To** in the new email
4. Click on **My Contacts** to see your list of contact groups, select the group from that list
5. Checkbox select all to include all members in the To line of the email
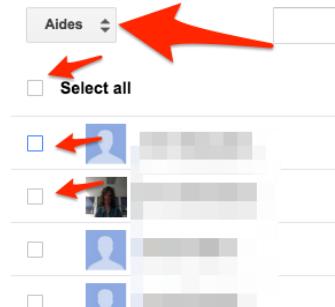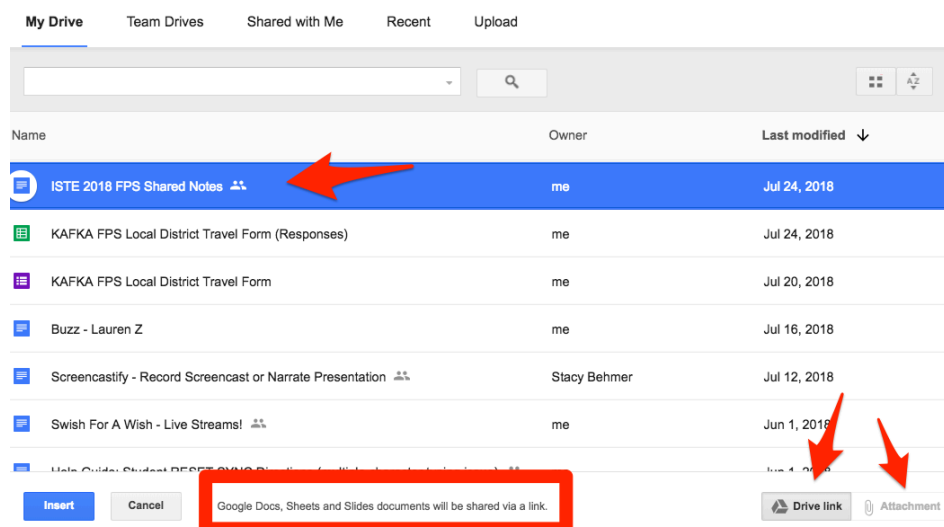
FPS 1.3 - I can add/open an attachment (uploading and from drive)

Adding an attachment from Drive

1. Compose email
2. Choose to add an attachment from bar at the bottom by clicking on the DRIVE icon
3. Click on "My Drive"
4. Click to select BLUE the file(s) you want to send
5. Google Docs, Sheets, and Slides will insert as a 'link' for the receiver to click on. Other items like PDF files or other file types can be added as an attachment if you choose.
6. When ready, click **Insert** on bottom

Send

Insert files using Google Drive

My Drive   Team Drives   Shared with Me   Recent   Upload

Name	Owner	Last modified ↓
ISTE 2018 FPS Shared Notes	me	Jul 24, 2018
KAFKA FPS Local District Travel Form (Responses)	me	Jul 24, 2018
KAFKA FPS Local District Travel Form	me	Jul 20, 2018
Buzz - Lauren Z	me	Jul 16, 2018
Screencastify - Record Screencast or Narrate Presentation	Stacy Behmer	Jul 12, 2018
Swish For A Wish - Live Streams!	me	Jun 1, 2018

Insert   Cancel   Google Docs, Sheets and Slides documents will be shared via a link.   Drive link   Attachment
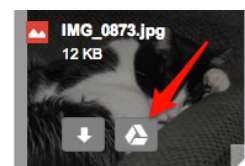
### *Adding an attachment that is not kept in your google drive*

1. Compose email
2. Click on paperclip icon on bottom toolbar in email window
3. Navigate to where file is located and select it
4. Click Open

Opening an attachment in drive

1. Open email
2. Mouse over the attachment
3. Click the Drive icon to add it to your drive

Opening an attachment that was added using drive

1. Open email
2. Mouseover attachment
3. Click on attachment to open it in Drive
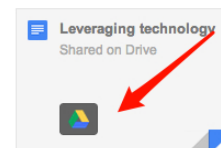
Opening an attachment by downloading it

1. Open email
2. Mouse over the attachment
3. Click on the download icon
4. Downloads appear in the bottom left or you can click Show All to see all downloads
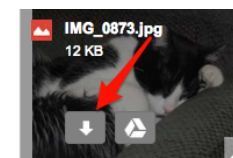
FPS 1.4 - I can add my FPS Professional Email Signature

- Open email
- Click on the gear on the right side
- Pull down to settings
- Make sure you are in the General tab along the top
- Scroll down to Signature
- Click in the button before the signature box
- Enter your signature
- Scroll to the bottom and click on Save Changes
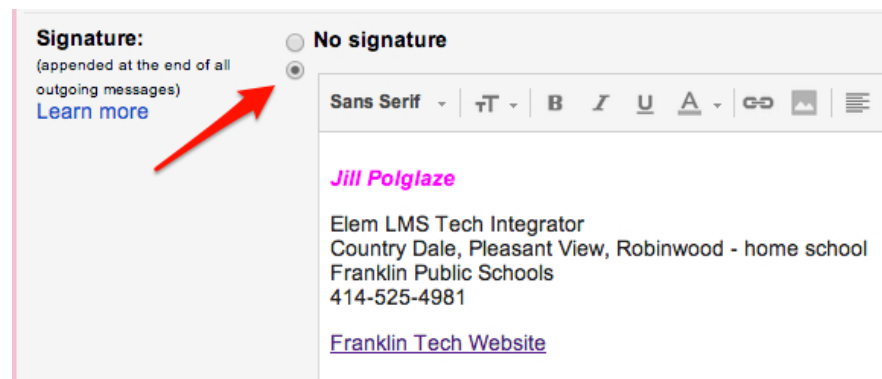
If you want to get creative with your signature and add images, check out these resources:
- **Creating a Custom GMail Signature** *(1-min-ish video)*
- **Resource Doc with Logos**

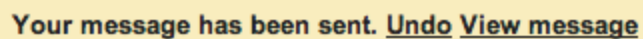## FPS 1.5 - I can choose between conversation view on and off

Gmail defaults to conversation view on, emails with the same subject will be grouped together. Turning Conversation view off means every new email you receive will be show as a separate email.

1. Open Gmail
2. Click on the gear on the right side
3. Pull down to settings
4. Make sure you are in the General tab along the top
5. Scroll down to Conversation View
6. Select on or off based on your preference
7. Scroll to the bottom and click on Save Changes
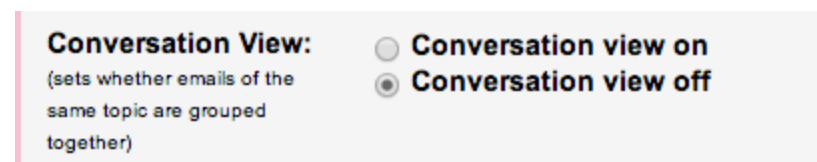
FPS 1.6 - I can change the send cancellation period to 30 seconds

This feature allows you to "undo" your sent message if you accidentally send an email. Each time you send an email, an option will appear at the top of the screen to allow you to "undo" within a 30 second time period.

Your message has been sent. <u>Undo</u> <u>View message</u>

1. Open email
2. Click on the gear on the right side
3. Pull down to settings
4. Make sure you are in the General tab along the top
5. Scroll down to Undo Send
6. Use the dropdown to change the Send cancellation period to 30 seconds
7. Scroll to the bottom and click on Save Changes

Undo Send: Send cancellation period: 30 ⬍ seconds

OTHER RESOURCES

- **Adding Gmail & Google Calendar to iOS Mail & Calendar**
  - This is for those that want to use iOS Mail and iOS Calendar instead of Gmail & Calendar (both free and easy to sign into)