

Gmail Features for Faculty

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Chicago-Kent uses Gmail for communicating with students and others in our community. This system lets you quickly find anyone's Chicago-Kent email address. It also lets you send mass emails to your students. During the time we are teaching remotely, students will rely on our Gmail system to communicate with their faculty.

If you aren't familiar with accessing your CK Gmail account, with using Gmail, or want to know about some of the advanced features, these videos should help you get started.

- [Using CK's Gmail Part 1: Logging into myIIT](#)
- [Using CK's Gmail Part 2: Reading Gmail](#)
- [Using CK's Gmail Part 3: Writing an email in Gmail](#)
- [Using CK's Gmail Part 4: Adjusting Settings \(including signatures and out of office\)](#)
- [Using CK's Gmail Part 5: What Gmail's labels do \(vs Outlook Folders\)](#)
- [Using CK's Gmail Part 6: Getting emails out of your inbox: Archive, Spam, & Trash](#)
- [Using CK's Gmail Part 7: The spam folder](#)
- [Using CK's Gmail Part 8: Threaded conversations setting \(important\)](#)
- [Using CK's Gmail Part 9: Undo Send \(not the same as recall\)](#)
- [Using CK's Gmail Part 10: Search Gmail- basic & advanced](#)
- [Using CK's Gmail Part 11: Mailing your class through the class list](#)

[More information from Google](#) on how to use Gmail.

If you have problems with accessing Gmail or tech support questions, please contact the [Chicago-Kent Help Desk](#) at helpdesk@kentlaw.iit.edu