

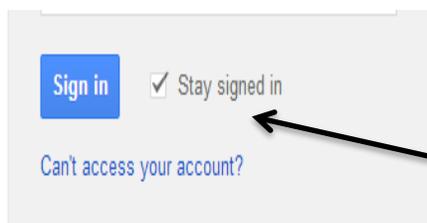
Gmail™ For students!

by Google™

The Basics

<http://mail.google.com/a/scpsva.us> - Link is on the school webpage

1. Your username is your **firstname.lastname@scpsva.us**
 - a. so if your name is Sally Smith, your username is **sally.smith@scpsva.us**
 - b. if you have a “Jr.” or “III” after your last name, don’t include it in your username
 - c. if you have two last names, or a hyphenated last name, include them both in your username
 - d. so if your name is Sally Smith Jones, Sally Smith-Jones, or Sally Smith-Jones Jr., your username is **sally.smithjones@scpsva.us**
2. Your password is based on your student ID number: **scps#####**, with your ID number instead of #####
 - a. so if Sally Smith’s student number is 33333, her password is **scps33333**



If you are the only one using the computer it is okay to leave the Stay signed in box checked.

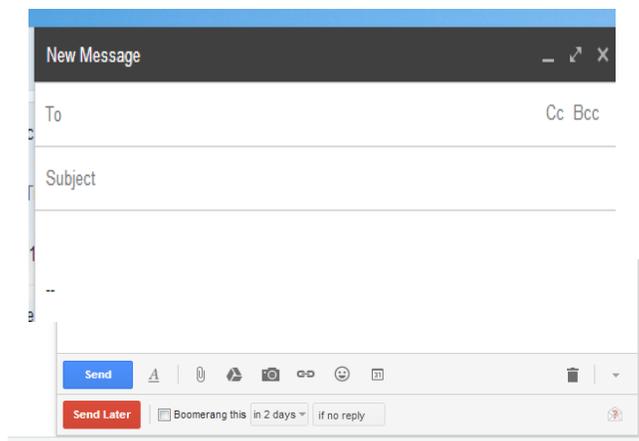
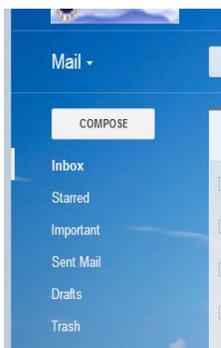
If you are in lab or share a computer be sure to uncheck the Stay signed in box!!

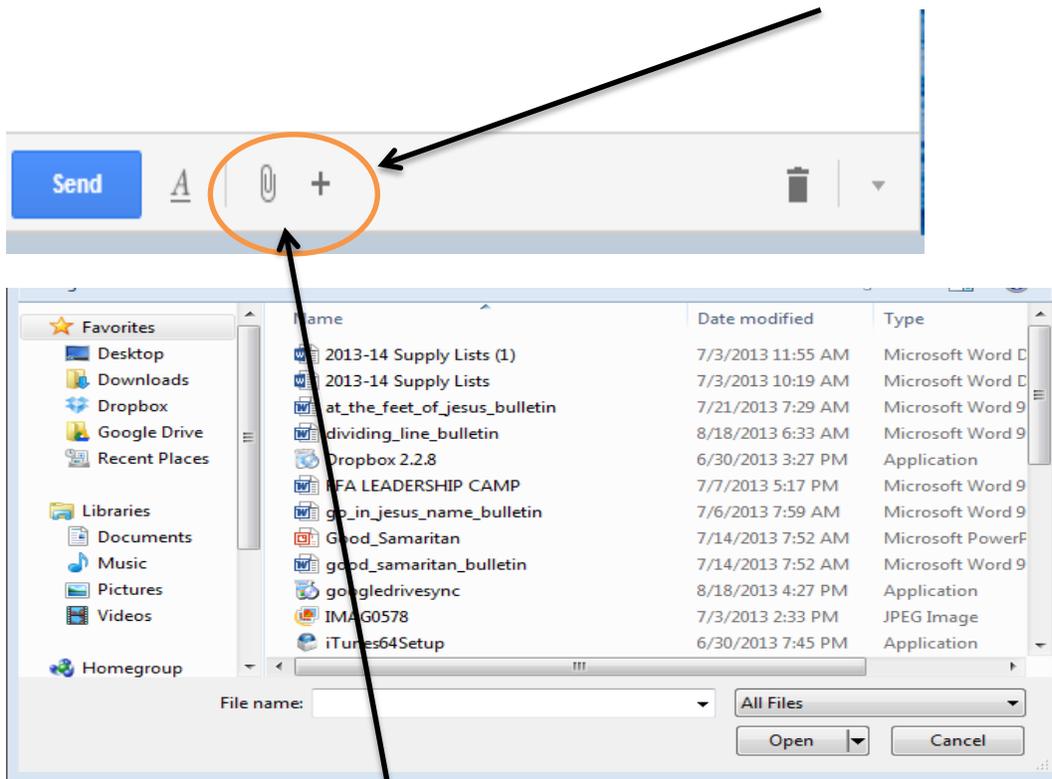
How to send an Email

Click on Compose

- Type in the name or email address
- Type in the subject
- Type message
- Click Send

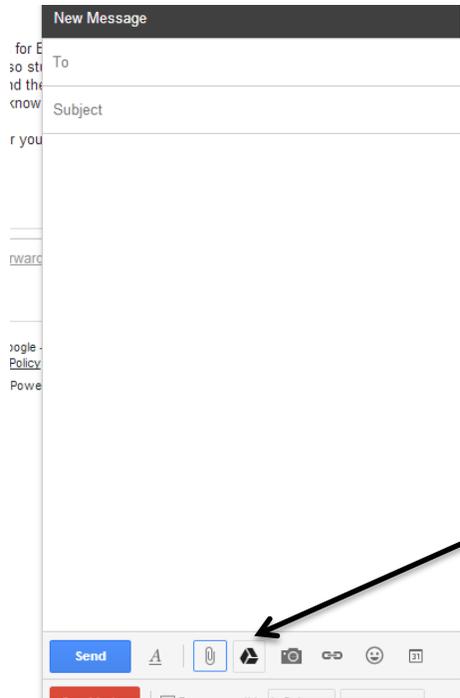
You can also attached different items by clicking the + next to the paper clip





Attach a File

You can click on the paper clip to add a file. A window will pop up and you can pick the file from where you saved it at.



Attach from Google Drive

You can click on the triangle icon to get the file from Google Drive.

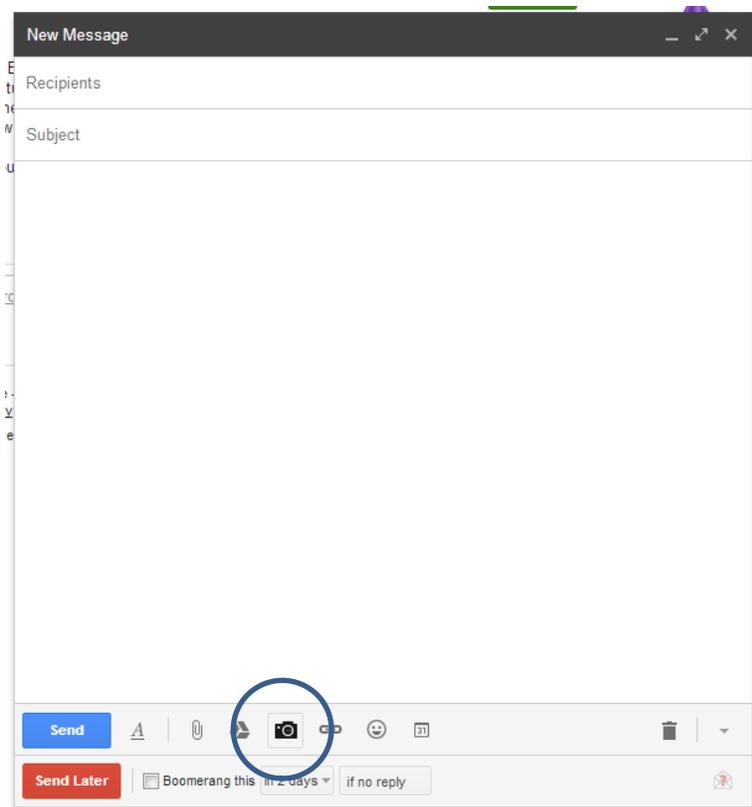
Insert files using Google Drive

- Upload
- My Drive**
- Shared with me
- Starred
- Previously selected
- All items

Search bar and navigation icons.

name	size	type	date
Lesson 1	10 KB	Document	1/15/14
Lesson 2	10 KB	Document	1/15/14
Lesson 3	10 KB	Document	1/15/14
Lesson 4	10 KB	Document	1/15/14
Lesson 5	10 KB	Document	1/15/14
Lesson 6	10 KB	Document	1/15/14
Lesson 7	10 KB	Document	1/15/14
Lesson 8	10 KB	Document	1/15/14
Lesson 9	10 KB	Document	1/15/14
Lesson 10	10 KB	Document	1/15/14
Lesson 11	10 KB	Document	1/15/14
Lesson 12	10 KB	Document	1/15/14
Lesson 13	10 KB	Document	1/15/14
Lesson 14	10 KB	Document	1/15/14
Lesson 15	10 KB	Document	1/15/14
Lesson 16	10 KB	Document	1/15/14
Lesson 17	10 KB	Document	1/15/14
Lesson 18	10 KB	Document	1/15/14
Lesson 19	10 KB	Document	1/15/14
Lesson 20	10 KB	Document	1/15/14
Lesson 21	10 KB	Document	1/15/14
Lesson 22	10 KB	Document	1/15/14

Buttons: **Insert** (highlighted in blue), **Cancel**



Attach a Photo

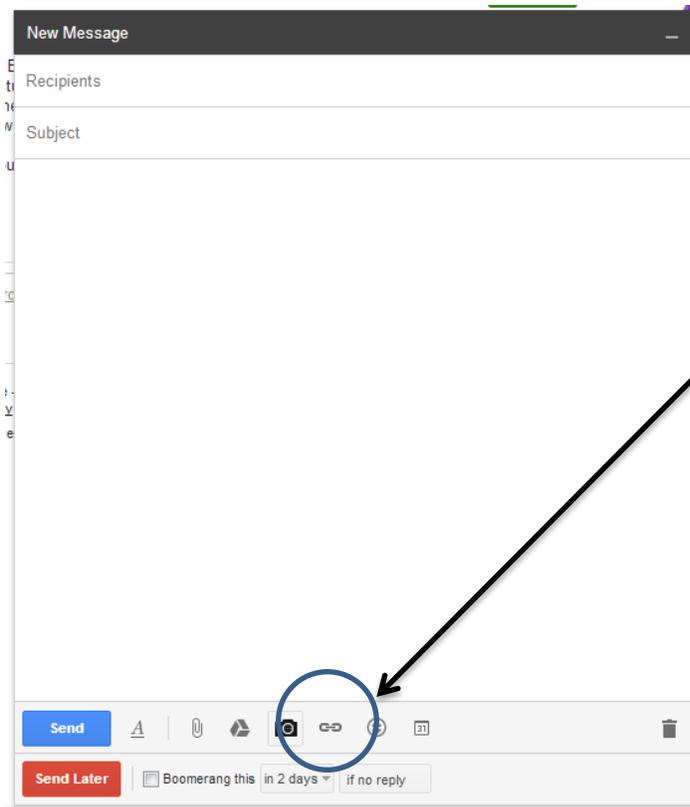
You can click on the camera to add a photo.

A window will pop up and you can pick the photo from where you saved it.

Add an Image

My Computer No file chosen

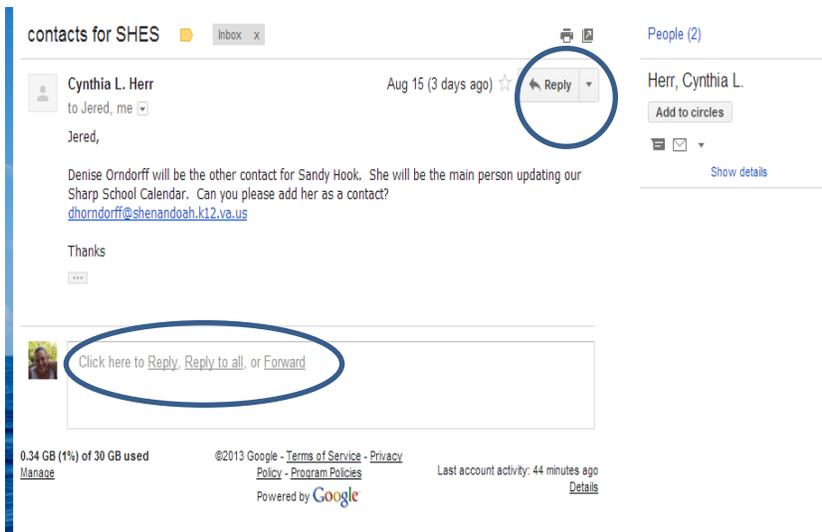
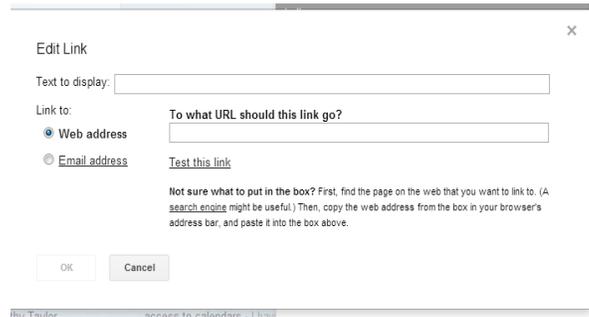
Web address (URL)



Attach a Web Link

You can click on the chain link to share a website.

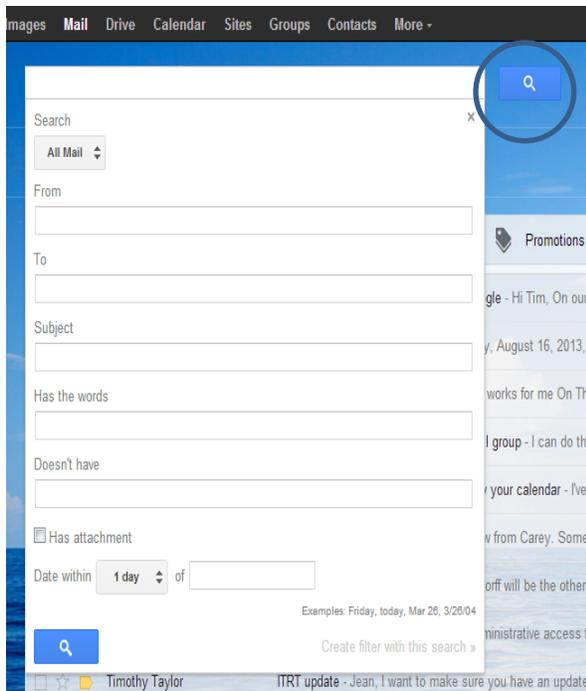
A window will pop up for you to fill in the information.



Respond to an Email

You can reply, reply all, or forward.

You have two spots to do this from.



Looking for an Email

If you click the search box at the top of the page you can search for an email.

You can fill in any of the criteria here and then click search