

Cambridge College Google Email Reference Guide



Information Technology Department

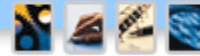


**Cambridge
College**



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Logging in to your Cambridge College Google Email

To check your Cambridge College emails go to:

- <https://mail.google.com/a/go.cambridgecollege.edu>
- Type your Username and Password

Your email address will be your

(firstname).(lastname)(last two digits of student ID)@go.cambridgecollege.edu

Example

Name: John Doe

Student ID: 123456

Email john.doe56@go.cambridgecollege.edu

Login info

Username: john.doe56

Password: 123456

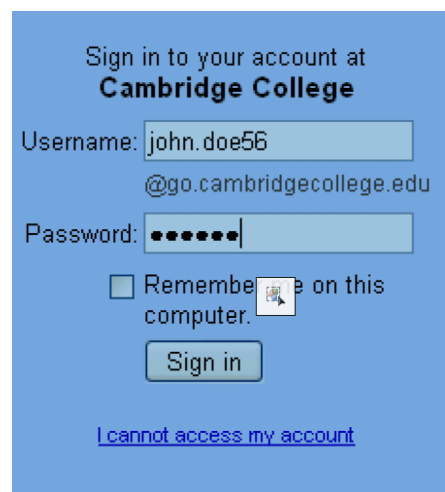
If your student ID only has 5 digits your password will be your student ID with a Zero in the beginning.

Example

Name: John Doe

Student ID: 23456

Password: 023456



Sign in to your account at
Cambridge College

Username:
@go.cambridgecollege.edu

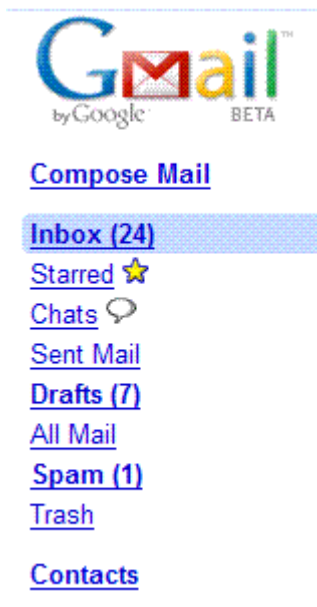
Password:

Remember me on this computer.

[I cannot access my account](#)

Cambridge College Google Email Overview

First, you may want to take a minute to familiarize yourself with the navigation links:



Compose Mail opens a new message. If you're feeling shaky, you can read more to brush up on [sending messages](#).

Inbox shows your conversations (the number in parentheses indicates how many unread conversations you have).

Starred shows you only messages you've marked with a star (use stars to mean whatever you'd like).

Chats lists your archived [Chat](#) conversations.

Sent Mail shows messages you've sent.

Drafts houses messages you've started and saved to work on later.

All Mail shows you *almost* all of your mail; you'll see content from your Inbox, Starred, Chats, Sent, Drafts, and all your archived messages; you won't see Spam or Trash.

Spam is where we send the messages we think are suspicious.

Trash is where messages you delete end up; you can empty the trash whenever you feel like it.

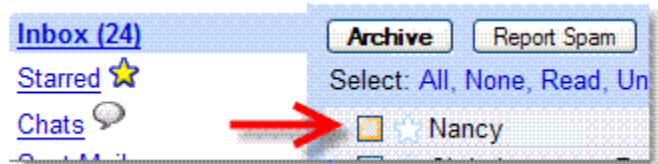
Contacts lists the email addresses of people you've corresponded with; you can add more details as you see fit.

Organizing and sorting your mail

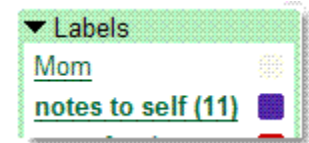
Next, you'll probably want to get organized. If you find the idea of browsing through thousands of messages to find a single conversation a little daunting, you can make things a lot easier using [labels](#), [filters](#), and [search](#) -- and you won't have to delete anything. Here's how it works:

Labels

- You can create labels and apply them -- manually or automatically -- in order to group related messages together. For example, let's say you want to keep messages from your mom all in one place. If you have a message from her already, just check the box next to the message in your Inbox.



- Create a label for her messages; select **Create new** from the Labels drop-down menu (or type 'l' if you have keyboard shortcuts enabled). Enter a name for your label, and click **OK**. The name of your label will appear just before the subject line.
- You can find all your messages that have this label attached by clicking the label's name in the **Labels** section in the lower-left part of any Gmail page.



At this point, you can click **Archive**; the message will disappear from your Inbox, but will remain listed when you click the 'Mom' label, or **All Mail**. You can also still search for your archived messages. All you're doing when you archive a message is helping to keep the Inbox clutter down. You can also label and archive messages in one fell swoop by using the Move to drop-down menu.

Filters

If you don't want to mark all your messages from Mom one-by-one, you can set up a filter. The filter will detect when your mom emails you, and automatically applies the 'Mom' label (and if you'd like, you can send the message straight to the Mom section and skip the Inbox). To do so, just follow these steps:

- Open a message from your mom.
- From the **More Actions** drop-down menu, select **Filter messages like these**.
- In the 'From:' field, enter your mom's email address.
- Click **Next Step >**.
- Check the **Apply the label:** box and select **Mom** from your **Choose label...** drop-down menu (you might also want to apply some of the other options, like **Skip the Inbox**, which will send her messages straight to the Mom section and keep your Inbox clean).
- If you'd like to add the label to existing messages as well as future ones, select the **Also apply filter to x conversations below** checkbox.
- Click **Create Filter**.

Skip the Inbox(Archive it)
 Mark as read
 Star it
 Apply the label: Choose label... ▾
 Forward it to: email address
 Delete it

Also apply filter to 3 conversations below.

You don't have to limit your use of filters or labels to any single person or email address, though; that's just the beginning. You can create filters to detect messages with certain words in the subject line, the body of the email, or messages sent to a specific person, and automatically perform any of the actions shown in the image above. This means you can automatically apply a star to messages from your mom that contain the word 'cookies.' Get creative. You can always go back and perfect your filters; just click **Settings** and select the **Filters** tab .

Search

If you're worried that you won't be able to find a specific conversation after you move it from your inbox, search has got you covered. When you'd like to find a message, you can enter a word or phrase in the search field and click the **Search Mail** button. Your results will be displayed with your search terms highlighted in yellow.



[Show search options](#)
[Create a filter](#)

If your search is a little complicated -- maybe you're trying to find a message from your mom, about a restaurant, and you remember that she sent it to you and your brother. Just click **Show search options**. You can enter all of these criteria (and then some) to refine your results.

Search Options

From: Nancy
 To: me, John
 Subject:
 Search: All Mail ▾

Has the words: restaurant
 Doesn't have:
 Has att
 Date within: 1 day

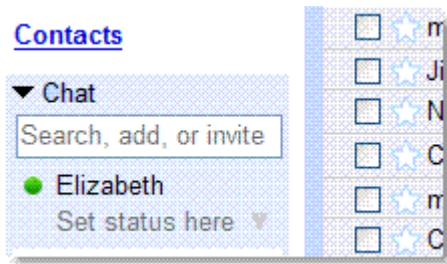
And there you have it. If you'd like, you can read up on more tips for using [search operators](#) to find your messages.



Instant Communication

Chat

As you're looking around, you'll probably notice the Chat box in under the links in the left navigation bar.



Chat allows you to talk to your Gmail contacts (those who use Gmail, Google Talk, or even your AIM buddies) in real-time, directly within Gmail.

The status icon to the left of your contacts' names indicates whether they're available (green), idle (yellow), busy (red), or offline (grey). You can also add a note, by clicking the **Set status here** link, which will show under your name in your friends' Gmail.

To chat with a friend:

1. Click the name of your friend in the Chat section. A window will open in the lower-right corner of the page.
2. Type into the text field.
3. Press **Enter** to send your message.

Unless you choose to [chat off the record](#), your Chat conversations will be archived and stored in your Gmail **Chats** label. This way, you can [search](#) for content from your chats, or you can browse your previous conversations by clicking the **Chats** navigation link.

Cambridge College Google Email Labels

Labels do all the work folders do and give you an extra bonus: you can add more than one to a conversation. Once you've created a label, you can view all the messages with that label by searching, or by clicking the label name along the left side of any Gmail page.

You can easily create, edit, and delete existing labels. Here's how:

To create a label:

1. Click the **Labels** drop-down menu or if you have keyboard shortcuts enabled, type **l**.
2. Select **Create new**.
3. Type the name of your new label and click **Ok**

Any selected messages will automatically be categorized under your new label. If you'd like to keep organized, you can remove a labeled conversation from your inbox by archiving it and view it later by clicking **All Mail**, or by clicking the label name along the left side of any Gmail page.

To edit a label name:

1. Click the **Labels** menu or type **l** with keyboard shortcuts enabled.
2. Select **Manage labels**
3. Click **rename** next to the label you want to edit.
4. Enter the new label name, and click **OK**.

All the messages categorized under your old label name will now be categorized under your new label.

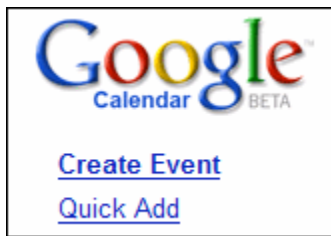
To delete a label:

1. Click the **Labels** menu or type **l** with keyboard shortcuts enabled.
2. Select **Manage labels**
3. Click **remove** next to the label you want to delete.
4. Confirm that you'd like to remove the label by clicking **OK**

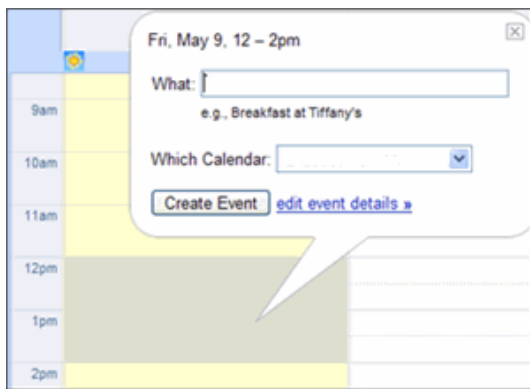
Using the Cambridge College Google Email Calendar

Once you have your Cambridge College Account, you're ready to start filling in the white space. If you want to just use one primary calendar, you'll probably want to dive right in to adding events.

Add events



1. Click the **Create Event** link on the upper-left of Google Calendar.
2. Fill in the date, starting time, end time, location, and description of your event. If you're using multiple calendars, you can also select which calendar this event should be on from the Calendar drop-down menu.
3. If you'd like to be reminded of your event, set your desired notification setting. You can be notified by email, text message, or a pop-up message on your computer (though this one only works if Google Calendar is currently open on your computer).
4. Click **Save**.



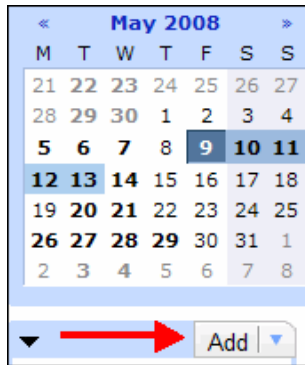
There are also a few other ways you can create events:

- The [Quick Add](#) feature allows you to enter the most basic event details, and interprets how to display your event with minimal fuss on your part.
- You can also create an event by clicking the appropriate time slot in the calendar itself (drag your mouse to alter the length of the event). After entering the event title, you

can click **Create Event** if you're all done, or **edit event details** if you want to add more info.

Add calendars

If you've got a few lives you're trying to balance, you can create additional calendars to stay organized.



1. Click the **Add** button on the left of your main calendar page.
2. Select **Create a new calendar** from the menu.
3. Enter all the relevant information on the Calendar Details page. Give your calendar a name, description, time zone, and add the email address of anybody you'd like to share it with. (There's more on [sharing calendars](#) later on in this guide.)
4. Click **Create Calendar**.

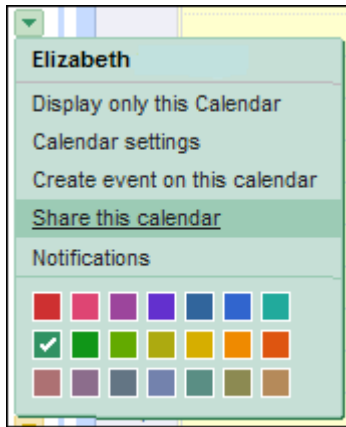
If you think you're going to be working with a few calendars, it's helpful to assign colors to distinguish your calendars from one another. To do this, click the down-arrow next to the appropriate calendar's name in the calendar list on the left and select a color from the menu that appears.

Collaborate with others

While Google Calendar can help you keep track of where you need to be at any given minute, it's also a great tool for collaborating with your friends and family. Here are a few ways Calendar can help you manage your social life.

Share your calendar

You'll be the best judge of if and how you'd like to share your calendar information with others. But just to get your ideas going, here are a few examples of how you can use the 'Share with specific people' feature of your calendar:



- **See only free/busy (hide details):** You have a calendar for your small business and want your clients to see when you're free, but don't want them to see all your appointment details.
- **See all event details:** You manage a softball team and want everyone to see when your games are. You can share your 'Softball' calendar with them, but nobody will be able to change any of the event details and accidentally cause you to forfeit a game.
- **Make changes to events:** You're sharing a 'Hawaiian Vacation' calendar with your travel-mate and want to help each other plan your tropical itinerary.
- **Make changes AND manage sharing:** You're sharing a calendar with coworkers, who may in turn want to share it with their individual managers or teammates.

If one of these options sounds like a good fit, follow these instructions to share your calendar:

1. In the calendar list on the left, click the down-arrow next to the appropriate calendar, then select **Share this calendar**.
2. Enter the email address of the user with whom you want to share your calendar.
3. From the drop-down menu, select the desired level of permission, then click **Add Person**.

Note: Once you click **Add Person**, the person you selected to share the calendar with will receive an email invitation to view your calendar.

A screenshot of a form titled 'Share with specific people'. The form is divided into two sections: 'PERSON' and 'PERMISSION SETTINGS'. In the 'PERSON' section, there is a text input field labeled 'Enter email address'. In the 'PERMISSION SETTINGS' section, there is a dropdown menu currently showing 'See all event details' and a green 'Add Person' button.

Uploading Contacts to your Cambridge College Gmail Account

You can import your address books (from Outlook, Hotmail, Yahoo!, orkut, and other services) into you Cambridge College Gmail. Importing your contacts isn't difficult. To get started, follow these steps:

1. First, you'll need to format your contacts as a CSV file -- often times, address books exported from other mail providers are already formatted as CSV files. See (**Creating or editing CSV files**)
2. Once you have a CSV file with all your contacts' information, [import the file](#) and transfer your contacts to Gmail. See (**Importing CSV files**)

Creating or editing CSV files

Spreadsheet programs like Microsoft Excel make it easy to create and edit CSV files.

Your CSV file should be formatted as a table and must include a header, or first line, that defines the fields in your table. Gmail accepts many common header fields (name, email address, etc.). If you're updating an existing file, you probably won't need to change your header field names; if you're creating a new file and need some guidance, you can use any of the field names used in the examples below.

	A	B	C
1	First Name	Last Name	Email Address
2	Jane	Doe	jane@gmail.com
3	John	Doe	john@gmail.com
4	Chris	Perkins	cperk@gmail.com
5	Eva	Davis	eva@gmail.com
6	Mitchell	Tarver	mitch@gmail.com
7	Nathan	Woodward	nathanwoodward@gmail.com

Here are some additional things to keep in mind as you create your file:

- The file must include a field for the email address.
- The **Name** field can be a single column, like this:

header >	name
contact info. >	Jane Doe

- If you'd rather, you can also use separate fields for the first, middle, and last names, like this:

header >	first name	middle name	last name
contact info. >	Jane		Doe

- Fields can be listed in any order.

Here's an example of a sample file that can be created using Microsoft Excel:

First Name	Last Name	Email Address	Street Address	Phone
Jane	Doe	jane@gmail.com	623 East 68th Street, Apt. 3-B, New York, NY	(212) 555-9975

header >
contact info. >

By saving this table as a .csv file, and importing it in to Gmail, one entry – for Jane Doe – is added to your Contacts list.

Once you've entered all of your contacts into a table, save the document and select **CSV (Comma delimited) (*.csv)** as the type of file you'd like to save. If prompted to verify your selection, click **Yes** or **OK**.

For still more information about CSV files, open **Help** in Excel.

Importing CSV files

To import contacts to Gmail:

1. Sign in to Gmail.
2. Click **Contacts** (located below your list of views) on any Gmail page.
3. Click **Import** in the top portion of the Contact Manager.
4. Click the **Browse...** or **Choose File** button and locate the CSV file you'd like to upload.
5. Select the file and click the **Import** button.

Once you've successfully uploaded the document, Gmail will display the number of contacts imported.

A few things to keep in mind:

- If some entries aren't included in your Contacts list, Gmail tells you why these entries were left out.
- If you receive error messages when attempting to import your contacts, you may need to [edit your CSV file](#).



Viewing messages from other email accounts with your Cambridge College Google Email

The Cambridge College Google email system allows you download messages from up to five other email accounts, centralizing all your email in you Cambridge College account. The tabs above have information on setting up Mail Fetcher, as well as troubleshooting tips for the common problems users face.

To set up Mail Fetcher:

1. Click [Settings](#) at the top of any Gmail page, and open the **Accounts** tab.
2. In the **Get mail from other accounts** section, click **Add another mail account**.
3. Enter the full email address of the account you'd like to access, then click **Next Step**.
4. Gmail will populate sample settings, but we recommend checking with your other provider to learn the correct server name and port. Enter your **Password**.
5. Decide whether to:

[Leave a copy of retrieved messages on the server](#)

[Always use a secure connection \(SSL\) when retrieving mail](#)

[Label incoming messages](#)

[Archive incoming messages](#)

6. Click **Add Account**.
7. Once your account has been added successfully, you'll have the option of setting it as a [custom From address](#). This allows you to compose messages in Gmail, but have them appear to be sent from your other email account. Click **Yes** to set up a custom From address.

Settings

[General](#) [Accounts](#) [Labels](#) [Filters](#) [Forwarding and POP/IMAP](#) [Chat](#) [Web Clips](#) [Labs](#) [Themes](#)

Send mail as:
(Use Cambridge College Mail to send from your other email addresses)
[Learn more](#) [Add another email address you own](#)

Get mail from other accounts:
(Download mail using POP3)
[Learn more](#) [Add a mail account you own](#)

Change Password: Follow this link [Change Password](#) to reset your password.