Gmail Reminders and Tidbits

* The GroupWise shut down date is the last day of Summer School, Friday, July 21, 2017.
* Previous Gmail training screencasts can be found at <http://www.lakemills.k12.wi.us/staff/groupwise-to-gmail-training.cfm>.
* Gmail Trash is emptied automatically after 30 days.
* Updates to screencasts and other tidbits

1. How to access Gmail
   1. Top of website:
   2. Desktop icon:



* 1. Using Internet Explorer, go to Gmail and drag the mail

icon to the Quick Launch taskbar to pin the site:



2. How to change your password

* 1. When at school, go to [http://password.lakemills.k12.wi.us:8080/pwm/](http://password.lakemills.k12.wi.us:8080/pwm/private/login)

and follow the prompts. Currently this link only works internally and for staff, not students.

3. How to forward GroupWise email to Gmail

1. In GroupWise, enter your entire email address in the To: field, e.g., first.lastname@lakemills.k12.wi.us; do not select your name from the drop down name options because the address will be

first.lastname@mail.lakemills.k12.wi.us. Selecting the mail. address will send your forwarded message to GroupWise and not to Gmail.

b. To transfer a group of emails at one time, highlight them and then send

them as an attachment to Gmail. All the emails are in one giant email

(depending on how many you select) but it might work well with a folder.

The email can then be moved to a newly created Label.

4. How to export/import Frequent Contacts

a. Delete all district employees and students from your GroupWise Frequent

Contacts and/or other contact lists before exporting to a .csv file. When

Gmail was activated, the GroupWise email address of each District

employee became first.lastname[@mail.lakemills.k12.wi.us](mailto:xxxxxxxx@mail.lakemills.k12.wi.us). Using the

mail. address will send email to GroupWise and not to Gmail.

b. There may have been contacts (former students, past teachers) already

listed in your Gmail account. These contacts originated from five or six

years ago when the district last considered switching to Gmail. Please

delete these outdated accounts.

5. How to add a Cc and/or Bcc when the **To** field says **Recipients**

1. Click on **Recipients** and the To, Cc and Bcc will return.

6. How to add a profile picture to your Gmail

a. Click Settings Gmail settings and select **Settings**.

b. In the **General** tab, scroll down to **My picture** and click **Select a picture**

(or **Change picture** if you already have one displayed).

c. Upload a photo from your computer, resize it as needed, and click Apply

Changes.

* Because the Tech Team cannot bulk upload school staff pictures, please upload a photo of your own or put in a Helpdesk ticket to have your school picture emailed to you.

d. (Optional) Specify whether you want the image visible to everyone or just

people you chat with.

7. How to make sure your email is being delivered to your Gmail account

a. Each user had two email addresses in GroupWise, for example,

joseph.smith[@lakemills.k12.wi.us](mailto:margo.trentadue@lakemills.k12.wi.us) and jsmith[@lakemills.k12.wi.us](mailto:mtrentad@lakemills.k12.wi.us).

There is only one address per user in Gmail:

joseph.smith[@lakemills.k12.wi.us](mailto:margo.trentadue@lakemills.k12.wi.us). Check with your contacts to make

sure they have your correct email address.

8. How to turn off Conversation View (emails of the same topic are grouped

together). If you have Conversation View turned on and delete a conversation

from your Inbox, it will also delete it from your Sent Mail. If you consider your Sent

email folder as your “filing cabinet” housing a document trail, turn off Conversation

View and each Sent email will be saved in the Sent folder.

1. Click Settings Gmail settings and select **Settings**.
2. In the **General** tab, scroll down to **Conversation View** and click **Conversation view off:**

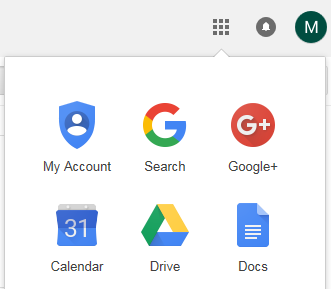


9. How to view downloads of attachments

a. The window must be maximized in order to see the download.

10. How to display resource calendars

a. Open Calendar by clicking the waffle, then Calendar:



b. Click Settings Gmail settings and select **Settings**.

c. Select the **Calendars** tab.

d. Click **Browse Interesting Calendars.**

e. Click **More.**

f. Click **Resources for lakemills.k12.wi.us.**

g. Click **Subscribe** for each resource you want.

h. Go back to the **Calendar Settings** page and check each **SHOW IN LIST**

checkbox for each calendar you want to display in your My calendars or

Other calendars.

11. How to book a resource

a. ***On either your calendar or the calendar of the resource***, click on the

day you want to reserve a resource, complete the **Event** field, and click

**Edit event.**

b. Uncheck **All day** and select the time, click **Rooms** and select the needed

resource, confirm that your name appears in the Calendar field, and click

**Save.**

c. The booked resource will appear on both your calendar and the calendar

of the resource.

* 1. To delete this event, go to your calendar and delete it. It will also delete

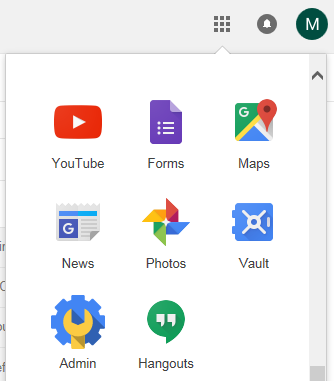
the event from the resource calendar.

12. How to use Google Hangouts (formerly Google Chat) to send and receive

messages with one person or multiple people within the district on your phone, tablet or computer.

**To start a conversation:**

a. On your computer, open Hangouts in [Gmail](https://mail.google.com/):



Or,by clicking the Hangouts icon on the bottom left of the Gmail screen:



Hangouts will open in a new window.

b. At the top of the new window, click New conversation Create.

c. Enter and select a name or email address.

d. Type your message. You can also add emojis or photos.

e. On your keyboard, press Enter.

**To get messages:**

When you select your Hangout window:

a. The message will be marked as read. This means that the message will no

longer appear as bold and your profile image shows up under the last

message sent in the conversation.

b. If you close or minimize your Hangout window, your profile photo will not

appear.

c. To personalize your settings, click the down arrow next to your name and

select what works best for you:

