

Getting Started with Google Apps

Mail, Calendar, & Chat



Log in to Gmail

1. Go to your Google Apps Mail page: <https://mail.shorelineunified.org>
2. On the Sign In page, enter your new Shoreline user name and password, and then click **Sign In**:

Sign in to manage
Solarmora

Username:
@solarmora.com

Password:

Remember me on this computer.

[I cannot access my account](#)

Powerful communication and collaboration tools for

The right tools can make projects faster and easier. Whether you're working on a project, or coordinating with your group, Google Apps saves you time

- Collaborate more effectively with shared calendar and documents
- Access your data from anywhere, even from mobile devices
- No software or hardware to install and maintain

If you are a **Google Apps administrator**, sign in here for the control panel

New! One-stop information sharing with **Google Sites**
Building a site is as simple as editing a document, and you don't need programming. Check out these example sites: [Company intranet](#), [Team project](#), [Event](#)

3. If this is your first time logging in, follow the on-screen instructions to activate your account.

Your Gmail Inbox appears. For example:

Compose Mail

Inbox (1)

Starred

Sent Mail

Drafts

Follow up

Misc

Priority

4 more

Contacts

Tasks

Archive Report spam Delete Move to Labels More actions Refresh 1 - 3 of 3

Select: All, None, Read, Unread, Starred, Unstarred

<input type="checkbox"/>	☆ Jennifer Ahrens	» Updated: Schedule of upcoming seminars - Below, please find the updated :	5:48 pm
<input type="checkbox"/>	☆ Joanna Rondeau (2)	» Fwd: Test results for Project Goo - Hi Team Below is a link to a Google sprea	5:43 pm
<input type="checkbox"/>	☆ Christina Beckmann	» Weekly Wrapup - All: Here's your summary of Sales' activity for the week	5:41 pm
<input type="checkbox"/>	☆ Alex .. Dave, Scott (5)	» Re: New product launch next month - Hi Steve I'd like to discuss the details	5:37 pm
<input type="checkbox"/>	☆ Cliff Hao	» [Updated Invitation] 10-11: Weekly Meeting @ Wed Oct 29 10am - 1	3:44 pm
<input type="checkbox"/>	☆ Jennifer .. Alex (4)	» Meeting preparation - Steve, Can we meet this afternoon to go over our summary	5:35 pm
<input type="checkbox"/>	☆ Dave, Lisa	» Report review - Hello Steve: Thank you for sending your report. Below are my co	5:34 pm

Select: All, None, Read, Unread, Starred, Unstarred

Archive Report spam Delete Move to Labels More actions Refresh 1 - 3 of 3

Shortcuts: o - open y - archive c - compose j - older k - newer [more >](#)

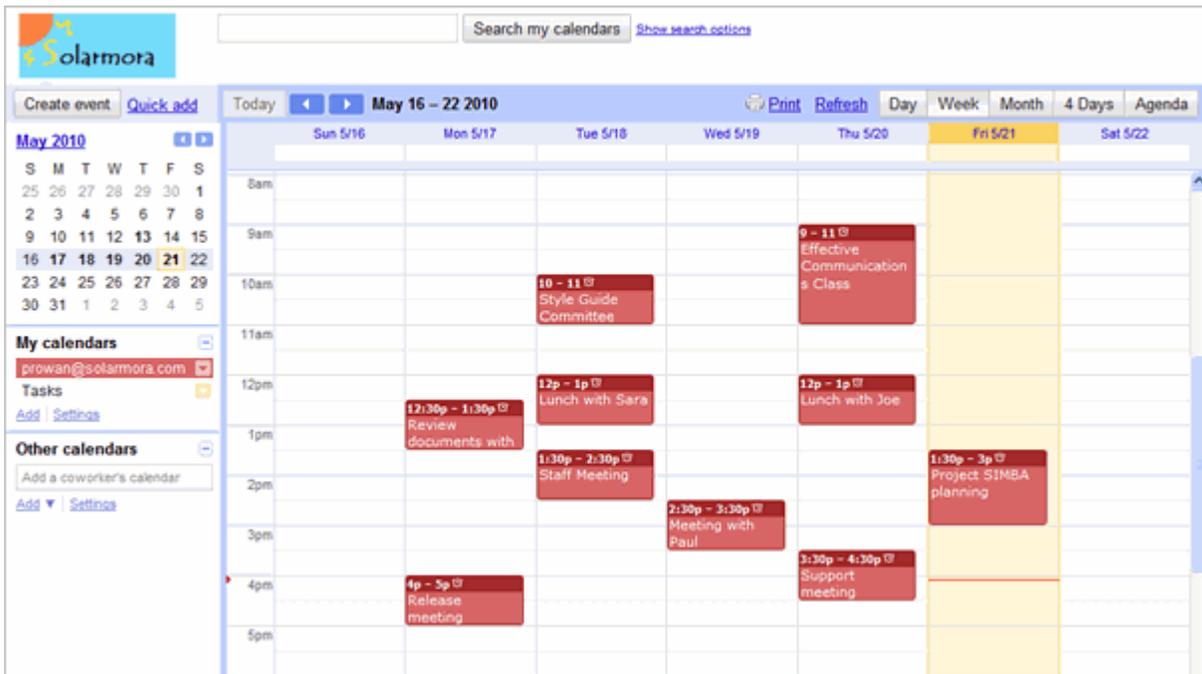
You are currently using 0 MB (0%) of your 25600 MB.

Open Google Calendar

To open your calendar, click the **Calendar** link at the top of your Mail or other Google service window:



Your calendar appears. For example:



How Gmail Is Different

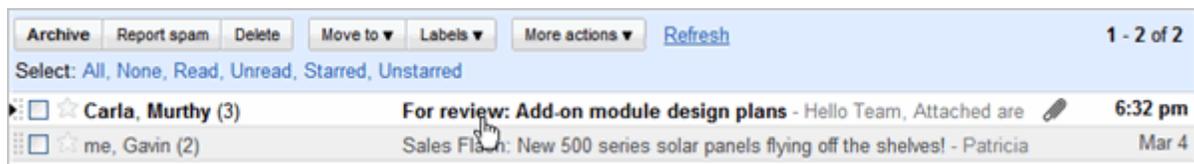
Conversations, labels, stars, archiving, & search

Here are some key features that make Gmail different from [Microsoft Outlook].

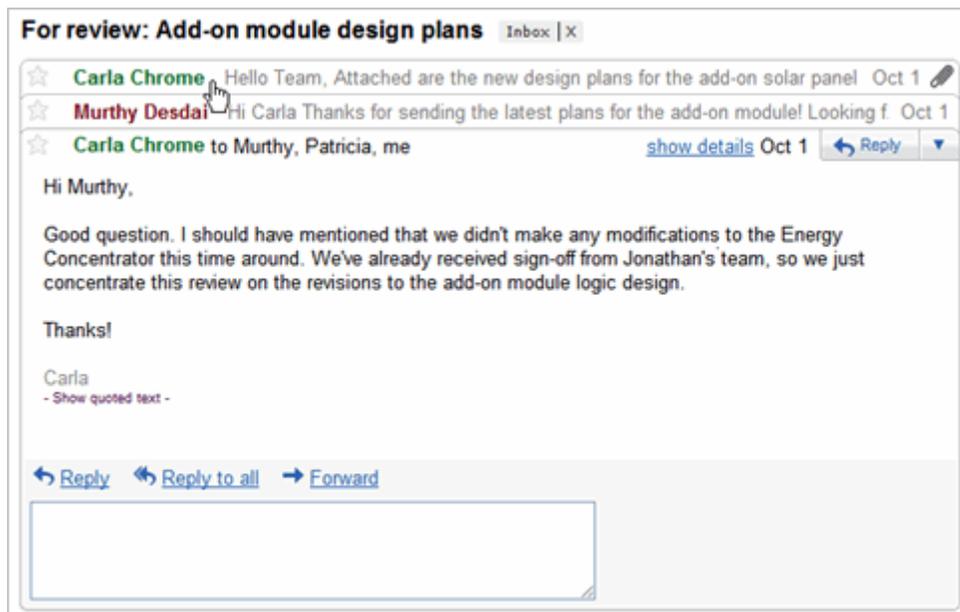
Email conversations instead of multiple messages

Rather than listing each message reply as a new message in your Inbox, Gmail groups a message and its replies in a conversation, which is listed only once. Opening a conversation shows all its messages in a neat stack, which you can easily collapse or expand. When a new reply arrives, the stack grows and the conversation is marked as unread, indicating there's something new to look at. Grouping messages this way allows you to quickly retrieve all messages within a thread and reduces inbox clutter.

Here's how a conversation appears in your Inbox...

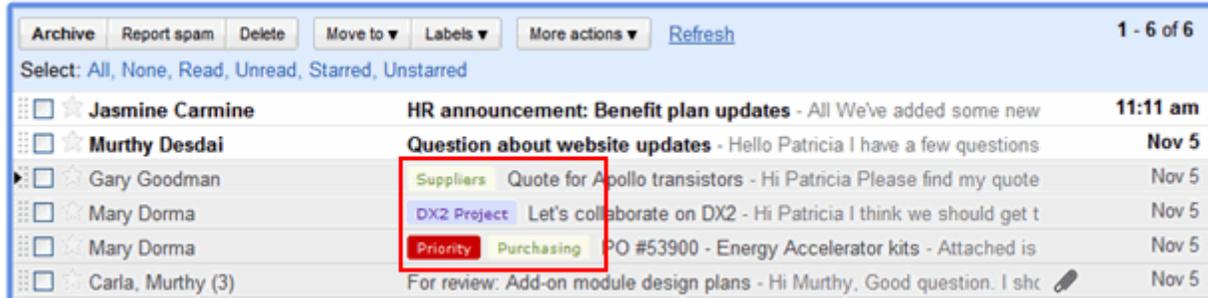


...and here's what an opened conversation looks like:



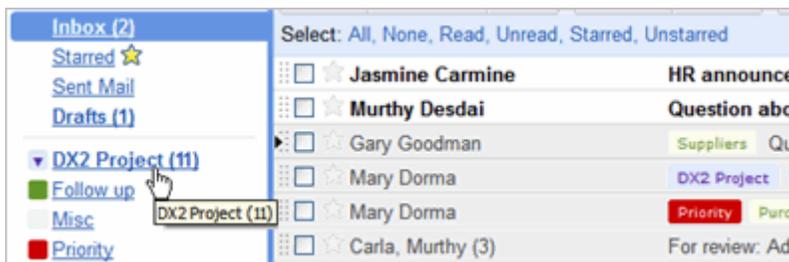
Labels and stars instead of folders

Instead of organizing messages in folders, you can organize your Gmail conversations by applying labels. The conversation can remain in your Inbox with the label clearly shown. Here's an example:



As shown in the example, if a conversation applies to more than one topic, you can give it multiple labels.

If you'd like to move a labeled conversation about of your Inbox, just click the **Archive** button. Whether or not a labeled conversation is archived, you can list all conversations that have a specific label by clicking the label name in the left pane of your Inbox -- similar to opening a folder of messages:



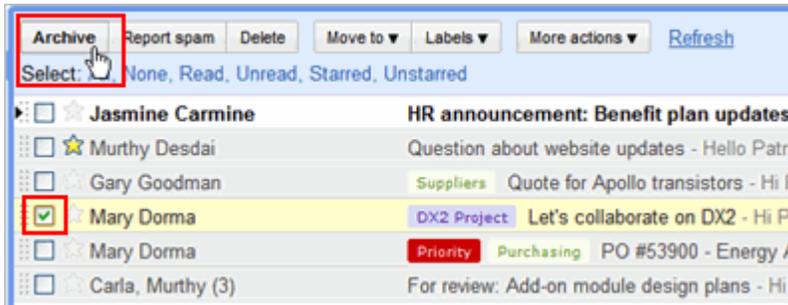
Unlike with folders, if you've applied more than one label to a message, you can retrieve the message by clicking *any* of those labels.

The Stars feature provides another way to categorize and access messages. Simply click the **star** icon to the left of any message to highlight it. You can then display all starred messages by clicking **Starred** in the left pane.



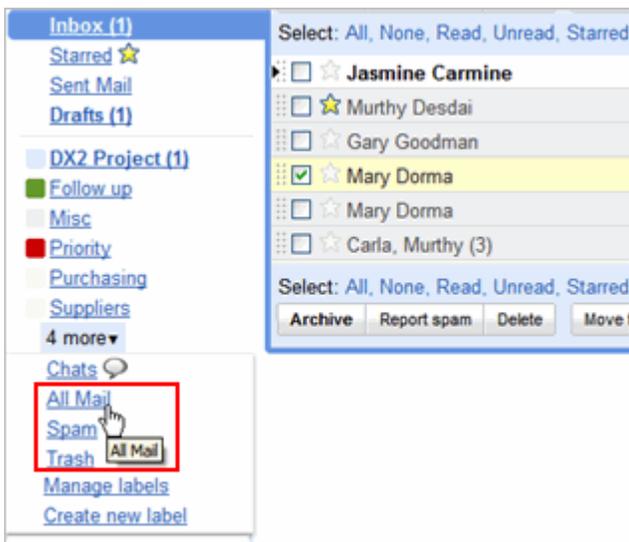
Archiving online instead of saving to your desktop

With Gmail, you no longer risk running out of space for storing email. Instead, you get **7 GB** of online storage space for just your own email and attachments, all hosted on Google's secure servers. Just select a message and click **Archive**:



An archived message is removed from your Inbox but you can still find it later by clicking **All Mail** in the left pane or using search. Or, add labels to messages before you archive them for even easier retrieval.

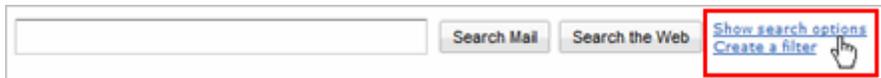
Tip: Your **All Mail** link might be under the drop-down list in the left pane:



Google-powered search

Gmail features the same powerful search technology used on the Web to perform accurate keyword searches of all of your email and attachments. Search by keyword, label, date range, or a host of other options. By also archiving messages, you can instantly find any message you've ever sent or received, without having to create elaborate folder structures or keep unwanted correspondence in your Inbox.

To find messages, simply type in the search box at the top of your Mail window. Or, for more refined searching, click **Show search options**:



A screenshot of the Gmail search interface. It features a search input field on the left, followed by two buttons: "Search Mail" and "Search the Web". To the right of these buttons are two links: "Show search options" and "Create a filter". A red rectangular box highlights these two links, and a mouse cursor is positioned over the "Show search options" link.

Then fill in the easy-to-use search form to find exactly what you're looking for!



A screenshot of the "Search Options" dialog box in Gmail. The dialog has a green header with the title "Search Options" and a link "Hide search options" on the right. The main area contains several search criteria fields: "From:", "To:", "Subject:", and "Search:" (with a dropdown menu currently set to "All Mail"). On the right side, there are fields for "Has the words:", "Doesn't have:", and "Date within:" (set to "1 day" with a dropdown and "of" followed by a date field). Below these is a checkbox labeled "Has attachment". At the bottom, there are "Search Mail" and "Cancel" buttons. A small example text "e.g. today, Friday, Mar 26, 3/26/04" is visible below the date field.