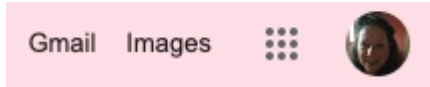


Welcome to Gmail!

Gmail will become our new email delivery method starting Monday **Jul 26, 2021** . All new emails will be delivered to your Gmail account and will no longer show up in Outlook. You will still have access to your Outlook for the next two months using *mail.bentonschools.org*. All of your emails will be migrated into Gmail. We currently have the last 2 years there and older ones will continue to migrate over but it takes time. Your email address will not change and you will login Gmail like normal with your email address and password.

Desktop access: To access Gmail. You can go to mail.google.com or you can click on **Gmail** next to your Google Apps.



Phone Access

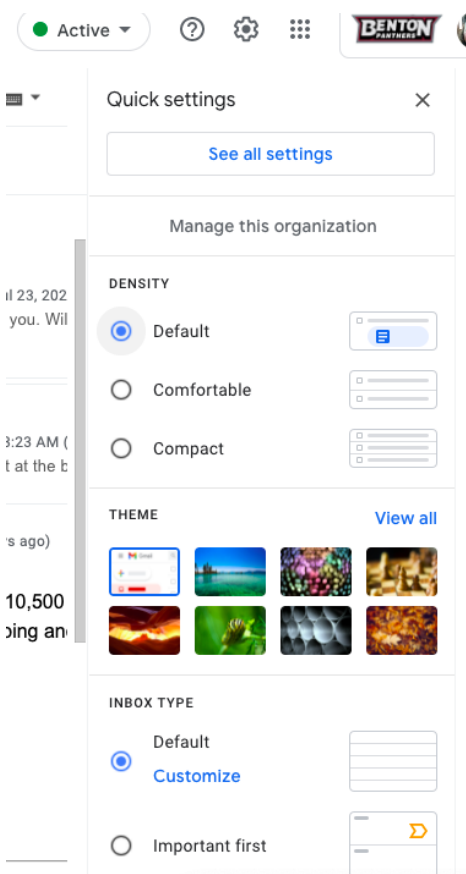
IMPORTANT: You must delete your Outlook off your phone or iPad to access your Gmail on your phone. DO NOT add it under the accounts like you do for Outlook. YOU MUST DOWNLOAD the Gmail app and use it.

If you have any questions you can send them to **Isabella Bradley** at ibradley@bentonschools.org

The differences you will notice between Outlook and Gmail

In Outlook...	In Gmail...
View messages and their replies by default as individual entries in your Inbox	Group messages and their replies by default in conversation threads so you see multiple related messages in one view
Spell-check automatically while composing	Check spelling after composing
Attach and forward multiple messages	Forward all or select messages in a conversation thread
Delete messages, typically to save space	Archive messages to declutter your inbox
Sort messages by sender, date, or size	Find messages by sender, date, topic, and more using Gmail
Organize messages in folders	Tag messages with labels

Assign color categories to messages	Color-code your labels
Flag important messages	Star or add markers to important messages
Manage incoming email with rules	Manage incoming email with filters
Flag messages for follow-up	Add messages to your tasks list or a Follow Up label
Get desktop mail notifications via Desktop Alerts	Enable desktop notifications in Chrome



Settings:

You can customize your Gmail settings. Click on the Gear Icon.

Here you can change the Inbox Type, Reading Pane (if you choose “Right of inbox” it will give you more of an Outlook feel), and Email Threading (this is where you can turn off Conversation View, where emails of the same topic are grouped together).

To see all your settings click “See all settings”

Undo Send:

Gmail gives you the option to “Unsend” a message that you just sent. It is set for a 5 second delay. To change it to a longer delay, go into Settings, General Tab and look for “Undo Send” you can change the delay time to 5, 10, 20, or 30 seconds delay before sending.

Signature:

You can set up your email signature by going to Settings, General Tab and scroll down to “Signature” Click “Create New” put in your name and click create. Now you can create your signature in the pane to the right of your name

Compose Email

To compose an email, simply click on the pencil icon.



Mail

