OUTLOOK EMAIL IN GOOGLE



Google	To all of your Google Account	
Google Search I'm Feeling Lucky]	

SIGNATURE

- 1. Click on the Nine-grid that is all your Google Account
- 2. Click on Mail



TURN OFF CONVERSATION VIEW

Do you want individual emails to show rather than one title with multiple emails?

Google	۰ م		
Mail -	□ [↓] G More [↓]		
COMPOSE	🗌 📩 ThingLink Team	Onboard your district or school to ThingLink - Onboard entire staff and students with our easy to use admin interface. thinglink Hi Maryanne Rich,	
Inbox (63)	🗌 📩 Statenopaate Newsletter	We've located another SketchUp ninja To view this email as a web page, click here SketchUp 2016 Issue 4 Buy SketchUp Pro TOM KANEKO	
Starred Sent Mail	□ 📩 Kowatch, Joe (2)	Update for BCS webpage - Done. Joe From: Kowatch, Jeff [mailto:jkowatch@blackhawkchristian.org] Sent: Monday, June 13, 2016 2:	
Drafts	Constant, me, Rarick (3)	Heat Up Your Marketing This June - Thanks! How is your summer going? Are you recovered from your fall? On Wed, Jun 8, 2016 at 4:09 PM,	

- 1. Open Email
- 2. Click on Gear
- 3. Click on Settings



Conversation View:

(sets whether emails of the same topic are grouped together)

- 4. Scroll Down
- 5. Click Conversation view off
- 6. Scroll to the bottom and Save Changes

TURNING ON NOTIFICATIONS

Do you like the chime to sound with a new email? A snippet view to show on the desktop?

- 1. Open Email
- 2. Click on Gear (see above for pic)
- 3. Click on Settings
- 4. Scroll Down to Desktop Notifications
- 5. Click what you want for notifications
- 6. Scroll Down and Save Changes

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	Desktop Notifications:
	(allows Blackhawk Christian School Mail to display popup notif
	your desktop when new email messages arrive)
	Learn more

Click here to enable desktop notifications for Blackhawk Christian School Mail.

New mail notifications on - Notify me when any new message arrives in my inbox or primary tab Important mail notifications on - Notify me only when an important message arrives in my inbox

Conversation view on

Conversation view off

Mail notifications off

1. Click on an email name and it will open

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- 2. Click the down-arrow beside the left arrow for options like Reply and Forward
- 3. Print is above that arrow

Onboard your district or school to ThingLink 🗰 x				
ThingLink Team info@thinglink.com <u>via</u> mail2.shared.hubspot.com 2:42 PM (1 hour ago)				
	<section-header><section-header><section-header><text><text><text><text></text></text></text></text></section-header></section-header></section-header>	 Reply Forward Filter messages like this Print Add ThingLink Team to Contacts list Delete this message Block "ThingLink Team" Report spam Report spam Report phishing Show original Message text garbled? Translate message Mark as unread 		

4. When you have an email clicked the options across the top will change to email options

Googl	oort SPAM Trash	Folders – called Labels
		- 💊 - More -
Select All		All 50 conversations on this page are selected. Select all 155 conversations in Inbox
Inbox (63)	Archive – all Move To	or school to ThingLink - Onboard entire staff and students with our easy to use admin interface. thinglink Hi Maryanne Rich,
Starred	school -related	er SketchUp ninja To view this email as a web page, click here SketchUp 2016 Issue 4 Buy SketchUp Pro TOM KANEKO
Sent Mail	Update for BCS webpage - Done. Joe From: Kowatch, Jeff [mailto:jkowatch@blackhawkchristian.org] Sent: Monday, June 13, 2016 2:	
Drafts _Outbox	B) Heat Up Your M	arketing This June - Thanks! How is your summer going? Are you recovered from your fall? On Wed, Jun 8, 2016 at 4:09 PM,

TO SEND AN EMAIL

Google 0 (м) Mail -□ ⁻ C More ⁻ 1-50 of 155 < > ¢ 1. Click Compose 🗌 ☆ 🛛 Joe Rich Fwd: Two Quick Questions - Sent from my iPhone Begin forwarded me 6:07 pm C 📩 SketchUpdate Newsletter We've located another SketchUp ninja... - To view this email as a web pa 2:42 pm 2. Type the recipient or 🗌 📩 Kowatch, Joe (2) Update for BCS webpage - Done. Joe From: Kowatch, Jeff [mailto:jkowa @ 2:32 pm Starred choose from the drop Constant, me, Rarick (3) Heat Up Your Marketing This June - Thanks! How is your summer going 2:22 pm Sent Mail Drafts (2) 🗌 🔆 Morgan, Andrew J. Webinar follow-up | Student Data Privacy: Best Practices for Scho @ 1:48 pm down uthos 🗆 🕁 reNEW reNEW Sale 6/13--6/18 - We honor our Fathers this week ... Sporting Gc 8:26 am 1 to 🔲 📩 Seize This Day (Diane He. Double Your Business - Find out about how an automated sales funnel AR 6:21 am Calendars Practical Ed Tech Practical Ed Tech Tip of the Week - How to Blur Faces in YouTube 1:50 am CANstruction edWeb Daily Digest from Building Understanding in Mathematics at edWe 12:18 am Communications Computer 🗆 🕁 ea Daily Digest from Amazing Resources for Educators at edWeb.net - You Jun 11 Computer Needs 🗌 ☆ PowerSchoo Indiana Technote _ ~ × Conversation Actio-Ne wessage 🗌 📩 Rich, Joe Email U Development Cc Bcc To jrich eLearning 🗌 🕁 Rich, me (2) rsch Hi5 🗆 📩 edWeb Joe Rich ily Dig . Infected Items Su jrich@blackhawkchristian.org Internet Calendars edWeb aily Dig Joe Rich Investment * edWeb aily Dig jrich@bcsstudent.org iPad м ily Dig blackhawkchristian.org 🗌 🔆 edWeb Learning.com 74 □ ☆ Oracle OpenWorld Library Engineer Jillian Rich jrich2016@bcsstu License mr 🗌 🕁 noreply Learni ▶ Lunch 🗌 📩 Andy Newman PowerSc Microsoft Misc Scholastic Administr@tor Redefini Moby Max 🗌 📩 Rich, Joe Powersch Naviance News Feed 🗌 📩 🛛 AJ Morgan Reminde PowerSchool 🔲 📩 🛛 Brian Mosley [Leaders Quick Step Settings 🗆 📩 me Test - Ma Resources Respondus 🗌 🕁 Constant Contact Reports Updated Right Now Media edWeb Root Folder 3. Create your email O Saved 📋 🚽 👻 SMARTBoard edWeb Daily Dig



FOLDERS-LABELS

1. Click (or open) an email and choose the Ŧ 0 Ì. ۳. 🖗 More -4 Labels Icon Move to 2. Click the folder (label) you want to put Onboard your district or school to Thing Q your email in and it goes . ThingLink Team info@thinglink.com via mail: _Outbox 4 Ε to me 💌 1 to1 Computing AR Calendars CANstruction Communication Communications/Constant Contact Communications/Online Forms 3. To create a new folder (label) Computer Spam 4. To move existing folders (labels) Trash Create new Manage labels

LOOKING FOR CONTACTS?

Click the down-arrow to the right of Mail in the left column



Explore to find more . . .