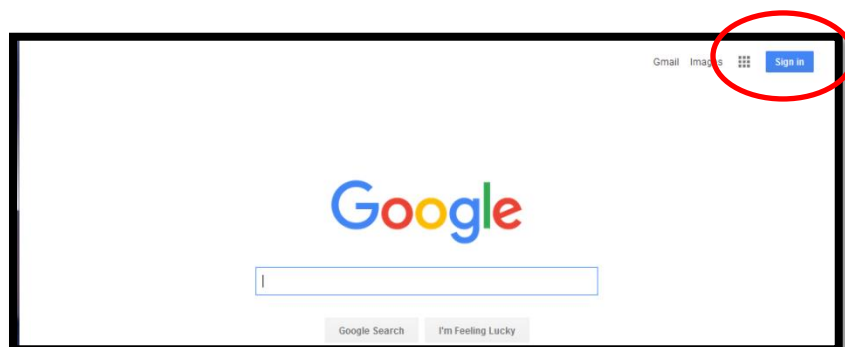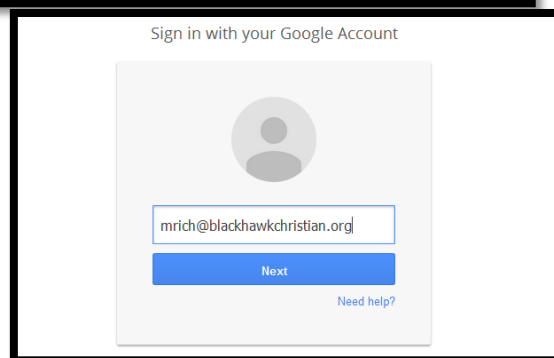# OUTLOOK EMAIL IN GOOGLE

1. Go to www.google.com
2. Click Sign In

3. Use your Blackhawk email – including the blackhawkchristian.org or blackhawkministries.org

   (But not bcsstudent.org for this)

4. If you get a choice, choose Organizational Google Apps Account

5. Use your Blackhawk password. Remember if your Blackhawk password is less than 8 characters a BCS may proceed it or a 1 may end it.
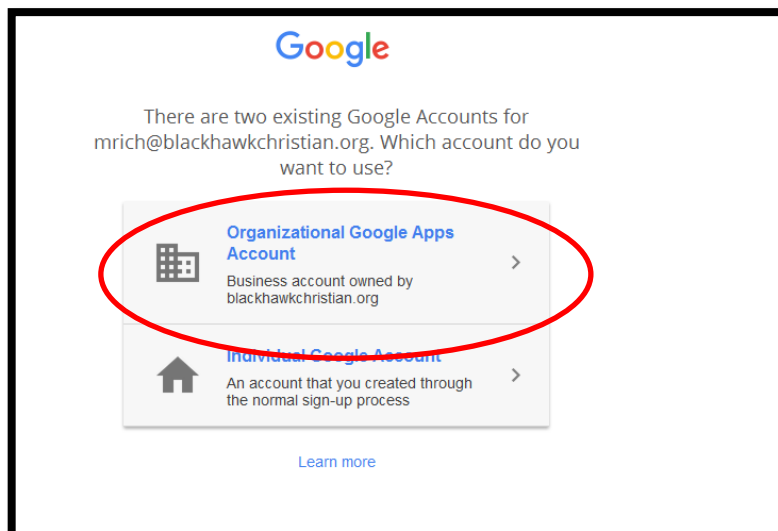
It will look like this logged in.

To see mail

To log out

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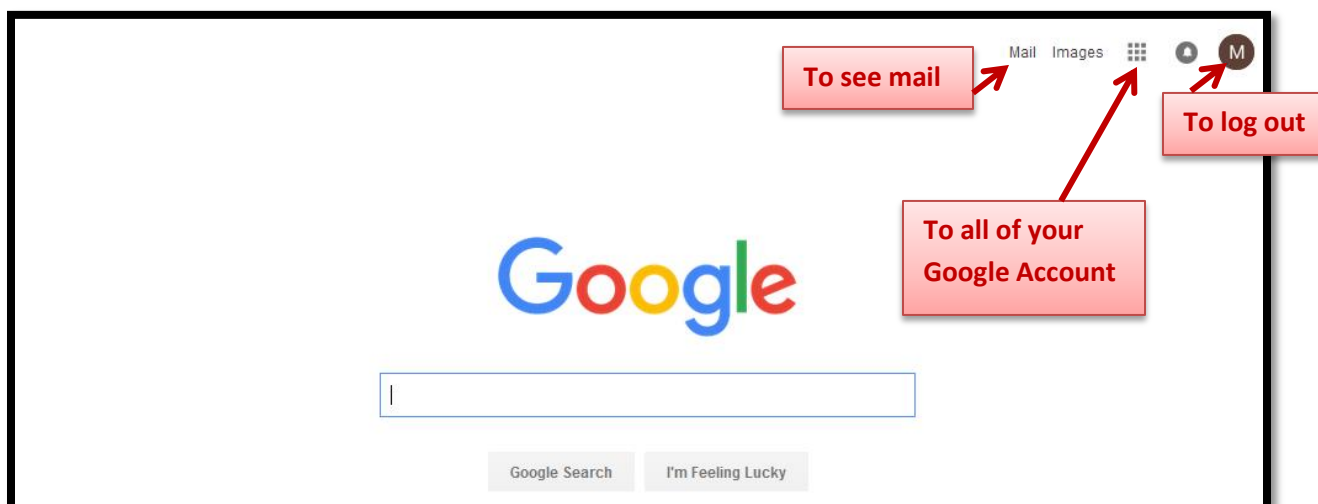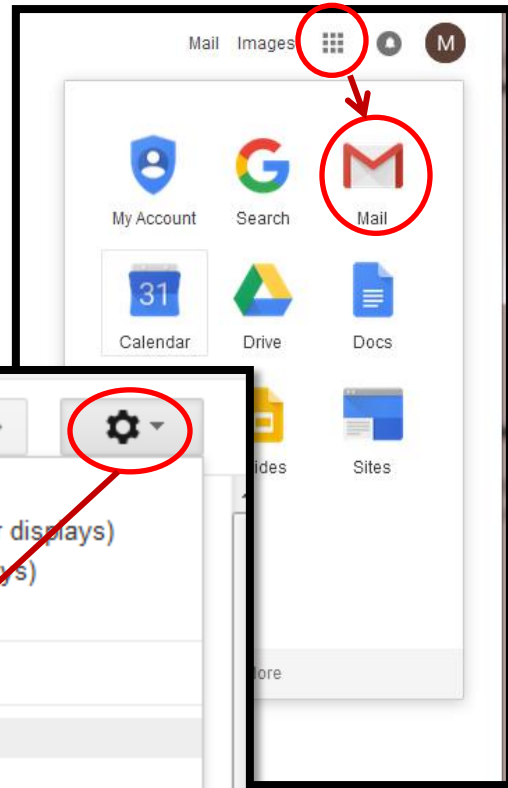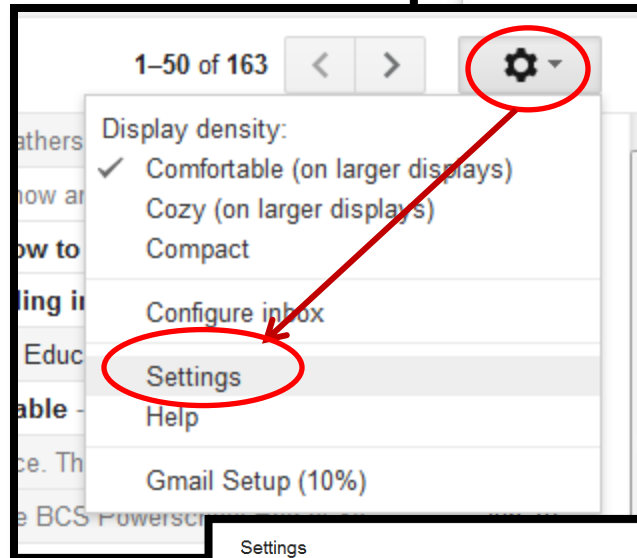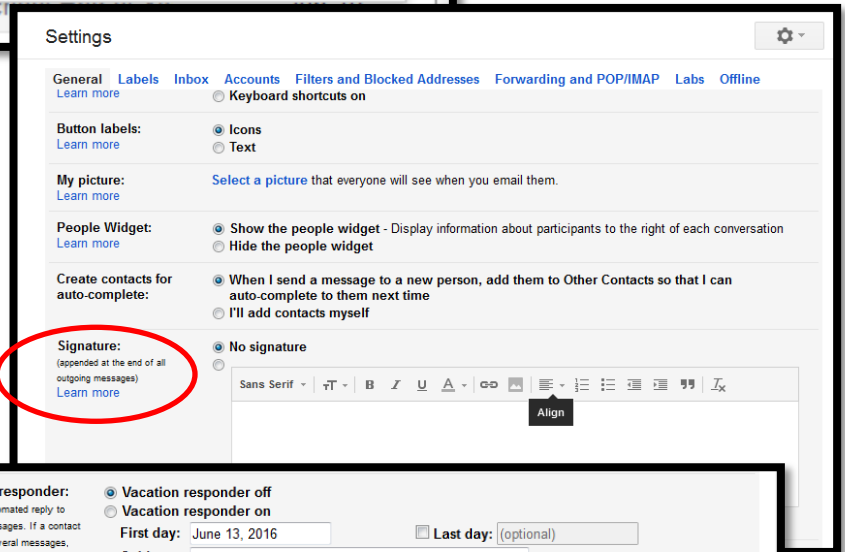
SIGNATURE
1. Click on the Nine-grid that is all your Google Account
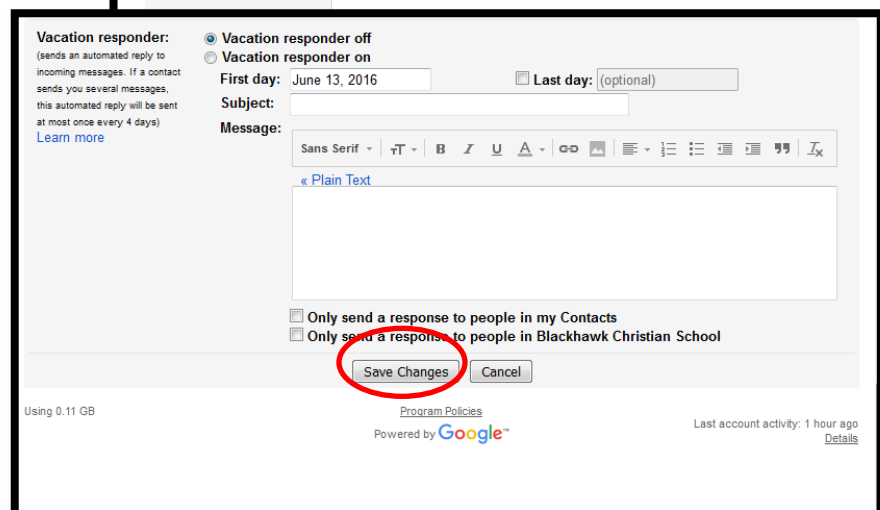2. Click on Mail

3. Click on the Gear on the right
4. Choose Settings

5. Scroll Down to Signature
6. Type in your signature
7. Use the formatting buttons to make it look the way you desire it.

8. Scroll to the bottom of the Screen and Click Save Changes

TURN OFF CONVERSATION VIEW
Do you want individual emails to show rather than one title with multiple emails?
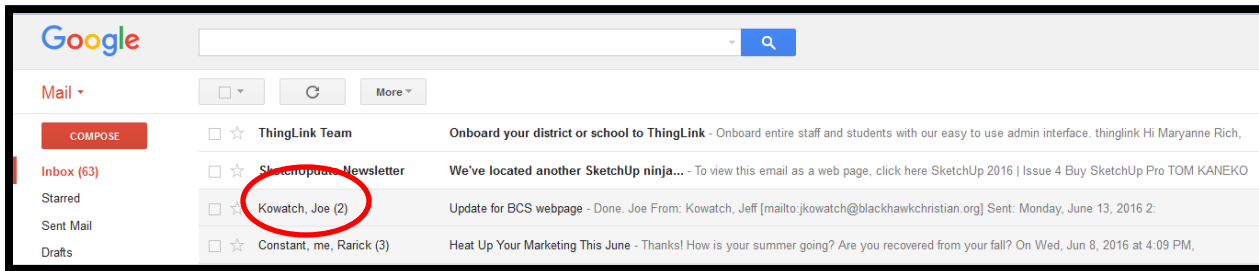
1. Open Email
2. Click on Gear
3. Click on Settings
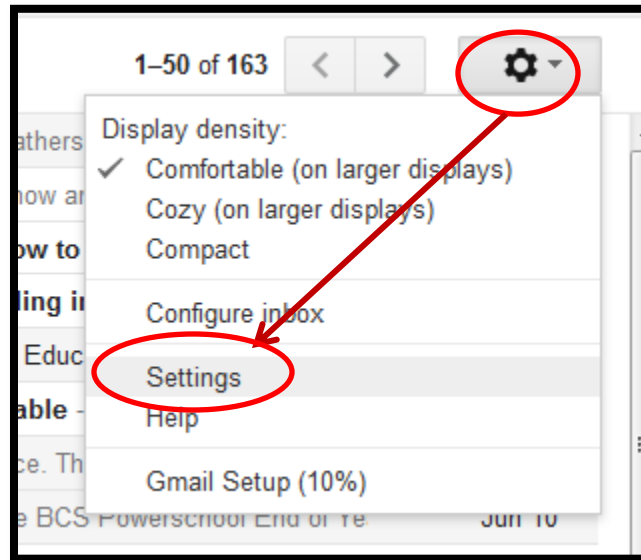
4. Scroll Down
5. Click Conversation view off
6. Scroll to the bottom and Save Changes

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

1. Click on an email name and it will open
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   Inbox   x

ThingLink Team info@thinglink.com via mail2.shared.hubspot.com   2:42 PM (1 hour ago)
to me

thinglink..

Hi Maryanne Rich,

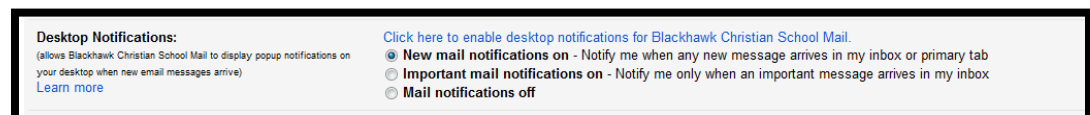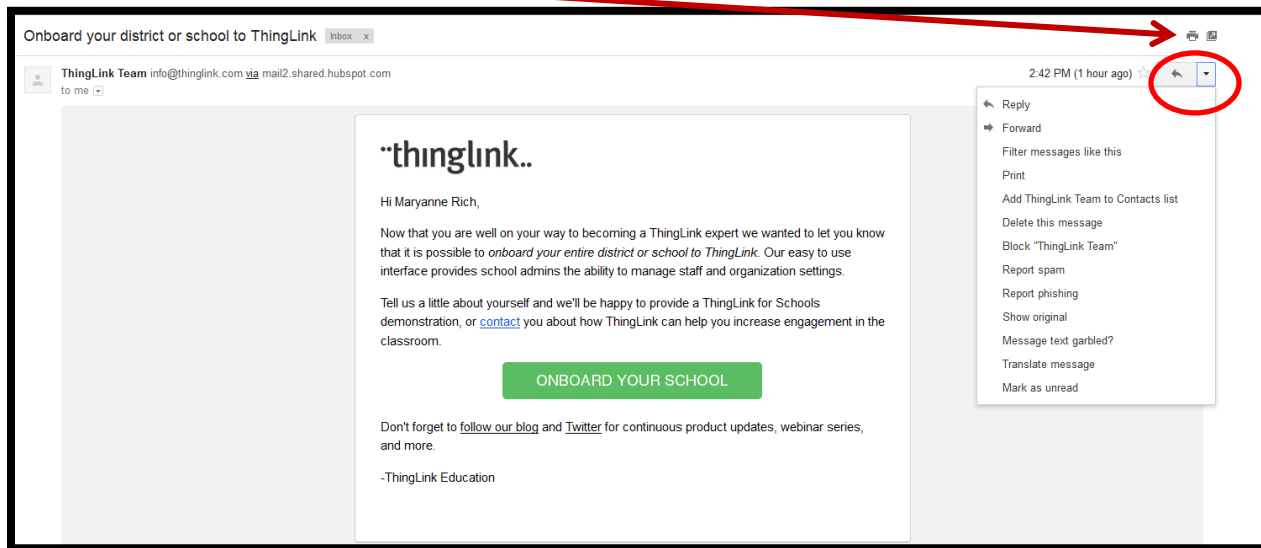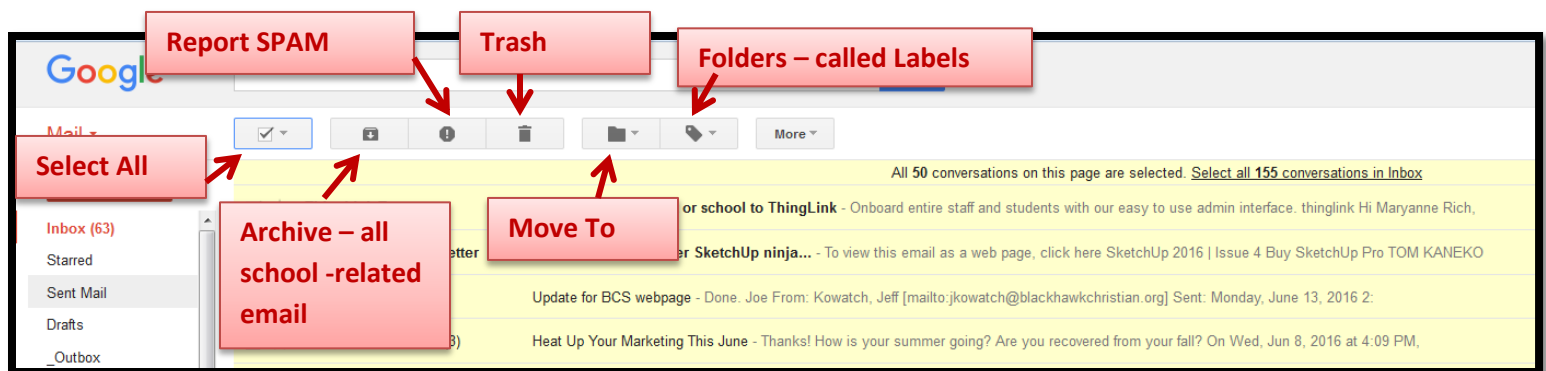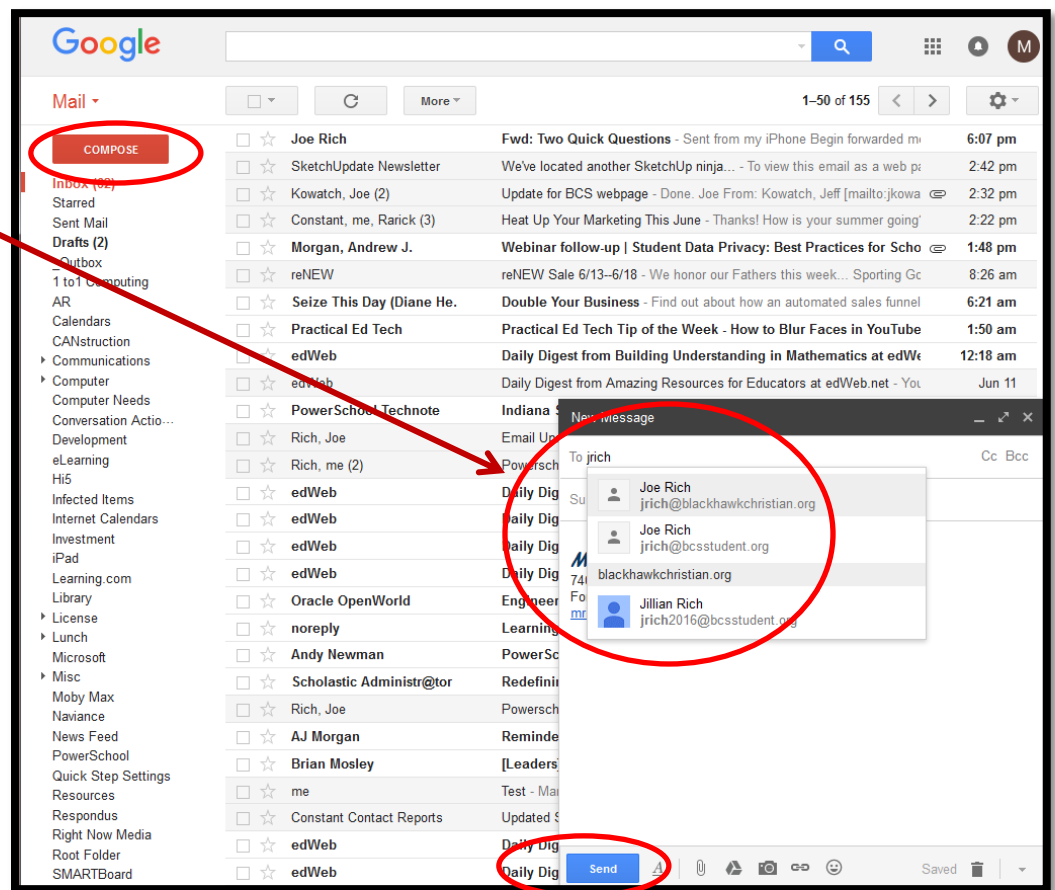Now that you are well on your way to becoming a ThingLink expert we wanted to let you know that it is possible to *onboard your entire district or school to ThingLink*. Our easy to use interface provides school admins the ability to manage staff and organization settings.

Tell us a little about yourself and we'll be happy to provide a ThingLink for Schools demonstration, or contact you about how ThingLink can help you increase engagement in the classroom.

ONBOARD YOUR SCHOOL

Don't forget to follow our blog and Twitter for continuous product updates, webinar series, and more.

-ThingLink Education

Reply
Forward
Filter messages like this
Print
Add ThingLink Team to Contacts list
Delete this message
Block "ThingLink Team"
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

Report SPAM

Trash

Folders – called Labels

Select All

Archive – all school -related email

Move To

Google

Mail

Inbox (63)
Starred
Sent Mail
Drafts
_Outbox

More

All 50 conversations on this page are selected. Select all 155 conversations in Inbox

or school to ThingLink - Onboard entire staff and students with our easy to use admin interface. thinglink Hi Maryanne Rich,

etter   SketchUp ninja... - To view this email as a web page, click here SketchUp 2016 | Issue 4 Buy SketchUp Pro TOM KANEKO

Update for BCS webpage - Done. Joe From: Kowatch, Jeff [mailto:jkowatch@blackhawkchristian.org] Sent: Monday, June 13, 2016 2:

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,
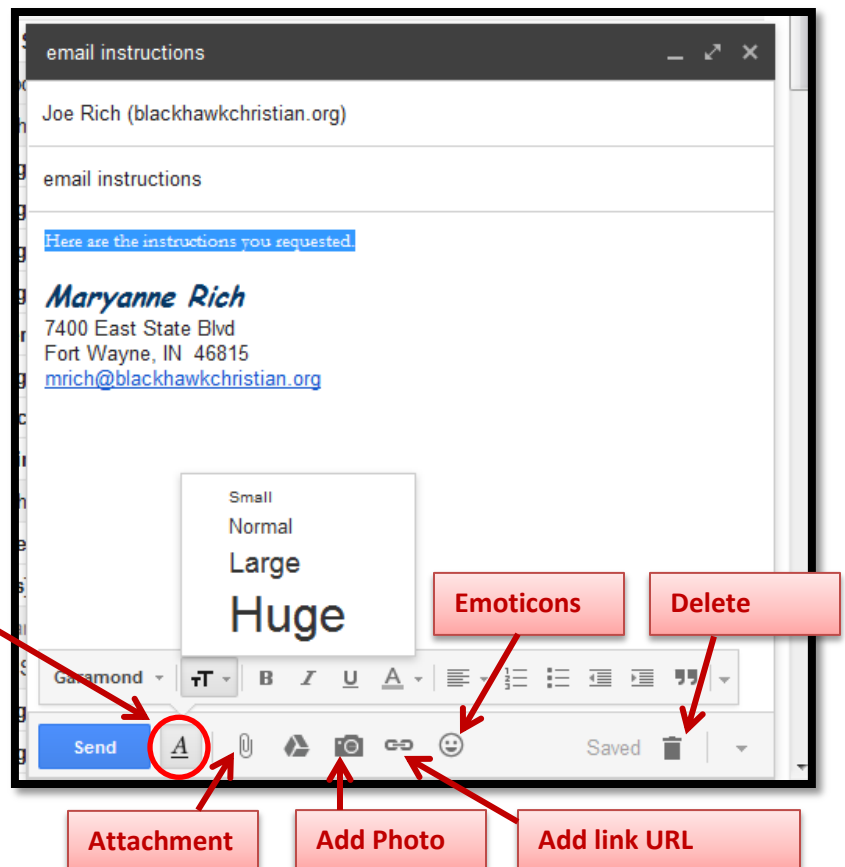
1. Click Compose
2. Type the recipient or choose from the drop down
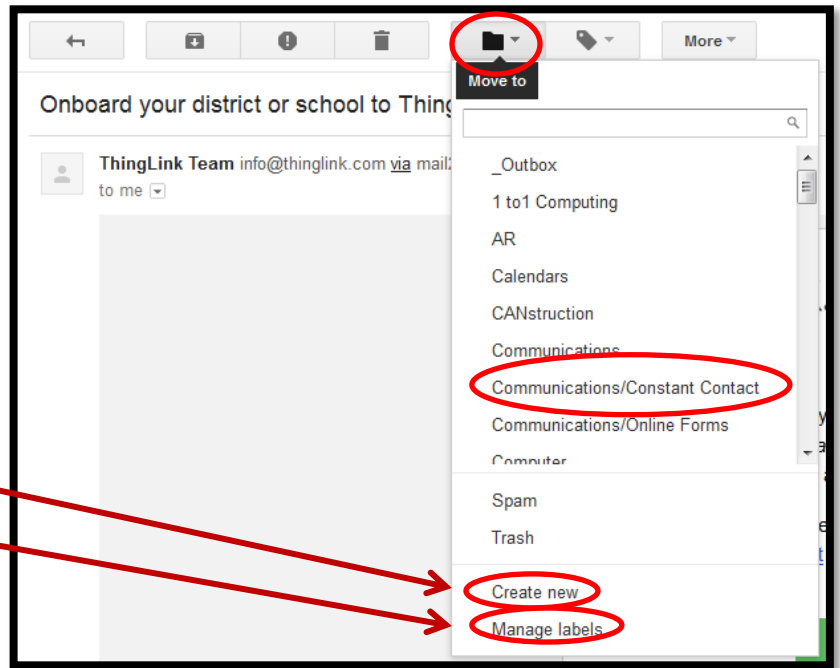
3. Create your email

4. Format it the way you like

5. To see choices, click the *A*
6. Click Send

FOLDERS-LABELS

1. Click (or open) an email and choose the Labels Icon
2. Click the folder (label) you want to put your email in and it goes
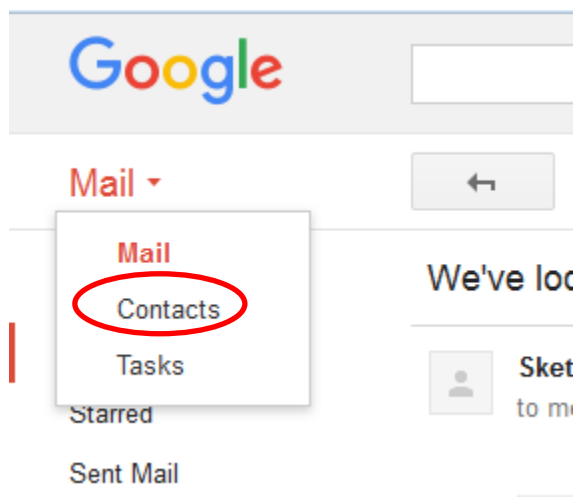
3. To create a new folder (label)

4. To move existing folders (labels)

LOOKING FOR CONTACTS?

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

Explore to find more . . .