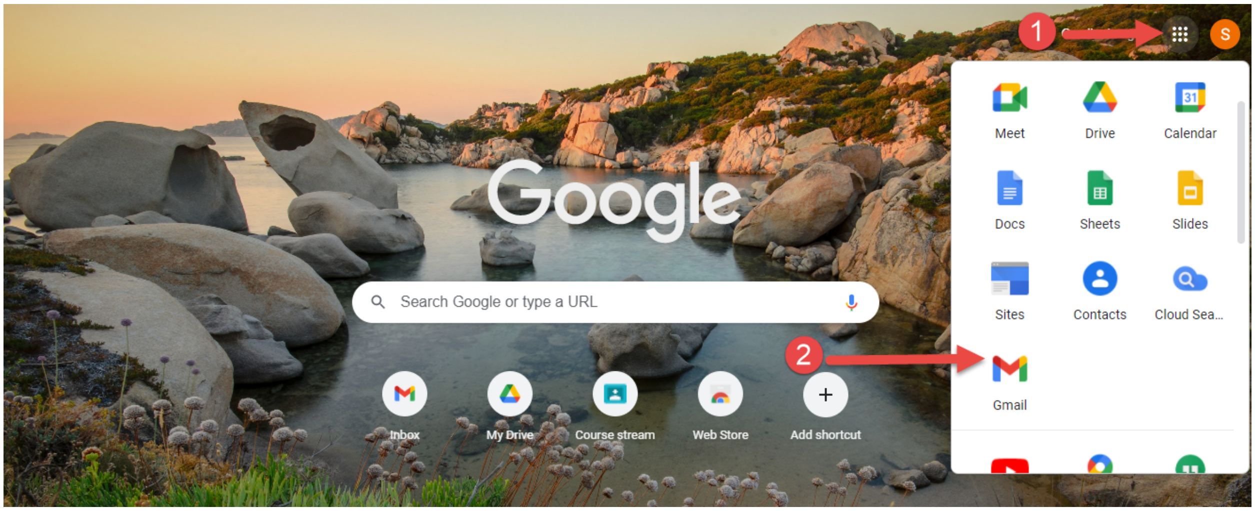
Navigating Gmail for Students

Student email is now available for all DDSB secondary students and those in DDSB@Home Grades 7-8. This guide will help you navigate your student email successfully.

Note: If students in grades 7 or 8 move from DDSB@Home to another school during the pilot period, they will lose access to their email service. Students are advised to take this into consideration and ensure important items are saved to their Google Drive prior to changing enrolment.

Logging in

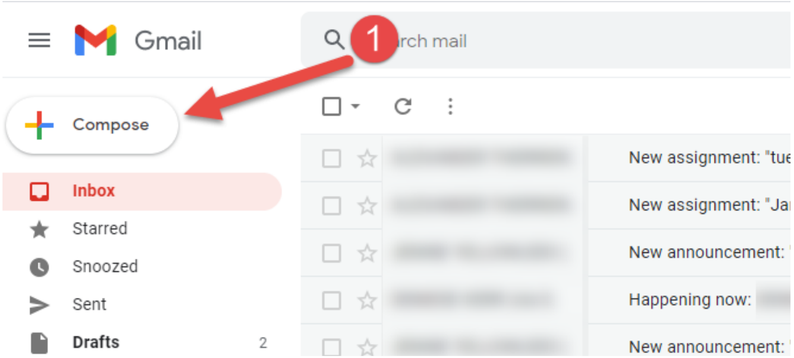
Students use their DDSB login to access student email. If signed into a DDSB Chromebook, no further sign-in is required. Click the Google apps waffle on any Google page and choose *Gmail* or visit gmail.com directly.


1
S
Google
Search Google or type a URL
Inbox
My Drive
Course stream
Web Store
Add shortcut
Meet
Drive
Calendar
Docs
Sheets
Slides
Sites
Contacts
Cloud Sea...
2
Gmail

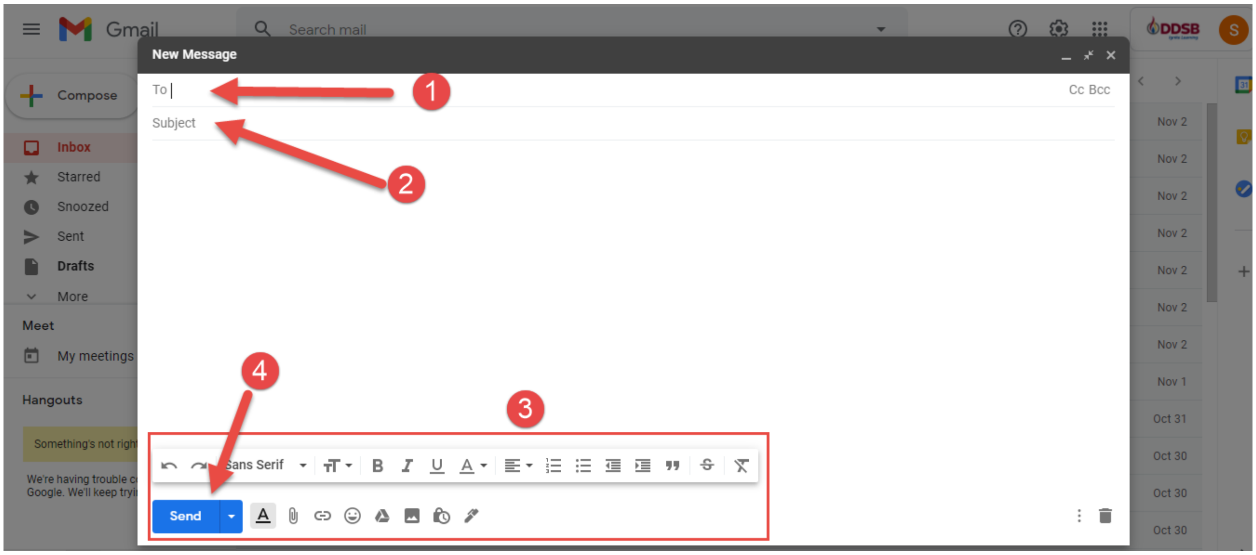
You may want to pin the Gmail app to the shelf on your Chromebook. Find the app in your App Launcher, right click, and choose *Pin to shelf*.

Sending an email

To begin an email, click on the “Compose” button in the top left corner of the Gmail screen.

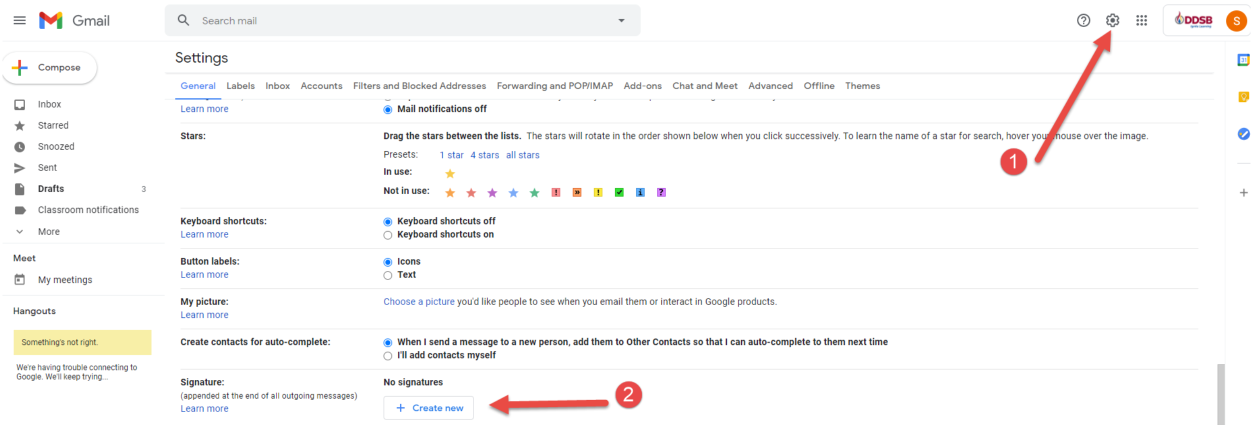

Gmail
rch mail
1
Compose
Inbox
Starred
Snoozed
Sent
Drafts
2
New assignment: "tue
New assignment: "Ja
New announcement:
Happening now:
New announcement:

A message box will pop up. Fill in the “to” line with the email address you are communicating with (the directory will search and populate with names of staff and students in your school) and write a brief and informative subject line. Tools to change fonts, add links, etc. are located along the bottom of the message. When you have written a clear and concise email, click the “send” button in the bottom left corner.


Gmail
Search mail
DDSB
S
New Message
To
Cc Bcc
Subject
1
2
3
4
Compose
Inbox
Starred
Snoozed
Sent
Drafts
More
Meet
My meetings
Hangouts
Something's not righ
We're having trouble c
Google. We'll keep tryi
Sans Serif
Send
Nov 2
Nov 2
Nov 2
Nov 2
Nov 2
Nov 2
Nov 2
Nov 1
Oct 31
Oct 30
Oct 30
Oct 30

Creating a signature

In order to create an automatic signature, or closing, that will be included on all outgoing emails, click on the setting cog in the top right corner in Gmail. Scroll through the options until you get to the “create new” button.


Gmail
Search mail
Compose
Inbox
Starred
Snoozed
Sent
Drafts 3
Classroom notifications
More
Meet
My meetings
Hangouts
Something's not right.
We're having trouble connecting to Google. We'll keep trying...
Settings
General
Labels
Inbox
Accounts
Filters and Blocked Addresses
Forwarding and POP/IMAP
Add-ons
Chat and Meet
Advanced
Offline
Themes
1
2

Learn more
● Mail notifications off

Stars: **Drag the stars between the lists.** The stars will rotate in the order shown below when you click successively. To learn the name of a star for search, hover your mouse over the image.
Presets: 1 star 4 stars all stars
In use: ★
Not in use: ★ ★ ★ ★ ★ ! » ! ✓ i ?

Keyboard shortcuts: Learn more
● Keyboard shortcuts off
○ Keyboard shortcuts on

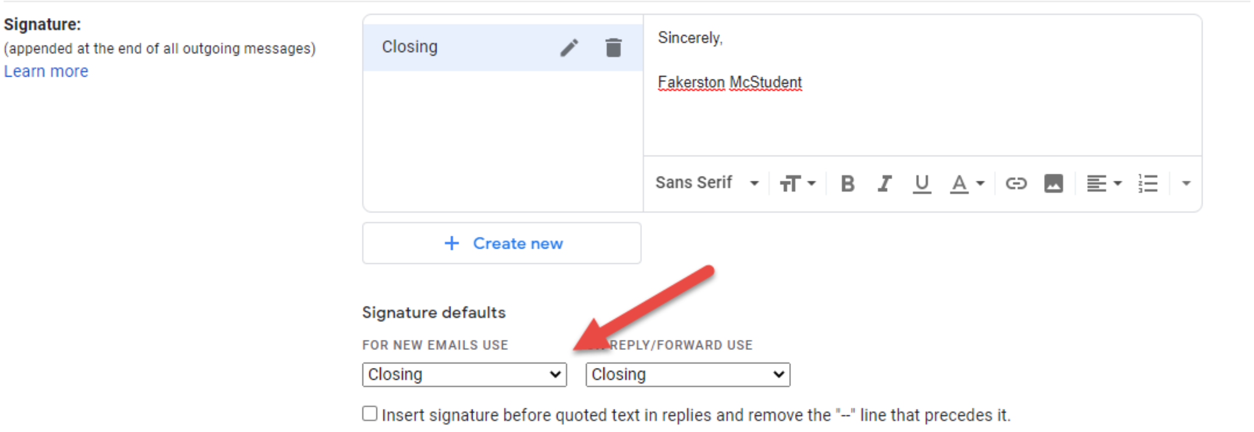
Button labels: Learn more
● Icons
○ Text

My picture: Learn more
Choose a picture you'd like people to see when you email them or interact in Google products.

Create contacts for auto-complete:
● When I send a message to a new person, add them to Other Contacts so that I can auto-complete to them next time
○ I'll add contacts myself

Signature:
(appended at the end of all outgoing messages)
Learn more
No signatures
+ Create new

You will be prompted to name and create your signature. Once created, you can set your signature as the default for


Closing
Sans Serif
+ Create new

Signature:
(appended at the end of all outgoing messages)
Learn more

Sincerely,

Fakerston McStudent

Signature defaults

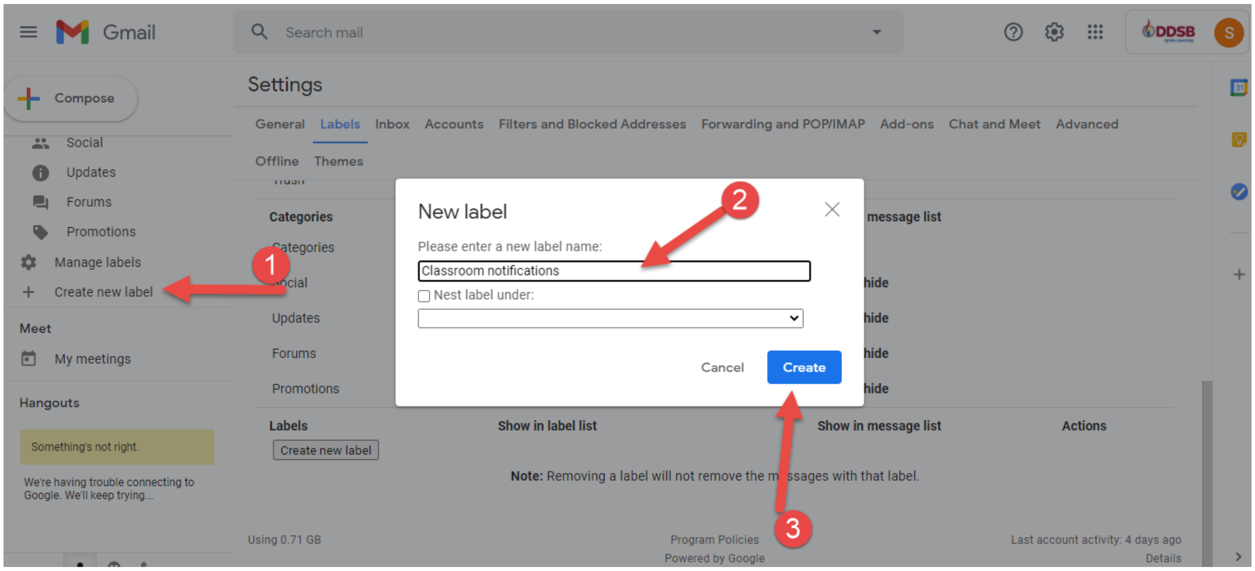
FOR NEW EMAILS USE: Closing

ON REPLY/FORWARD USE: Closing

☐ Insert signature before quoted text in replies and remove the "--" line that precedes it.

Organization

You may wish to use labels to keep your emails organized into categories. By clicking on “Create new label” on the left you will be prompted to title your new label.


Gmail
Search mail
Compose
Social
Updates
Forums
Promotions
Manage labels
Create new label
Meet
My meetings
Hangouts
Something's not right.
We're having trouble connecting to Google. We'll keep trying...
Settings
General
Labels
Inbox
Accounts
Filters and Blocked Addresses
Forwarding and POP/IMAP
Add-ons
Chat and Meet
Advanced
Offline
Themes
Categories
Labels
Show in label list
Show in message list
Actions
Create new label
hide
Cancel
Create
Using 0.71 GB
Program Policies
Powered by Google
Last account activity: 4 days ago
Details
1
2
3

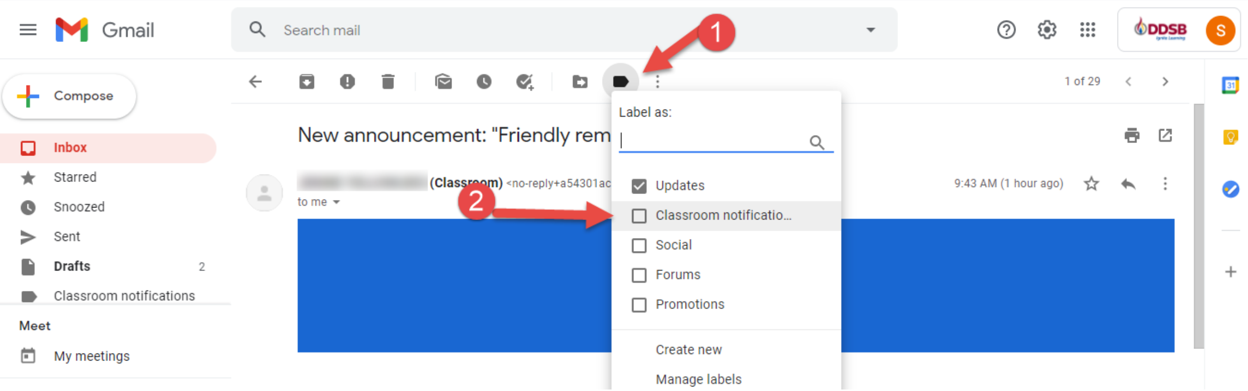
New label

Please enter a new label name: Classroom notifications

☐ Nest label under:

Note: Removing a label will not remove the messages with that label.

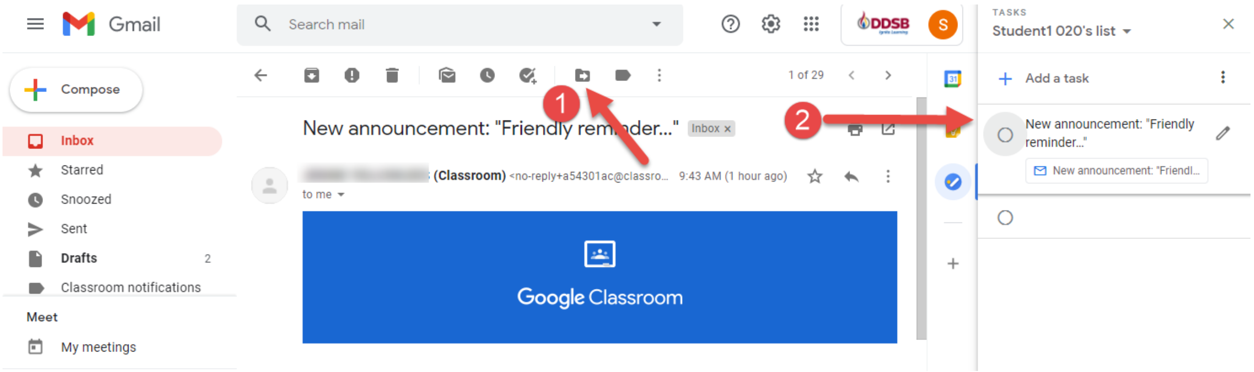
Once you have some labels set up, you can categorize emails using those labels. While viewing any emails you wish to organize, click on the label button and select any labels you wish to apply to that email.


Gmail
Search mail
Compose
Inbox
Starred
Snoozed
Sent
Drafts 2
Classroom notifications
Meet
My meetings
1 of 29
Label as:
☑ Updates
☐ Classroom notificatio...
☐ Social
☐ Forums
☐ Promotions
Create new
Manage labels
9:43 AM (1 hour ago)
to me
1
2

New announcement: "Friendly rem

(Classroom) <no-reply+a54301ac

Gmail also allows you to create and maintain a task list. This can help you keep track of tasks you need to complete. You can click on the task button while reading an email and to-do list will appear on the right hand side of the screen. From here you can add to the list or check off completed jobs.


Gmail
Search mail
Compose
Inbox
Starred
Snoozed
Sent
Drafts 2
Classroom notifications
Meet
My meetings
1 of 29
1
2
Inbox ×
Google Classroom
TASKS
Student1 020's list
Add a task

New announcement: "Friendly reminder..."

[redacted] (Classroom) <no-reply+a54301ac@classro... 9:43 AM (1 hour ago)
to me

New announcement: "Friendly reminder..."
New announcement: "Friendl...