



Figure 1: Go to your school URL. For this I am using the district site as an example.

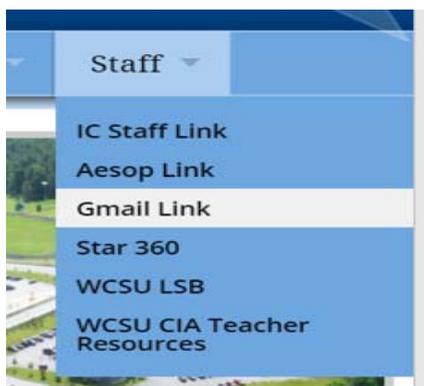


Figure 2: All schools have staff listed header with these drop down menu. Please, select Gmail Link.

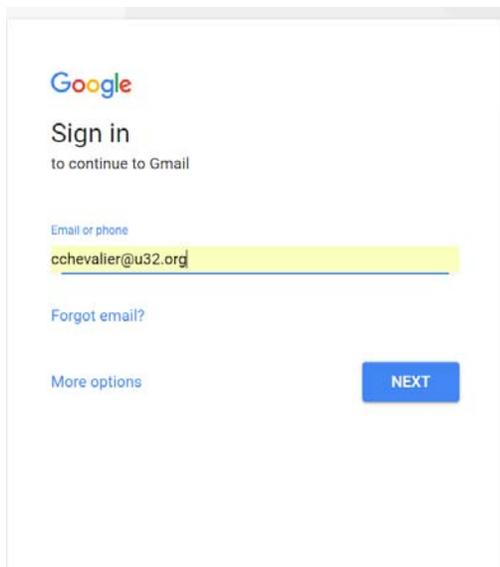


Figure 3: Logon using your U32 username. When prompted use your current Google Password.



There are two existing Google Accounts for cchevalier@u32.org. Which account do you want to use?

 **Organizational G Suite Account** >  
Business account owned by u32.org

---

 **Individual Google Account** >  
An account that you created through the normal sign-up process

[Learn more](#)

Figure 4: Select Organizational G Suite Account. Your email is owned by the district and is not a personal account.



One account. All of Google.

Sign in to continue to Gmail

← 

cchevalier@u32.org

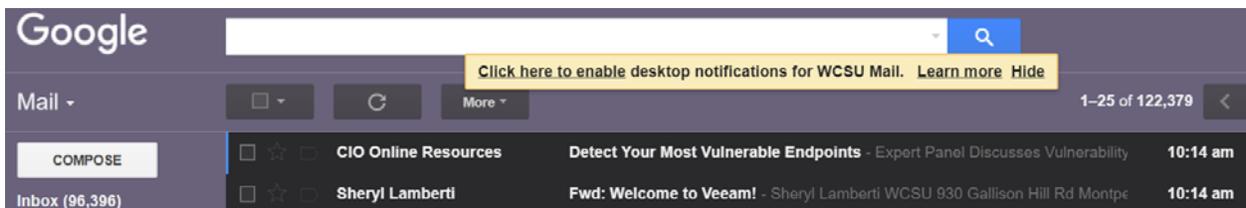
.....

**Sign in**

Stay signed in    [Forgot password?](#)

[Sign in with a different account](#)

Figure 5: When prompted use your current Google Password.



The screenshot shows the Gmail interface. At the top, there is a search bar and a notification banner that reads "Click here to enable desktop notifications for WCSU Mail. Learn more Hide". Below the banner, the "Mail" header is visible, along with a "COMPOSE" button and an "Inbox (96,396)" label. The email list contains two entries: "CIO Online Resources" with subject "Detect Your Most Vulnerable Endpoints" and "Sheryl Lamberti" with subject "Fwd: Welcome to Veeam!".

Figure 6: Next, will give you access to your email. You may be prompted for desktop notifications. This will pop up little screen in right hand side that shows you the email sender and subject line.

Resources and helpful information.

1. Mail will redirect to Google on July 10<sup>th</sup>
2. If you are an employee who is leaving our district your mailbox will not be moved to Google.
3. Starting July 5<sup>th</sup>, every Wednesday technology will have a dedicated person to answer questions around our transition to Google from 11:00 to 1:00. You still may submit a question via [ithelp@u32.org](mailto:ithelp@u32.org).
4. Google integrated, self-paced training; <https://portal.synergyse.com/a/#videos>. Log on with your WCSUu32.org account. This is available now, but is not unique to WCSU.
5. Starting Monday, June 26<sup>th</sup> the unique training site for WCSU will be ready at <https://sites.google.com/s/0B0N1Jzk0sRWIwVpsbUc2ZS05ODQ/p/0B0N1Jzk0sRWITXE1N2FmbHRqQmc/edit>
6. During August in service there will be training for all school year employees - TBA



## Switching to Gmail from Outlook

## Differences at a glance

Now that you've switched from Microsoft® Outlook® to G Suite, here are some tips to begin using Gmail as your new mail program. You'll find many similar features, such as formatting and read receipts, and additional benefits when you use Gmail.

Get Gmail: [mail.google.com](http://mail.google.com) [Android app](#) | [iOS app](#)

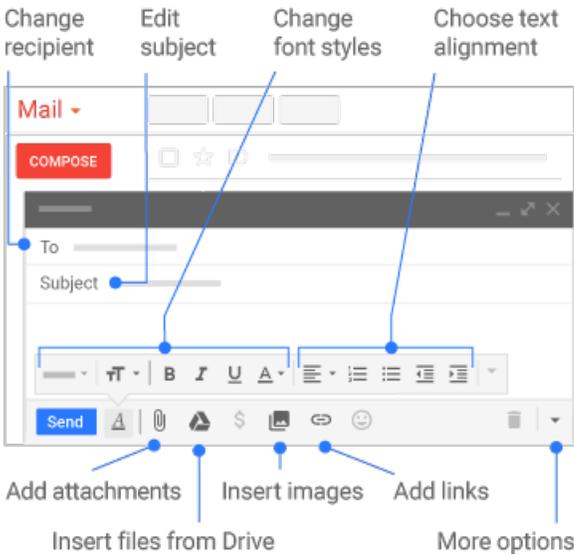
Feature	In Outlook <i>Based on Office 2013</i>	In Gmail
<b>View messages</b>	<p><b>Messages appear individually</b> You see each email reply as a separate message in your inbox.</p>	<p><b>Email grouped into conversations</b> After you reply to an email, all messages are grouped together, creating a single conversation or thread*. <i>*You can change settings at any time to make replies appear as individual messages instead.</i></p>
<b>Organize</b>	<p><b>Folders</b> Store and categorize email in folders.</p>	<ul style="list-style-type: none"> <li>• <b>Labels (folders with a twist)</b>—Apply multiple labels to a message. Later, find the message by looking in any of its labels.</li> <li>• <b>Priority Inbox</b>—Sort and prioritize your email into different categories.</li> </ul>
<b>Clean your inbox</b>	<p><b>Delete email</b></p>	<ul style="list-style-type: none"> <li>• <b>Delete email</b></li> <li>• <b>Archive</b>—Move email from your inbox to keep it clutter-free, but keep the messages in your account so you can find them later.</li> </ul>
<b>Mark important email</b>	<ul style="list-style-type: none"> <li>• <b>Flag</b>—Mark important email with a flag.</li> <li>• <b>High importance</b>—Mark an urgent email as High importance.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Star</b>—Click Star  next to an important email. In the left menu, click <b>Starred</b> to easily find all of them later.</li> <li>• <b>Importance marker</b>—Click Important  to mark it as important and train Gmail to prioritize this type of message.</li> </ul>
<b>Create to-do lists</b>	<ul style="list-style-type: none"> <li>• Add independent tasks.</li> <li>• Create tasks or to-do lists from email.</li> <li>• Tasks with dates also appear in Outlook Calendar.</li> </ul>	<ul style="list-style-type: none"> <li>• Add independent tasks.</li> <li>• Add email messages to your task lists.</li> <li>• Tasks with dates also appear in Google Calendar.</li> </ul>
<b>Find email</b>	Basic search, or filter by location.	Basic search, or filter by: <ul style="list-style-type: none"> <li>• Location</li> <li>• Sender</li> <li>• Subject</li> <li>• Words</li> <li>• Attachments</li> <li>• Size</li> <li>• Date</li> </ul>
<b>Filter email</b>	Create a rule to: <ul style="list-style-type: none"> <li>• Send email to a folder.</li> <li>• Archive, delete, or mark email as important.</li> <li>• Automatically forward your email.</li> </ul>	Create a rule to: <ul style="list-style-type: none"> <li>• Send email to a label.</li> <li>• Archive, delete, or star email.</li> <li>• Automatically forward your mail.</li> </ul>

# Switching to Gmail from Outlook

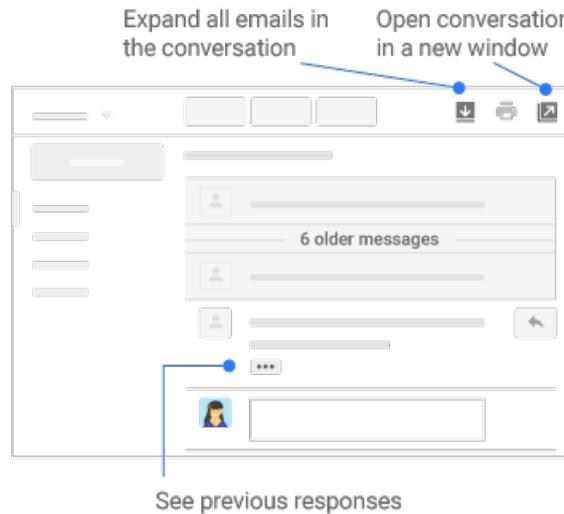
## Work with email

Your most important Outlook features exist in Gmail, too.

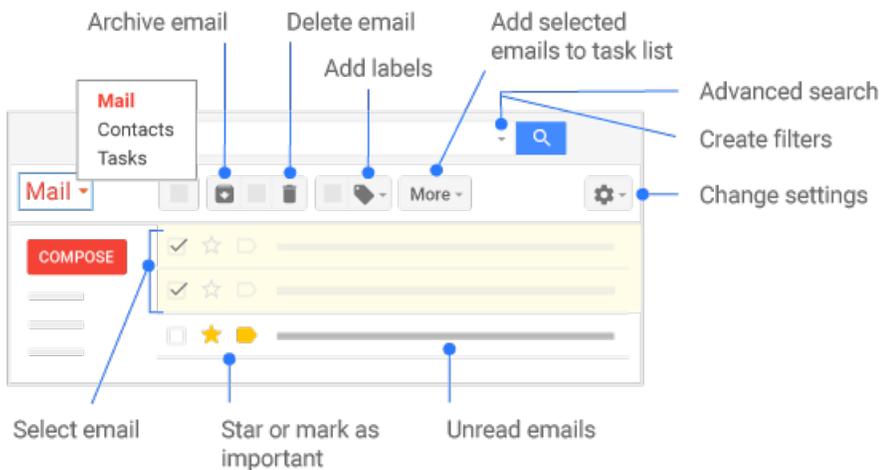
1 Click **COMPOSE** to create a new email message.



2 Click a message in your inbox to read it and send a reply.



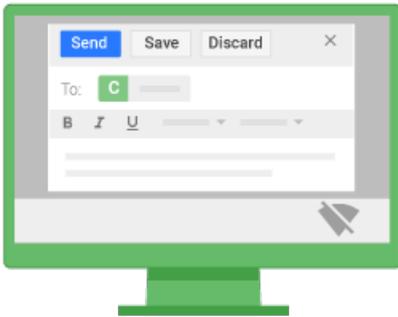
3 Organize your inbox.



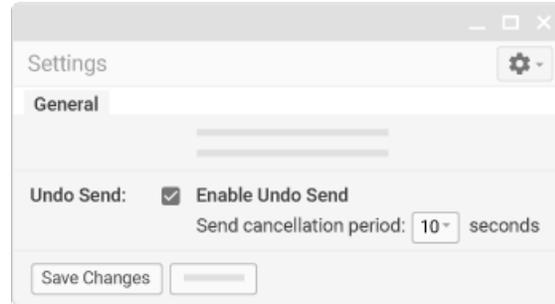
# Switching to Gmail from Outlook

## Do more with Gmail

**1** Read and draft email when you don't have Internet access. [Learn more](#)



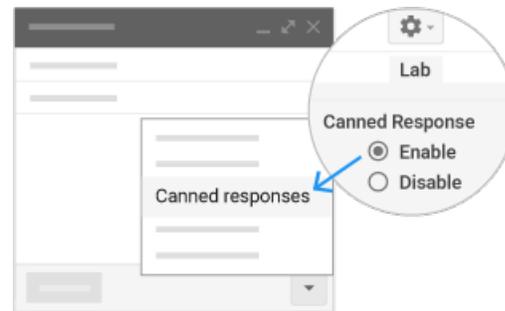
**2** Take back a message you just sent. [Learn more](#)



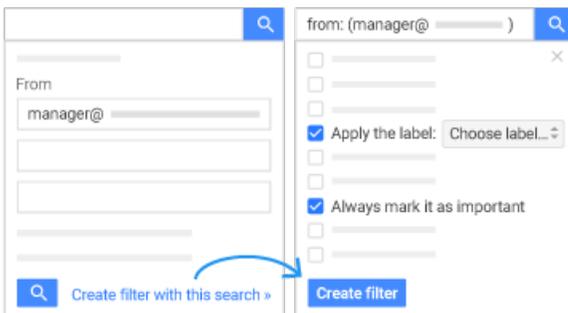
**3** Send large email attachments by inserting files stored in Google Drive. [Learn more](#)



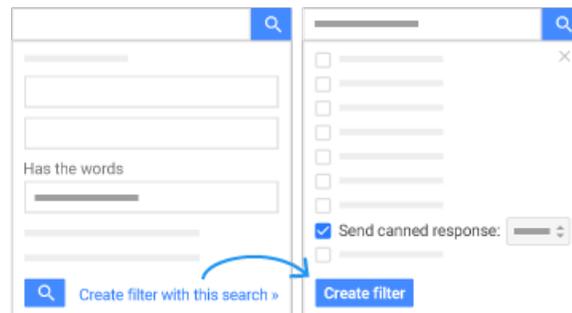
**4** Create templates for common email messages. [Learn more](#)



**5** Auto-organize your inbox with filters, such as by flagging VIP emails or archiving notifications. [Learn more](#)



**6** Automate responses to common messages by combining filters and canned responses. [Learn more](#)





## Switching to Calendar from Outlook

## Differences at a glance

Now that you've switched from Microsoft® Outlook® to G Suite, here are some tips on beginning to use Google Calendar to manage your events. You'll find many similar features—and additional benefits—when you use Calendar.

Get Calendar:  [calendar.google.com](https://calendar.google.com)  [Android app](#) | [iOS app](#)

Feature	 <b>In Outlook</b> Based on Microsoft® Office® 2013	 <b>In Calendar</b>
<b>Create events</b>	<b>Schedule a meeting</b> Create an event in Outlook. When you save the event, your guests receive an email invitation.	<b>Create an event</b> Create an event in Calendar. When you save the event, your guests receive an email invitation.
<b>Who you can invite</b>	<ul style="list-style-type: none"> <li>• People in your organization</li> <li>• Groups</li> <li>• External people</li> <li>• Add additional people at any time</li> </ul>	<ul style="list-style-type: none"> <li>• People in your organization</li> <li>• Google Groups</li> <li>• External people</li> <li>• Add additional people at any time</li> </ul>
<b>Schedule video meetings</b>	<b>Schedule a conference call</b> Use Microsoft Lync® to set up an online meeting or conference call.	<b>Add a video meeting to an event</b> Use Google Hangouts or Hangouts Meet to add a video meeting to your event.
<b>Share calendars</b>	<ul style="list-style-type: none"> <li>• Grant sharing permissions online in Outlook</li> <li>• Share a link to your calendar, such as in an email</li> <li>• Publish as a webpage*</li> <li>• Send as an email attachment**</li> </ul> <i>*Requires WebDAV™ support</i> <i>**Requires Microsoft Exchange™</i>	<ul style="list-style-type: none"> <li>• Grant sharing permissions online in Calendar</li> <li>• Share a link to your calendar, such as in an email or chat</li> <li>• Publish as a webpage</li> <li>• Embed on a website</li> </ul>
<b>Sharing visibility</b>	<b>Share calendar</b> <ul style="list-style-type: none"> <li>• Specific people</li> <li>• Public (<i>web search</i>)</li> <li>• Specific people in your domain (<i>domain search</i>)</li> </ul>	<b>Share calendar</b> <ul style="list-style-type: none"> <li>• Specific people or Google Groups</li> <li>• Public (<i>web search</i>)</li> <li>• Specific people in your domain (<i>domain search</i>)</li> <li>• People who don't use Calendar</li> </ul>
<b>Access permissions*</b>	<ul style="list-style-type: none"> <li>• Editor (<i>modify and delete all events</i>)</li> <li>• Delegate</li> <li>• Full details</li> <li>• Limited details</li> <li>• Availability only (<i>free &amp; busy times</i>)</li> </ul> <i>*Additional permissions in Outlook require Exchange.</i>	<ul style="list-style-type: none"> <li>• Make changes and manage sharing</li> <li>• Make changes to events</li> <li>• See all event details</li> <li>• See free/busy information (<i>no details</i>)</li> </ul>
<b>Customize views</b>	<b>Pre-set options</b> <ul style="list-style-type: none"> <li>• Day</li> <li>• Week (<i>or Work Week</i>)</li> <li>• Month</li> <li>• Schedule View</li> </ul>	<b>Pre-set or custom options</b> <ul style="list-style-type: none"> <li>• Day</li> <li>• Week (<i>can exclude weekends</i>)</li> <li>• Month</li> <li>• Agenda</li> <li>• Custom view (<i>between 2–7 days or 2–4 weeks</i>)</li> </ul>

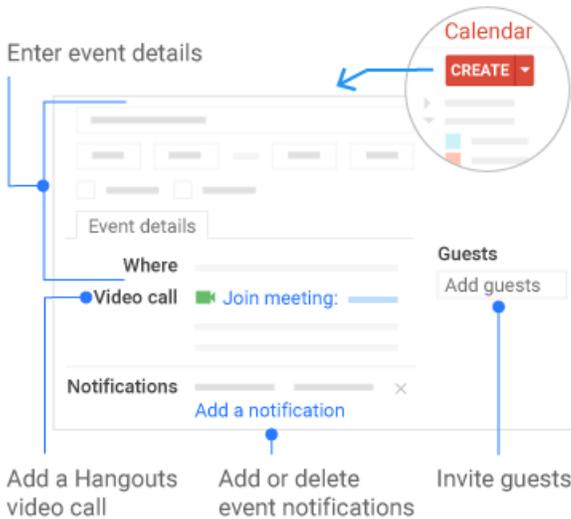


## Switching to Calendar from Outlook

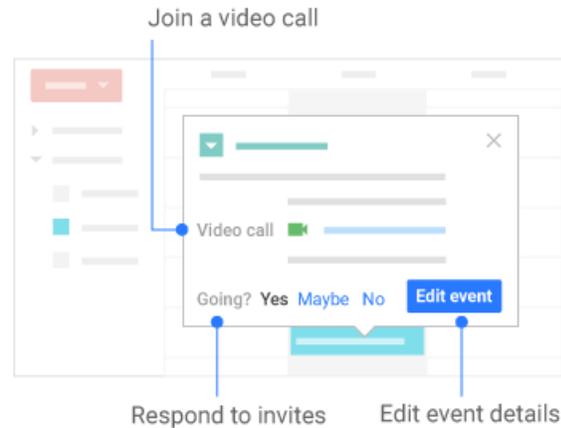
# Work with Calendar

Your most important Microsoft Outlook Calendar features exist in Google Calendar, too.

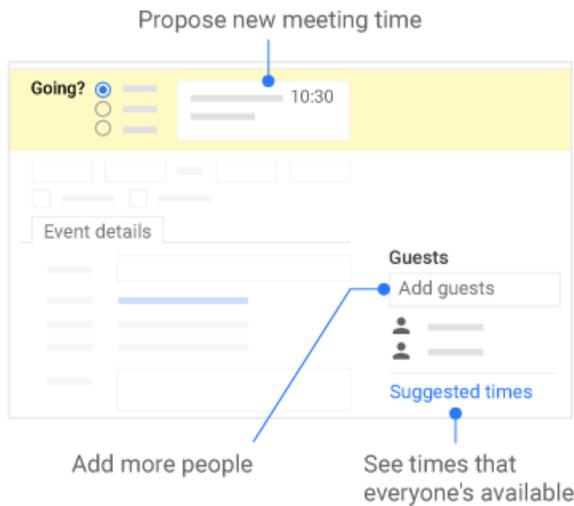
1 Click **CREATE** to schedule a new event and enter event details.



2 Click any event on your calendar to respond to an invite, join a video call or meeting, or edit the event.

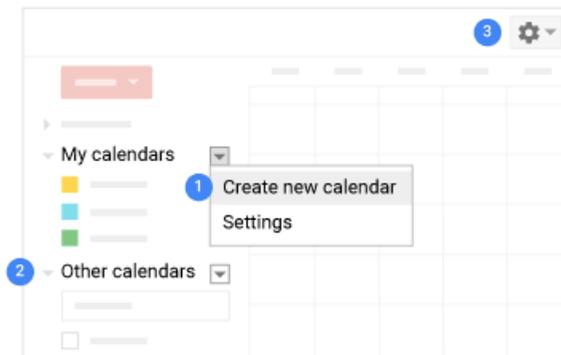


3 Add more people or propose a new time.



4 Add and customize calendars.

- 1 **Create a new calendar**—Make more calendars, such as a team calendar or a calendar to track project deadlines.
- 2 **Add a coworker's calendar**—Then select any added calendar to view it.
- 3 **Change calendar settings**—Change default notifications, share calendars, set working hours, and more.

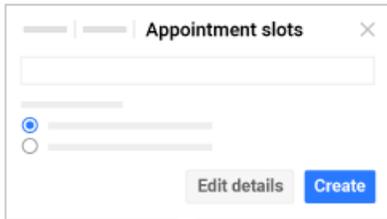




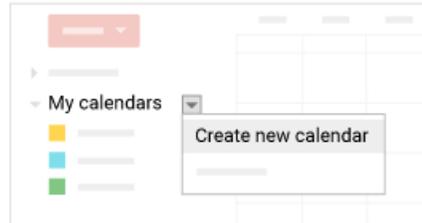
## Switching to Calendar from Outlook

# Do more with Calendar

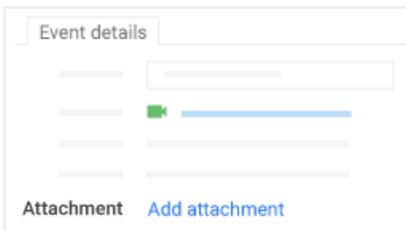
1 Set up calendar slots that other people can book. [Learn more](#)



2 Track your team's projects and schedules with a shared team calendar. [Learn more](#)



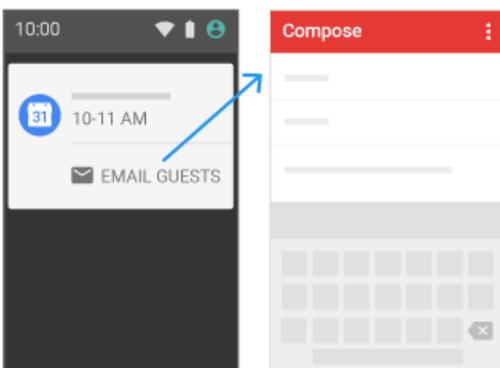
3 Add files you want to discuss during a meeting or event. [Learn more](#)



4 Traveling abroad? Change the time zone based on your new location. [Learn more](#)



5 Running late? Let people know by sending a message from your phone. [Learn more](#)



6 When you're on the go, join meetings from your phone. [Learn more](#)

