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

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

Sign in with a different account

**Figure 5:** When prompted use your current Google Password.

**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 10th
2. If you are an employee who is leaving our district your mailbox will not be moved to Google.
3. Starting July 5th, 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.
5. Starting Monday, June 26th 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
## 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

<table>
<thead>
<tr>
<th>Feature</th>
<th>In Outlook</th>
<th>In Gmail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>View messages</strong></td>
<td>Messages appear individually</td>
<td>Email grouped into conversations</td>
</tr>
<tr>
<td></td>
<td>You see each email reply as a separate message in your inbox.</td>
<td>After you reply to an email, all messages are grouped together, creating a single conversation or thread*.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*You can change settings at any time to make replies appear as individual messages instead.</td>
</tr>
<tr>
<td><strong>Organize</strong></td>
<td>Folders</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Store and categorize email in folders.</td>
<td>Labels (folders with a twist)—Apply multiple labels to a message. Later, find the message by looking in any of its labels.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Priority Inbox—Sort and prioritize your email into different categories.</td>
</tr>
<tr>
<td><strong>Clean your inbox</strong></td>
<td>Delete email</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Delete email</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Archive—Move email from your inbox to keep it clutter-free, but keep the messages in your account so you can find them later.</td>
</tr>
<tr>
<td><strong>Mark important email</strong></td>
<td>Flag—Mark important email with a flag.</td>
<td>Star—Click Star next to an important email. In the left menu, click Starred to easily find all of them later.</td>
</tr>
<tr>
<td></td>
<td>High importance—Mark an urgent email as High importance.</td>
<td>Importance marker—Click Important to mark it as important and train Gmail to prioritize this type of message.</td>
</tr>
<tr>
<td><strong>Create to-do lists</strong></td>
<td>Add independent tasks.</td>
<td>Add independent tasks.</td>
</tr>
<tr>
<td></td>
<td>Create tasks or to-do lists from email.</td>
<td>Add email messages to your task lists.</td>
</tr>
<tr>
<td></td>
<td>Tasks with dates also appear in Outlook Calendar.</td>
<td>Tasks with dates also appear in Google Calendar.</td>
</tr>
<tr>
<td><strong>Find email</strong></td>
<td>Basic search, or filter by location.</td>
<td>Basic search, or filter by:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Location</td>
</tr>
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<td></td>
<td></td>
<td>Sender</td>
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<td></td>
<td></td>
<td>Subject</td>
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<tr>
<td></td>
<td></td>
<td>Words</td>
</tr>
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<td></td>
<td></td>
<td>Attachments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Size</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Date</td>
</tr>
<tr>
<td><strong>Filter email</strong></td>
<td>Create a rule to:</td>
<td>Create a rule to:</td>
</tr>
<tr>
<td></td>
<td>• Send email to a folder.</td>
<td>• Send email to a label.</td>
</tr>
<tr>
<td></td>
<td>• Archive, delete, or mark email as important.</td>
<td>• Archive, delete, or star email.</td>
</tr>
<tr>
<td></td>
<td>• Automatically forward your email.</td>
<td>• Automatically forward your email.</td>
</tr>
</tbody>
</table>
Work with email

Your most important Outlook features exist in Gmail, too.

1. Click **COMPOSE** to create a new email message.
   - Click **Change recipient**
   - Click **Edit subject**
   - Click **Change font styles**
   - Click **Choose text alignment**
   - Click **Add attachments**
   - Click **Insert images**
   - Click **Add links**
   - Click **More options**

2. Click a message in your inbox to read it and send a reply.
   - Click **Expand all emails in the conversation**
   - Click **Open conversation in a new window**
   - Click **See previous responses**

3. Organize your inbox.
   - Click **Archive email**
   - Click **Delete email**
   - Click **Add selected emails to task list**
   - Click **Advanced search**
   - Click **Create filters**
   - Click **Change settings**
   - Click **Select email**
   - Click **Star or mark as important**
   - Click **Unread emails**
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

gsuite.google.com/learning-center
gmail.google.com

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### 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
- Android app | iOS app

<table>
<thead>
<tr>
<th>Feature</th>
<th>In Outlook</th>
<th>In Calendar</th>
</tr>
</thead>
</table>
| **Create events** | Schedule a meeting  
Create an event in Outlook. When you save the event, your guests receive an email invitation.  
Create an event in Calendar. When you save the event, your guests receive an email invitation. |
| **Who you can invite** | People in your organization  
Groups  
External people  
Add additional people at any time | People in your organization  
Google Groups  
External people  
Add additional people at any time |
| **Schedule video meetings** | Schedule a conference call  
Use Microsoft Lync® to set up an online meeting or conference call. | Add a video meeting to an event  
Use Google Hangouts or Hangouts Meet to add a video meeting to your event. |
| **Share calendars** | Grant sharing permissions online in Outlook  
Share a link to your calendar, such as in an email  
Publish as a webpage*  
Send as an email attachment**  
*Requires WebDAV™ support  
**Requires Microsoft Exchange™ | Grant sharing permissions online in Calendar  
Share a link to your calendar, such as in an email or chat  
Publish as a webpage  
Embed on a website |
| **Sharing visibility** | Share calendar  
Specific people  
Public (web search)  
Specific people in your domain (domain search) | Share calendar  
Specific people or Google Groups  
Public (web search)  
Specific people in your domain (domain search)  
People who don’t use Calendar |
| **Access permissions** | Editor (modify and delete all events)  
Delegate  
Full details  
Limited details  
Availability only (free & busy times)  
*Additional permissions in Outlook require Exchange. | Make changes and manage sharing  
Make changes to events  
See all event details  
See free/busy information (no details) |
| **Customize views** | Pre-set options  
Day  
Week (or Work Week)  
Month  
Schedule View | Pre-set or custom options  
Day  
Week (can exclude weekends)  
Month  
Agenda  
Custom view (between 2–7 days or 2–4 weeks) |
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.
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