

# Gmail Webmail Interface

To log into your ccvn.com account browse to <http://mail.google.com/a/ccvn.com> or via the Webmail link on the MyAccount Page at <http://myaccount.ccvn.com/>

The screenshot shows the Gmail Webmail login page for Wjcable.net. At the top left is the Google logo, followed by a blue header bar containing "Google Apps for Wjcable.net". Below this is a light green login box with the text "Sign in to manage Wjcable.net". It contains a "Username:" field with "username" entered, a "@wjcable.net" label, a "Password:" field with masked characters, a checked "Stay signed in" checkbox, a "Sign in" button, and a "[Can't access your account?](#)" link. To the right of the login box is a section titled "Powerful communication and collaboration tools for your organization" with a paragraph of text and a bulleted list of features. Below this is a yellow box with a "New!" announcement about Google Sites. At the bottom left of the login box is a link to "create an account here".

You username for Webmail login is the portion of your email address before the @ symbol.  
You domain is pre filled so you do not have to enter that.

Checking the box next to **Stay signed in** on the login page will automatically log you in each time you visit <http://mail.google.com/a/ccvn.com>. This makes for easier access, but if you check your email from a computer that other people have access to, automatically logging in may not be the best option.

This is a close-up screenshot of the login form from the previous image. It shows the "Sign in to manage Wjcable.net" header, the "Username:" field with "username" and "@wjcable.net" label, the "Password:" field with masked characters, the checked "Stay signed in" checkbox, the "Sign in" button, and the "[Can't access your account?](#)" link.

When you check the box and log in, a cookie is set (lasting two weeks) to remember you when you return to the site from the same computer. To disable the cookie, just click **Sign out** at the top of the page. You'll then need to re-enter your username and password when you return.


We encourage you to log out at the end of each session to protect the security of your email information. Logging out is especially important if you check your email on a public computer. To end your session, just click **Sign out** at the top of the page.


When logging in for the first time you have the option to choose a language. You will also be asked to enter the characters that appear in the picture box. Don't worry if you are unable to read the letters in the picture box. If you enter the wrong characters a new picture box will appear with a different set of letters.

Read the Google Terms of Service and click the button labeled **"I accept. Create my account."**

Language:

Type the characters you see in the picture below.



 Letters are not case-sensitive

Terms of service: Review the Terms of Service below. [Printable Version](#)

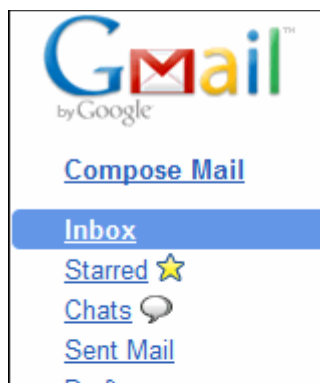
**Google Terms of Service**

Welcome to Google! By using Google's products, software, services or web sites ("Google services"), you agree to the following terms and conditions, and any policies, guidelines or amendments thereto that may be presented to you from time to time, including but not limited to:

By clicking 'I accept' below you are agreeing to the [Terms of Service](#) above and both the [Program Policy](#) and the [Privacy Policy](#).

Also remember that Google Apps is offered in conjunction with your domain administrator and that administrator may have access to your account information including your email. Your domain administrator's use of your information is governed by its privacy policy.

Once you have logged in for the first time you may want to take a minute to familiarize yourself with the navigation links:



**Compose Mail** opens a new message.

**Inbox** shows your conversations (the number in parentheses indicates how many unread conversations you have).

**Starred** shows you only messages you've marked with a star (use stars to mean whatever you'd like).

**Chats** list your archived Chat conversations.

**Sent Mail** shows messages you've sent.

**Drafts** houses messages you've started and saved to work on later.

**Customized labels** show labels you've created (e.g. 'Coupons' or 'Travel')

**All Mail** shows you *almost* all of your mail; you'll see content from your Inbox, Starred, Chats, Sent, Drafts, and all your archived messages; you won't see Spam or Trash.

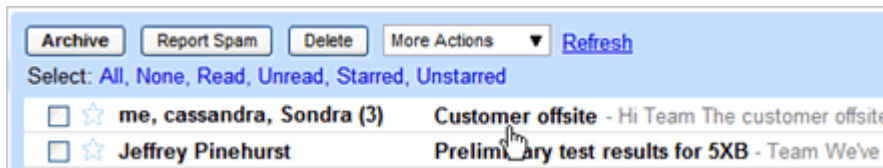
**Spam** is where we send the messages we think are suspicious.

**Trash** is where messages you delete end up; you can empty the trash whenever you feel like it.

**Contacts** lists the email addresses of people you've corresponded with; you can add more details as you see fit.

**Tasks** lets you enter and track to-do lists.

To read a message, click it to open it:

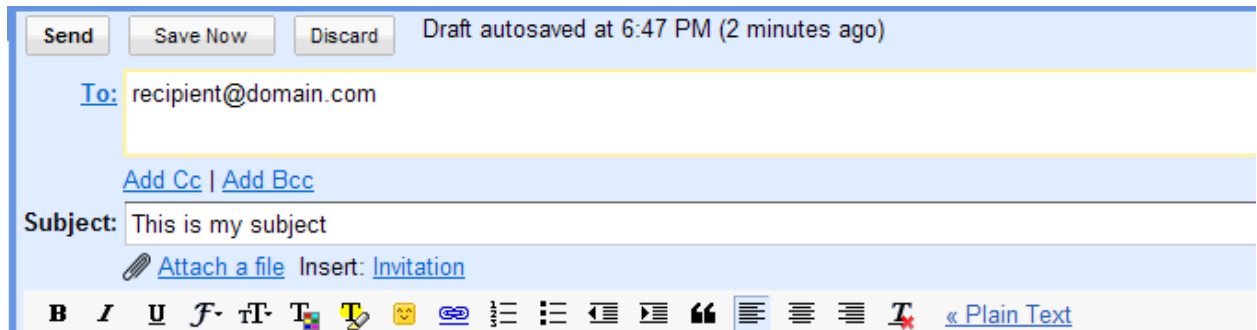


To reply to or forward a message, open it, and then click **Reply** to **Reply to All** or **Forward** at the bottom of the message card:

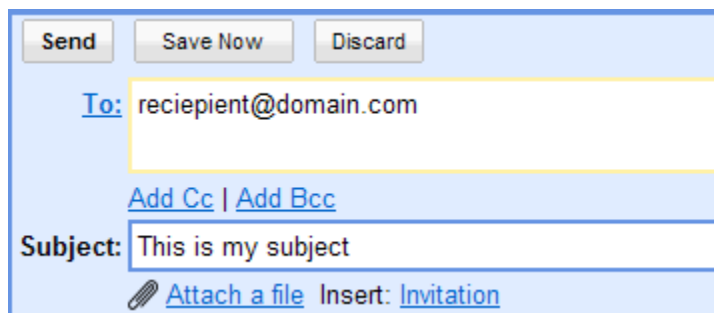


## Sending messages

- Click the **Compose Mail** link (it's on the upper left, under the logo).
- Enter your recipient's email address. You can type the address in the 'To:' field, or find the address in your Contacts list.
- Enter a subject for your message in the 'Subject:' field.
- Write your message! Just click in the large field and type away.
- When you're done composing, click the **Send** button (located just above the 'To:' field). You'll see a confirmation at the top of the window that your message was sent.
- You can change the formatting, font, and color of your message text using the tools located above the compose window. You can also attach files.



- We suggest using the *carbon copy* feature when you'd like to include additional recipients whose responses are welcome but not required. Display this field by clicking **Add Cc**. The *blind carbon copy* field (click **Add Bcc** to display) lets you hide recipients' addresses and names from one another.



- When you begin to type an address in the 'To:', 'Cc:', or 'Bcc:' fields, Gmail will suggest complete addresses from your Contacts list.
- As you compose a message, we'll automatically save drafts every few minutes so you can leave your message and come back to it later before sending it out. You can also click the **Save Now** button at any time to save what you've written.




















## Formatting, fonts, and colors

You can customize messages with rich formatting, add color to your greetings, underline key points, or make your words bold. Here's how to enhance your messages:

1. Click **Compose Mail** at the top of the page.

- Click the icon for the formatting feature you'd like to use in the formatting toolbar above the compose window. If you don't see any icons, click **Rich formatting >>** to display all formatting options.

If you decide you'd like to write a message in plain text format, just click **<< Plain text** along the top of the compose window.

	<b>Bold</b> - bold all or some of your message
	<b>Italics</b> - italicize all or some of your message
	<b>Underline</b> - underline all or some of your message
	<b>Font</b> - select a special font
	<b>Font Size</b> - change the font size of all or some text
	<b>Font Color</b> - change the color of all or some text
	<b>Highlight Color</b> - highlight the text of a message
	<b>Remove Formatting</b> - remove formatting from selected text
	<b>Hyperlink Text</b> - hyperlink the selected text
	<b>Numbered List</b> - create a numbered list in your message
	<b>Bulleted List</b> - create a bulleted list in your message
	<b>Indent Less</b> - move text closer to the left of the page
	<b>Indent More</b> - indent text further to the right of the page
	<b>Quote Text</b> - format a block of text as a quote
	<b>Left Align</b> - align text along the left side of the page
	<b>Center Align</b> - align text in the center of the page
	<b>Right Align</b> - align text along the right side of the page
	<b>Right to left*</b> - changes the directionality of text composing
	<b>Left to right*</b> - changes the directionality of text composing

## Using labels

Labels do all the work folders do and give you an extra bonus: you can add more than one label to a message. Once you've created a label, you can view all the messages with that label by searching, or by clicking the label name along the left side of the page.

You can easily create, edit, and delete existing labels.

#### To create a label:

1. Click **Settings > Labels**.
2. Type the name of your new label in the **Labels** text box.
3. Click the **Create** button.

To apply a label to a message, you can select the checkbox next to the message(s) in question, and then select the label name from the **Labels** drop-down menu (or you can label a single message while you're reading it by using the drop-down menu). You can also drag a message to a label's name to move that message to a label.

#### To edit a label name:

1. Click the down-arrow to the left of the label.
2. Select **Rename**.
3. Enter the new label name, and click **OK**.

All the messages categorized under your old label name will now be categorized under your new label.

#### Organizing and deleting labels

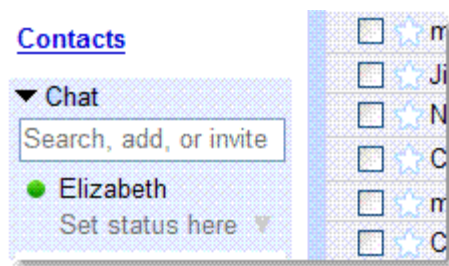
You can control which labels appear in your list on the left.

1. Click **Settings > Labels**
2. Click the **show** or **hide** link next to each label to choose whether it's listed. Or, if you see a label you don't need anymore, you can always click **remove**. (You'll have to confirm that you'd like to remove the label by clicking **OK**).

You can also show, hide, or delete one label at a time by clicking the down-arrow to the left of that label.

Use the **Move to** drop-down menu or the keyboard shortcut **v** if you want to apply a label to a message and move it to that label at the same time.

## Chat



Chat allows you to talk to your contacts (those who use Gmail, Google Talk, or even your AIM buddies) in real-time, directly within Gmail.

The status icon to the left of your contacts' names indicates whether they're available (green), idle (yellow), busy (red), or offline (grey). You can also add a note, by clicking the **Set status here** link, which will show under your name in your friends' Gmail.

To chat with a friend:

1. Click the name of your friend in the Chat section. A window will open in the lower-right corner of the page.
2. Type into the text field.
3. Press **Enter** to send your message.

Unless you choose to chat off the record, your Chat conversations will be archived and stored in your **Chats** label. This way, you can search for content from your chats, or you can browse your previous conversations by clicking the **Chats** navigation link.

## Calendar

Google Calendar fully supports the following browsers:

- Google Chrome (for Windows, Mac, and Linux)
- Microsoft Internet Explorer (IE) version 6.0, 7.0 and 8.0 (for Windows)
- Mozilla Firefox 3 and later (for Windows, Mac and Linux)
- Safari 3 and later for Mac OS X

**Note:** JavaScript and cookies must be enabled on all browsers.

Google Calendar is also available for these mobile devices:

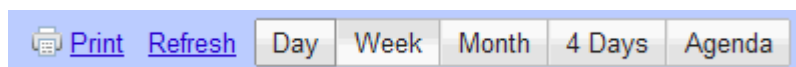
- Android
- Blackberry
- iPhone
- Nokia/Symbian
- Windows Mobile

Google Calendar is a web-based calendar, so if your phone has a web browser on it, all you have to do is go to **m.google.com/calendar** (on your phone). You'll get a mobile version of Google Calendar that's optimized for your device. No setup required.

To access your calendar on your computer, click the **Calendar** link at the top of your Mail window:



To change your calendar view, click the tabs in the upper-right corner of the view:



## Create an event

You can create an event in a number of ways:

### Click and type to create an event

Click on the day where you'd like to create a new event. If the event spans over an hour, click and drag.

Type the title and event time for your new event in the box. Finally, click "Create Event" to publish the event to your calendar immediately, or click "edit event details" to add additional information.

### **Create an event using the "Quick Add" feature**

Click on "Quick Add" or type the letter "Q," then enter your info--[ Dinner in North Beach 8PM Friday ], for instance.

### **Create an event using the "Create Event" link**

Just click on "Create Event" in the left column of your calendar. This will bring you to a page where you can enter as much information as you'd like about your event. On this page, you can also add guests, change a reminder setting, and publish your event to other users. Once you've entered the appropriate information and selected the desired settings, make sure to click "Save."

### **Create an event from the calendar list**

In the calendar list on the left, click on the down-arrow button next to the appropriate calendar. Then, select "Create event on this calendar."

### **Create an event via SMS**

Simply send a text message containing your event's details to the shortcode "GVENT (48368)." For example, if you send a message with something like "Shopping with Sarah at Monterey Market 5pm Saturday," Google Calendar can figure out what you mean and pop the new event into your calendar.

## **Calendar Sharing Options for Google Apps**

Within your domain, each user can set different access levels to have full control over who has access to event information on their own calendars.

To set the access levels in a personal calendar:

1. Log in to your calendar at <http://calendar.google.com/a/ccvn.com>.
2. Click **Settings** at the top.
3. Click **Calendars**.
4. Click **Share this calendar**.
5. To show only your free/busy information, select **Share only my free/busy information (hide details)**.

For privacy from the Internet at large, select **Do not share with everyone**.

If you needed the maximum level of privacy, select both **Do not share with everyone** and **Do not share with everyone in my domain**. With this setting, none of your calendar information, not even free/busy information, will be available to anyone except those people you specifically added to share your calendar.

To add someone to your calendar (to give calendar access to a particular person):

1. Type the person's full email address in the **Share with specific people** box.
2. Click **Add**.
3. Select a level of access for that person.

More Information:

### **Share with everyone**

**Everyone** means everyone on the Internet. You have two choices for how visible your primary calendar will be to the public:

- **Do not share with everyone**  
No one outside your domain can see anything at all about your calendar. There are two cases that will override this:
  - If you invite someone outside your domain to a meeting, he or she can see information about the meeting, but nothing else about your calendar.
  - If you share your calendar with someone outside your domain, he or she can see free/busy information on your calendar.
- **Share only my free/busy information (hide details)**  
People outside your domain can see free/busy information on your calendar. They can also invite your calendar to events.

### Share with my domain

**My domain** means everyone within my domain. You have three choices for how much access users within your domain have to your calendar:

1. **Do not share with everyone in my domain** means that users within your domain have no access whatsoever to your calendar.
2. **Share all information on this calendar with everyone in my domain** means that users within your domain can view your calendar and invite you to events, but they cannot see the details of events marked as private.
3. **Share only my free/busy information with my domain** means that users within your domain can see when your calendar is booked and when it has free time, but they cannot see the names or details of any of your events.

### Share with specific people

You can also grant the following levels of access to particular people for a particular calendar:

- **Make changes AND manage sharing**  
This person has owner rights to this calendar. You cannot grant someone outside your domain this level of access to your primary calendar.
- **Make changes to events**  
This person can see and change all events, including private ones. You cannot grant someone outside your domain this level of access to your primary calendar.
- **See all event details**  
This person can view the details of all events except those marked as private.
- **See free/busy information (no details)**  
This person can see when your calendar is booked and when it has free time, but will not be able to see the names or details of any of your events.