**Stokes County Gmail: Navigating Gmail**

Click on the link provided on the school website or go to <http://gmail.stokes.k12.nc.us>

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| Username:  first.last name  Password:  password  You will be prompted to change your password at first log on. |  |
| Navigation on the left side: |  |
| Contacts | Lists the email addresses of people you’ve corresponded with, you can add more details if you wish |
| Tasks | Let’s you enter and track “to-do” lists |
| Compose Mail | Opens a new message for you to send (if you need more help, see |
| Inbox | Shows your conversations (the number in the parenthesis shows the number of unread converstaions you have) |
| Starred | Shows you only messages you’ve marked with a star (use stars to mean whatever you like). |
| Important | Show you messages you have marked as important |
| Sent Mail | Shows messages you have sent |
| Drafts | Houses messages you’ve started and saved to work on later. |
| Follow up | BCC an email to yourself, then put a check mark beside of it, click followup for conversations you need to follow up on |
| Misc | To mark a conversation Miscellaneous |
| Priority | To mark a conversation Priority |
| More | List all your tags(your old folders). You can either have this whole list active or hide in the options |
| Chats | This lists your archieved chat conversations |
| All mail | Shows you almost all of your mail: you’ll see content from your inbox, starred, chat, sent, drafts, and all your archieved messages, you won’t see spam or trash. |
| Spam | Where mail is sent that looks suspicious |
| Manage Labels | A label is a folder on the left, the list you see |
| Create new label | Creates a new folder on the left |

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| Navigation on top or bottom of mail |  |
| Empty box | This allows you to put a check in all the emails you want to group, allows you to all, none, read, unread, starred, and unstarred |
| Archive | Allows you to archive an email |
| Spam | Allows you to mark an email as spam |
| Delete | Allows you to delete an email |
| +/- | Allows you to mark an email as important/not important |
| Move to | Allows you to move to your label/folder |
| Labels | Allows you to Manage labels/folders |
| More | Allows you to Mark all as read, Mark as read, mark as unread, add to tasks, add star, remove star, create event, filter messages like these, mute, unmute |
| Refresh | Refreshes the screen to show new messages |