1. The first time you log in to Smith Mail, be sure to start here:  [http://mail.smith.edu](http://mail.smith.edu)
2. Enter your Smith Mail username and password and click **Sign in**.
3. Accept the usage agreement.  (This step will be required only once.)

Note that all slides in this handout show Smith Mail displayed in the Google Chrome browser, which is optimized for Google Apps for Education.  We recommend installing Chrome and using it as your gateway to Smith Mail & Calendar.
Smith Mail will open in the default starting view. To make your display match the screen prints used in the rest of this handout:

1. In the Try on a new Inbox bar, click Unread first, then click the X at the end of the bar.
2. In the black bar at the top, click on the Gear icon to the right of your email address to open the Options menu and choose Mail Settings.
3. In the Settings window, click on Web Clips, then un-check the checkbox beside Show my web clips above the Inbox.
4. Next, click on Themes, then Spearmint. (If you prefer a different color, choose any one you like.)
5. To exit the Settings window, click on the word Inbox on the left.

We will explore other mail settings later on.
Meet the Inbox

The first message list you see is the **Inbox**. The Inbox contains all the messages that were in your GroupWise main mailbox (in other words, not in a folder) at the time your account was migrated to Smith Mail.

Your Inbox is a subset of **All Mail**, the term used for your total collection of email messages and attachments. Your All Mail container provides up to 25 gigabytes of storage, so you are unlikely to ever exceed the quota for your account.

Now let’s walk through the Smith Mail user interface step by step.
First, note that you can easily tell which of the six Google Apps you’re looking at: **Mail** (in this case), Calendar, Docs, Sites, Groups, or Contacts.

Second, look at the top right to confirm that you’re viewing your own account. To access other Smith Mail accounts you use or manage:

1. Click on the down arrow to the right of your email address and choose **Switch Account** from the menu.
2. The next menu will show all the accounts to which you have been **delegated** sharing rights. Click on the one you wish to view.
3. The second account will open in a new tab in the Chrome window.
You can’t sort your messages by date, sender, or subject as you could in GroupWise, but Google's sophisticated search engine helps you find old messages quickly. To initiate a **basic** search, enter any key word(s) you want in the search box and click the Search button (magnifying glass).

To view the **advanced** search options, click the down arrow at the end of the search box.
Viewing your Label List

GroupWise folders become *labels* in Smith Mail. The top part of your label list is always visible on the left side of the window. Standard labels (Inbox, Sent Mail, Drafts) are always at the top, followed by any labels you created yourself in alphabetical order.

To view more labels, click on the right side of the list to expand it (shown below). If the list is very long, use the label scroll bar to scroll through it.
If no messages are selected, there are only three options shown in the top menu bar: Select, Refresh, and More.

As soon as any message is selected, the menu expands as shown below.
Click on the folder icon to open the **Move-to** menu. The menu shows all the labels in your list, including all folders copied from your GroupWise account.

When you choose a label from the list, the label is applied to the selected message and the message is moved from your Inbox to the container for all messages with that label.
To open a message, click anywhere on the sender/subject line.

The message will open in the same space as the message list, so the message list is no longer visible. Use the Print button to print the message. Use the In-new-window button if you want to open the message in a separate floating window.
To reply to the message, click on the Reply arrow above the message or the **Reply** link below the message. To forward the message, click the **Forward** link below the message or..

Open the drop-down menu to access Forward and other actions that can be performed on an open message.
Creating a filter based on a message

Note that one of the choices is “Filter messages like this.” Smith Mail filters are equivalent to GroupWise rules. Click on the filter option.

The filter-definition window will open. The first step is to specify which messages to filter. Enter your criteria in the appropriate field(s), then click Create filter with this search.
In the second part of the process, specify the action to be performed on messages that meet your filter criteria, then click **Create filter**.

**Replying to a message**
When you click **Reply**, a composition area will open above the text of the original message.

Note that Smith Mail also gives you the option to **Reply to All** if there were multiple recipients on the original message, or to change your mind and **Forward** the message to someone else instead. To initiate either action, just click on the corresponding word(s).
Below the **To** field, note that there are additional links you can use to:

- Add **Cc** or **Bcc** recipients
- Request a return receipt
- Edit the subject line of the message
- Add an attachment
- Insert an invitation to a scheduled event

**Good to know:** If you insert an invitation to a new event into an email message, Smith Mail will automatically add the event to your calendar.

Note that Smith Mail also suggests additional recipients based on your past mailing patterns.
You can use any of the “rich-formatting” editing tools above the text area to format your message. If you prefer to use only plain text, click on Plain Text.
To start a new message, click the **Compose** button on the right.

Note that the new-message window provides the same addressing options and formatting tools.
As you begin typing the name of your recipient, note that the auto-completion feature is very fast and comprehensive. Also, Smith Mail learns your mailing habits over time and moves your most frequently-used recipients to the top of the auto-completion list.

If you enter additional recipients one at a time, Smith Mail will automatically insert a comma after each address.

IMPORTANT: If you are copying a group of email addresses from a list or spreadsheet, note that there must be a comma at the end of each address for the list to be processed properly.
Good to know: As soon as you begin typing text into a message window, Smith Mail automatically begins saving your message as a Draft. If you are interrupted or have to switch tasks abruptly, you never have to remember to save your work. You can return to a message-in-progress any time by clicking on the Drafts label on the left.
Smith Mail has a limited text-recognition that notices when you mention an attachment, so if you forget to actually attach a file before you click **Send**, it reminds you as shown below.
Changing your settings

Click on the **Wrench** icon at the top of the Chrome window to adjust global browser settings.

To adjust your Smith Mail settings, use the **Gear** icon. The Gear icon beside your email address opens a very short menu. To access all Mail settings, click **Mail settings**.

The lower Gear icon opens a more comprehensive menu that has several frequently-used settings right in the menu. You can quickly try different display-density settings to see which one is most comfortable for you, or select a new visual theme by clicking **Themes**.

To access all Mail settings, choose **Settings** from the menu.
The first tab shows the **General** group of settings. We can’t cover them all in this session, but note in particular that you can turn the **Conversation view** on or off.
As you scroll down, you’ll also see an area where you can specify a **Signature** that will be appended at the end of every message you send. (Note that you have the option to delete the signature in individual messages if you don’t want to include it.)

A little further below is the Vacation responder, which creates the equivalent to a GroupWise vacation rule but with several new advantages. First, you can restrict the response so it is sent to only your Contacts and/or only people at Smith. Second, whenever the response is turned **on**, a banner will be displayed at the top of your message list that lets you turn it off or edit the text with one click.
Click on the **Labels** tab to adjust the settings for all the labels in your account. Note that you can show or hide **system** labels.

For your own labels, you can show, hide, remove, or edit as you wish.
Use the **Accounts** tab if you need to grant other users access to your email account.
On most Settings tabs, you have to scroll to the bottom and click **Save Changes** to save your new settings. Don’t worry - if you forget, Smith Mail will remind you.
Now you’re ready to explore Contacts. Click on the down-arrow to the right of Mail and select Contacts.

To learn more about Contacts, close this document and open the Introduction to Smith Contacts self-study guide.

http://www.smith.edu/tara/googleapps/pdfs/SelfstudyContactBasics.pdf