



Quick Start Guide

Signing into the System

1. Go to www.gaggle.net
2. Type in your User Name and Password.
3. Click **Login**.
4. Click **Accept** to agree to the terms of Gaggle.Net service and your school's Acceptable Use Policy.

Note that email accounts on the Gaggle system are not private. Email is subject to review by Gaggle personnel and your school, district or organization.

Student & Teacher Login

User Name:

Password:

Forget your **password**?

Reading your Mail

1. On the left you will see four folders. Click on Inbox.
2. Your messages will appear on the screen. Click on a message to read it.



Messages in 'Inbox' folder				
	Subject	From	Date/Time	Size
<input type="checkbox"/>	mail	admin@gaggle.net	Jun 16, 2004	0.2 Kb
<input type="checkbox"/>	You're invited	"Susan Kessler" <susank@gaggle.net>	Jun 16, 2004	0.6 Kb
<input type="checkbox"/>	Welcome to Gaggle.net	mike@gaggle.net	Jun 16, 2004	0.9 Kb

Select All Move To Folder:

Deleted messages will be moved to the 'Deleted' folder. Messages in the 'Deleted' folder may be permanently deleted after 30 days.

Writing Mail

Click **Write Mail** to create a new message.

Type the address of the person you are writing to.

Type the subject of your email.

Click **Browse** to locate any files you want to attach.

Type your message here. Always put in salutations and sign your name.

Click **Send**.

safe e-mail for students

Write mail
Address book
Directory
User options
Help
Log out

Welcome, Barbara Howard from Sample School 1.

From barbara_howard@gaggle.net

Lookup

To

CC

Subject

Attachments

FileName	Size
-- None --	

Message

Adding Addresses to your Address Book



1. Click **Address Book** to check the list of names in your address book.
2. Adding New Addresses can be done at the top of the screen. Type in the Email Address and Full Name for a new person.
3. Click **Add**.
4. You will see a red box at the top of the screen with the message 'Susan King address added.'
5. The new address will now appear in your Look Up Menu on the Write Mail screen.

A form titled 'Add New Address:'. It contains fields for 'Email' (susank@gaggle.net), 'Address:' (Susan King), 'Full Name:' (Susan King), and 'Note:'. There is an 'Add' button at the bottom. A link at the bottom says 'To see a complete list of all users in your school [click here](#)'.A screenshot of an email composition screen. The 'From' field is set to 'barbara_howard@gaggle.net'. Below it is a 'Lookup' dropdown menu with a '-' sign. To the right are buttons for 'Add 'To'' and 'Add 'CC''. Below the dropdown, the 'To' field is empty, and the 'CC' field contains 'Susan King'.

Directory Screen

The Directory screen will show you all of the members from your group. It is an easy way to find the address for someone at your school, add people to your address book, create an address group or send a message to multiple recipients. The Directory screen can also be used to access the public files in other users' Digital Lockers.

Adding Users to Your Address Book

1. Check the names you want added to your address book.
2. Click **Add 'Checked' to Address Book**.

Creating an Address Group

Address Groups are sets of users who are grouped together by a name such as My Friends, Student Government, or 5th period.

After you create the group, the group name will appear in the Look Up menu on your Write mail screen. By selecting this name from the menu you can quickly send a message to the entire group.

1. Check the names you want grouped together.
2. Enter a name for your group such as Homework Buddies into the field provided.
3. Click **'Add Checked to New Address Group'**.

Digital Lockers

Each user on Gaggle has access to a Digital Locker to store their files. Files in the locker can be made public or private. Other users from your school can view public documents. It's a convenient way to share files.

To see public files in another user's Locker, just click the word Locker next to their name.

Changing your Password

1. Click **User options**.
2. Type your new password into both the password and retype password fields.
3. Click **Update**.

A screenshot of the 'Users in your School' directory screen. It shows a list of users with columns for 'User Name', 'Full Name', and 'Locker'. The users listed are: goodwina (Andrea Goodwin), fitzgeralda (Angela Fitzgerald), barbara_howard (Barbara Howard), kimmellb (Barbara Kimmell), cavenderb (Beth Cavender), bartleyb (Bill Bartley), gloydb (Brian Gloyd), barberc (Carolyn Barber), caulc (Colleen Caul), lesterd (Danielle Lester), jeffriesd (David Jeffries), kingd (Debra King), chalmersd (Donald Chalmers), and hovare (Elmer Hovar). There are checkboxes next to each name. At the bottom, there are buttons for 'Send Message Now', 'Add 'Checked' To Address Book', and 'Add 'Checked' To New Address Group'.