

## **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.

  Accept Decline

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.

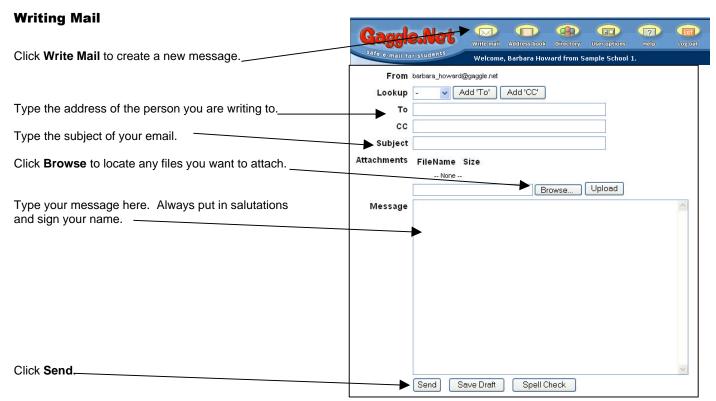
# I Student & Teacher Login User Name: Password: Login Forget your password?

# **Reading your Mail**

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







### **Adding Addresses to your Address Book**



- Click Address Book to check the list of names in your address book.
- 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.
- You will see a red box at the top of the screen with the message 'Susan King address added.'
- The new address will now appear in your Look Up Menu on the Write Mail screen.





# **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 5<sup>th</sup> 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.
- Enter a name for your group such as Homework Buddies into the field provided.
- 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 anther user's Locker, just click the word Locker next to their name.

## **Changing your Password**

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

