

Google Applications Instructions:

Accessing Gmail, Google Docs, & Forwarding other email to Gmail

Google Applications works best with Firefox or Google Chrome. Please do not use Safari or Internet Explorer, as they are not compatible with Google Applications.

If you do not have Google Chrome or Firefox installed on your computer as browsers, please use the following link to download:

Chrome:

<https://www.google.com/intl/en/chrome/browser/#>

Firefox:#

<http://download.cnet.com/mozilla-firefox/>

All WA staff and students now have a Gmail account enabling them to have access to Google Docs, Presentation, Spreadsheet, and chat.

To access your Gmail account:

1. www.google.com
2. Select "Mail" or "GMail" from the toolbar on the top of the page.
3. Sign in:
 - A. Teachers:
 1. Firstinitial.Lastname@raider4life.org (a.porter@raider4life.org)
 2. Password
 - B. Students:
 1. Username: LastnameFirstInitialYearof Graduation@raider4life.org
ackleyc2012@raider4life.org
 2. Password: StudentIDnumberraider
2033raider
4. Mail
 - A. Sending and receiving email: The email function works very similar to any other email program
 1. Select "Compose"-type email-then select "Send"
 - B. Special Features:
 1. In "To" box, start typing the name of WA staff member or student:
email will pop up-select email address
 2. Mail includes both text and video "chat" features
 3. Mail includes a telephone feature
5. To use a Google application:
 - A. Select "Drive" from the toolbar at the top of the page
 - B. Select "Create" and choose the type of document you would like to create
 1. Document (like Microsoft Word)
 2. Presentation (like PowerPoint)
 3. Spreadsheet (like Excel)
 4. Form

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5. Drawing
6. Collection
- C. Select "Documents"
 1. Create a title for your document
 - a. Select "Untitled Document"
 - b. Enter Document Name and then Select "OK"
- D. Creating a header
 1. Select "Insert" then "Page Number" then "Top of Page"
 2. Move cursor to the left of the page number, then type your last name and space once
- E. Setting line spacing
 1. Select "Format" then "Line spacing"
 2. Select "2.0" for MLA Format
- F. Setting margins
 1. Select "File" then "Page Set Up"
 2. Margins for MLA formatting is 1" Top, Bottom, & Sides
- G. Printing a document
 1. Select "File" then "Download As" then select "Word"--This will give you a "live" document OR
 2. Select "Print" icon from the toolbar
- H. Sharing a document
 1. Select "Share" box in upper right corner (blue)
 2. Next under "Add People" enter email addresses of the people you wish to share your document
 3. Check "Notify people via email"
 - a. You may add a message
 - b. Select "Share & Save" and then select "Done"
- I. Opening shared document
 1. Login to Gmail account
 2. Open "shared" document
 3. Click to Open:
 - a. Select document link –title of document
- J. To make comments on shared document or peer edit
 1. Highlight the area that you wish to comment on
 2. Select "Insert" then "Comment"
 3. Fill in Comment box and then select "Comment"
- K. To access revision history
 1. Select "File" then "See Revision History"
 2. You may select whatever revision you wish in the upper right hand corner
 3. To close, select "X"
- L. Other Tools
 1. Research ("Tools" tab)
 2. Define ("Tools" tab)

3. Chat (upper right-hand corner)
 4. Tables ("Table" tab)
 5. hyperlinks ("Insert" tab)
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How to forward your raider4life.org mail to your personal email:

Forward mail to another account

Gmail lets you automatically forward incoming mail to another address. Here's how to forward messages automatically:

1. Click the **gear icon**  in the upper right, then select **Settings**.
2. Click the **Forwarding and POP/IMAP** tab.
3. From the first drop-down menu in the "Forwarding" section, select 'Add a Forwarding Address.'
4. Enter the email address to which you'd like your messages forwarded.
5. For your security, we'll send a verification to that email address.
6. Open your forwarding email account, and find the confirmation message from the Gmail team.
7. Click the verification link in that email.
8. Back in your Gmail account, select the 'Forward a copy of incoming mail to...' option and select your forwarding address from the drop-down menu.
9. Select the action you'd like your messages to take from the drop-down menu. You can choose to keep Gmail's copy of the message in your inbox, or you can send it automatically to **All Mail** or **Trash**.
10. Click **Save Changes**.