

EMAIL TRAINING GUIDE


Table of Contents

SUPPORT	1
RESETTING DISTRICT EMAIL PASSWORD	2
SIGN IN TO A DISTRICT CHROMEBOOK	3
LOGIN TO DISTRICT EMAIL	4
COMPOSING EMAIL MESSAGES	5
ATTACHING FILES AND PHOTOS TO EMAIL MESSAGES – METHOD 1	6
ATTACHING FILES AND PHOTOS TO EMAIL MESSAGES – METHOD 2	6
REPLYING, REPLYING TO ALL, AND FORWARDING EMAIL MESSAGES	7
LOGGING OUT OF DISTRICT EMAIL	8
USING GOOGLE MEET	9
ACCESSING GOOGLE APPLICATIONS FROM WITHIN DISTRICT EMAIL	11
LOGGING INTO THE GOOGLE DRIVE	12
UPLOADING FILES INTO THE GOOGLE DRIVE – METHOD 1	13
UPLOADING FILES INTO THE GOOGLE DRIVE – METHOD 2	13
DOWNLOADING A FILE FROM THE GOOGLE DRIVE	14


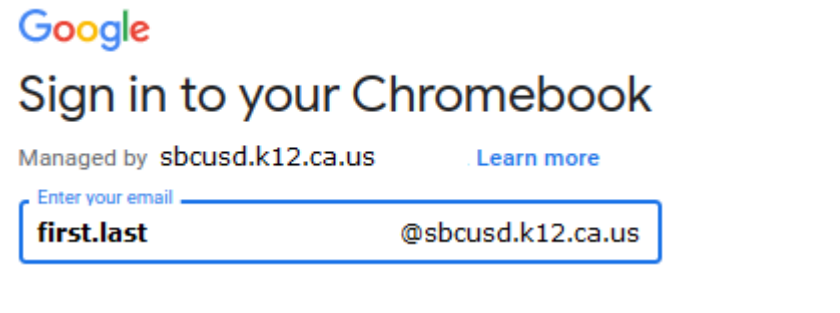

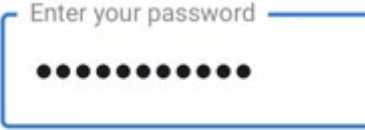

SUPPORT

Email Use	(909) 386-2550 or techtraining@sbcusd.k12.ca.us
Password Resets	securityspecialist@sbcusd.k12.ca.us
Help Desk	(909) 888-4357 or helpdesk@sbcusd.k12.ca.us


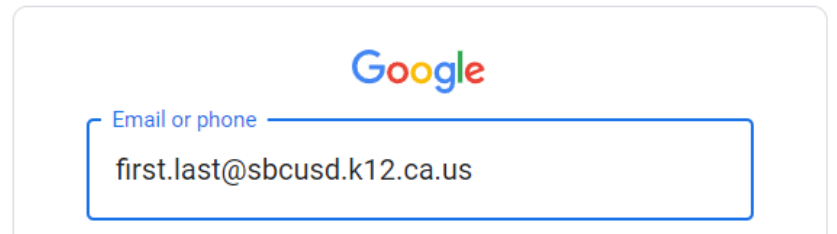

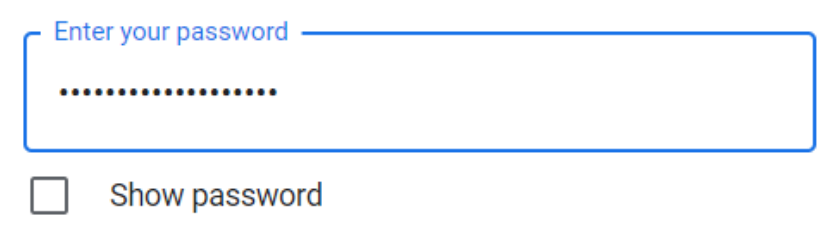


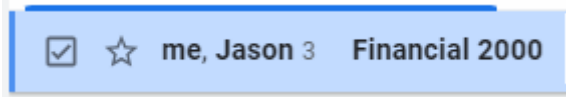
RESET DISTRICT EMAIL PASSWORD

<p>Do NOT click on the Forgot Password link in Gmail to reset your password.</p>	
<p>Instead, go to the following web address.</p>	<p>passwordreset.sbcusd.k12.ca.us</p>
<p>Click on the Forgot my password link.</p>	
<p>For instructions on how to reset your password, click on Password Reset Instructions.</p>	<p>Password Reset Instructions •</p>

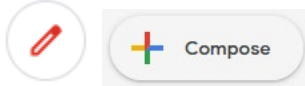

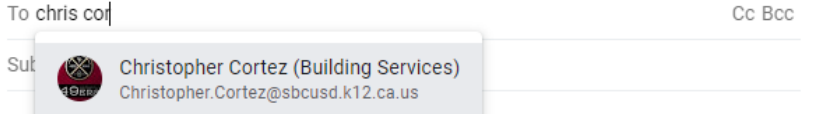
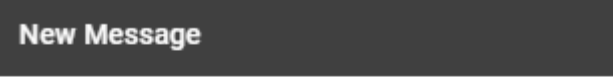





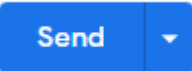
SIGN IN TO A DISTRICT CHROMEBOOK

Press the Power button.	
Enter your first name and last name as shown.	 <p>The screenshot shows the Google sign-in interface for a Chromebook. It features the Google logo at the top, followed by the heading "Sign in to your Chromebook". Below this, it says "Managed by sbcusd.k12.ca.us" with a "Learn more" link. There is an email input field with the placeholder "Enter your email" and the text "first.last@sbcusd.k12.ca.us" entered.</p>
Click the Next button.	
Input your District Password .	
Click the Next button.	
You are now logged into the Chromebook.	


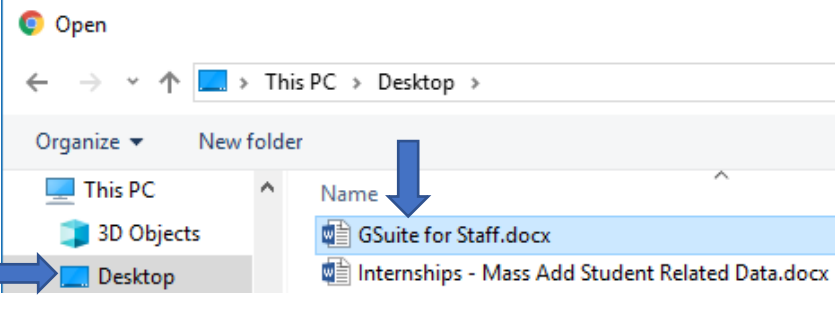
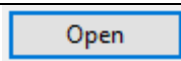
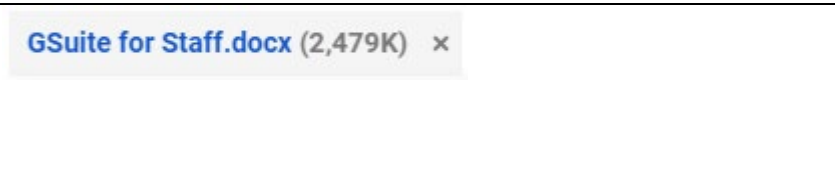
LOGIN TO DISTRICT EMAIL

<p>Open up the Google Chrome web browser.</p>	
<p>Go to the Gmail web address.</p>	<p>mail.google.com</p>
<p>Enter your District Email address: first.last@sbcusd.k12.ca.us</p>	
<p>Click the Next button.</p>	
<p>Enter your District Password: The password must be at least 8 characters.</p>	
<p>Click the Next button.</p>	
<p>You are now in your SBCUSD District Email Inbox.</p>	
<p>Click on an email to open it.</p>	

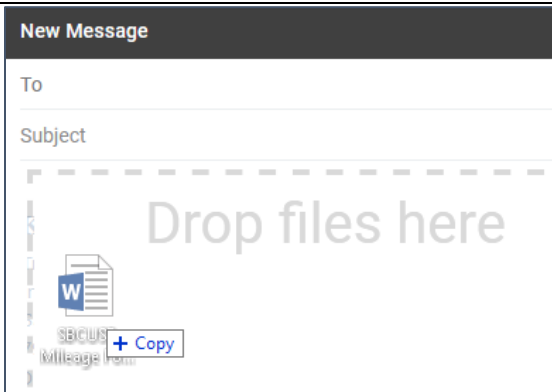
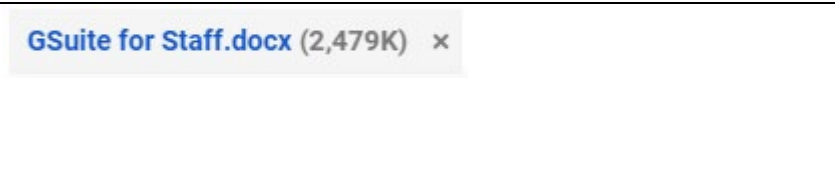
COMPOSE EMAIL MESSAGES

Click the Compose button.	
In the To field, input the email address of the recipient(s).	 
You can also add recipients in the Cc and Bcc fields: <ul style="list-style-type: none">• Cc: Send someone a copy of an email• Bcc: Send someone a copy of an email, but no one receiving the email sees the email address	   
Add a Subject .	
Write your message.	
Click the Send button.	

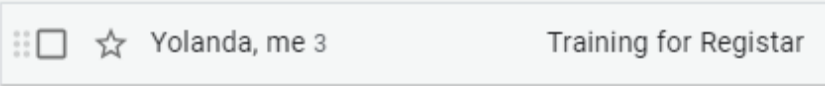
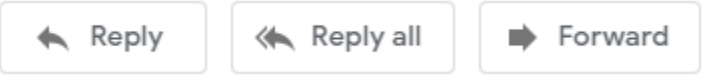

ATTACH FILES AND PHOTOS TO EMAIL MESSAGES – METHOD 1

<p>Click the paperclip icon.</p>	
<p>Click on the file or photo you want to attach to the email.</p> <p>(You may have to select the file/photo location first.)</p>	
<p>Click the Open button.</p>	
<p>The file or photo will be attached to your email.</p>	

ATTACH FILES AND PHOTOS TO EMAIL MESSAGES – METHOD 2

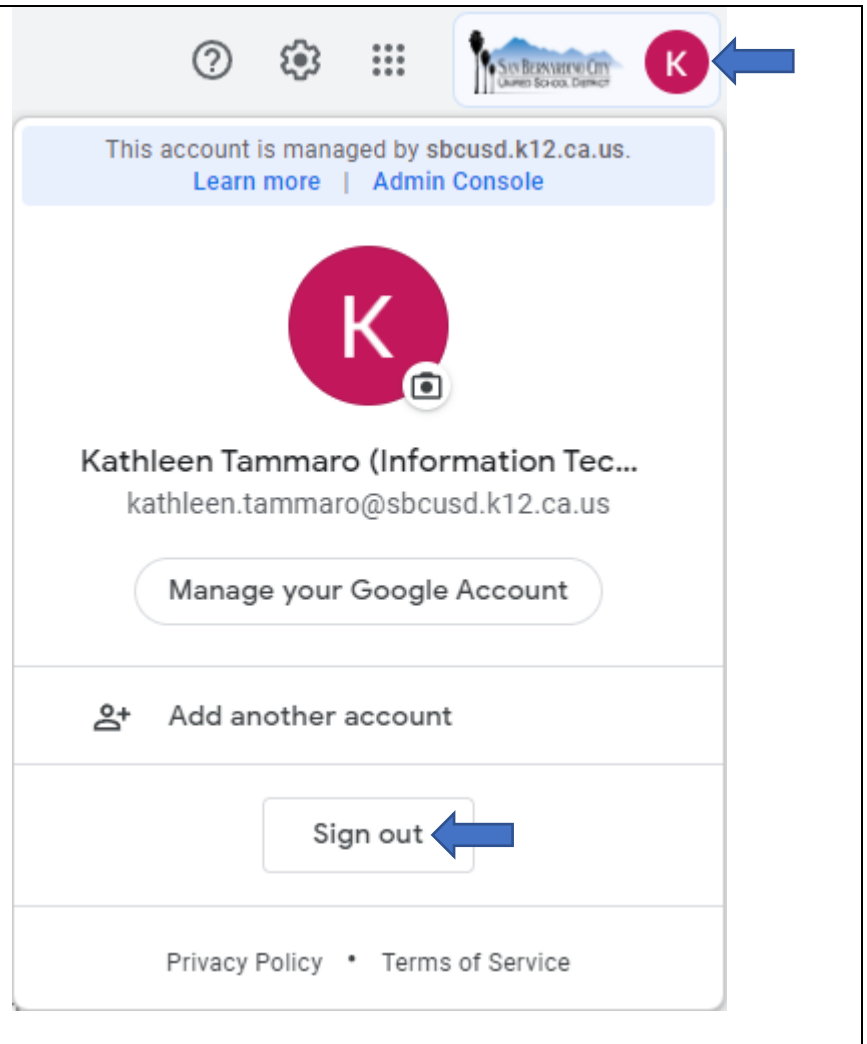
<p>Drag and drop the file or photo directly onto the email.</p>	
<p>The file or photo will be attached to your email.</p>	

REPLYING, REPLYING TO ALL, AND FORWARDING EMAIL MESSAGES

<p>Click on the email you wish to reply to.</p>	
<p>Click on the Reply, Reply all, or Forward buttons.</p> <ul style="list-style-type: none">• Reply: Reply to only the sender• Reply all: Reply to the original sender and all other recipients on the To and Cc lines• Forward: Send the message to someone not on the To or Cc lines	
<p>Write your reply message and click the Send button.</p>	

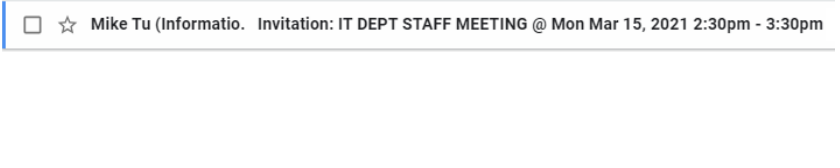
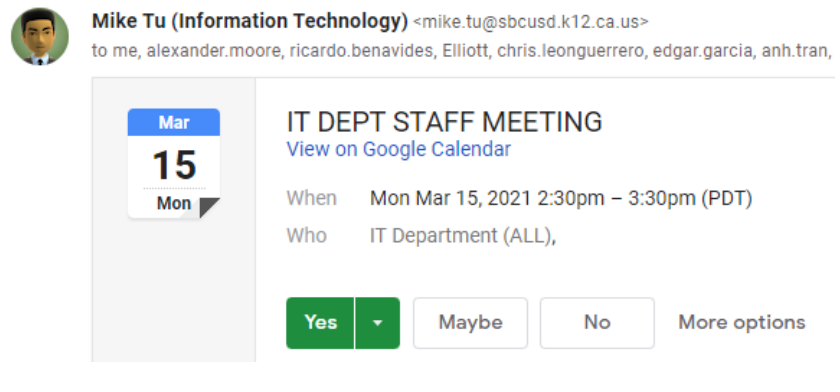
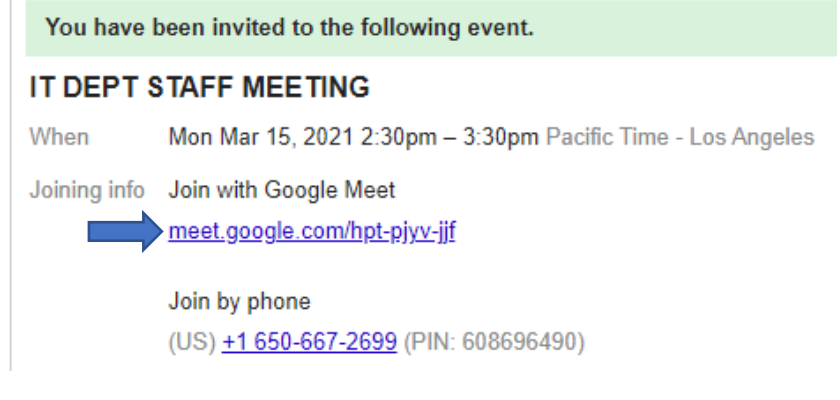
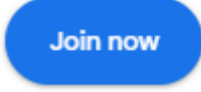
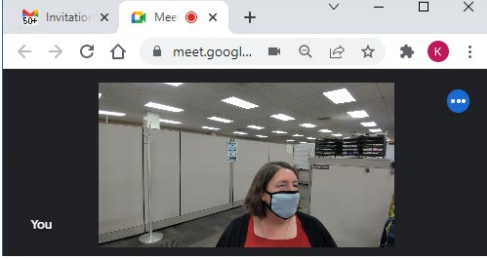


LOG OUT OF DISTRICT EMAIL

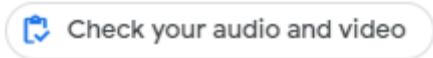
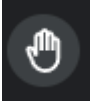
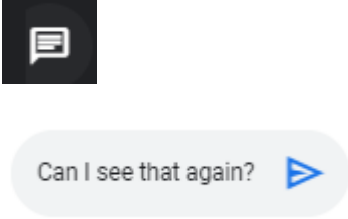
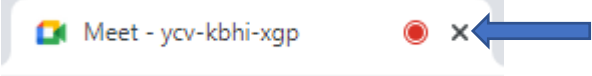
Click on your email icon at the top, right-hand side of the page and choose **Sign out**.



USE GOOGLE MEET

Google Meet allows you to attend a meeting online.

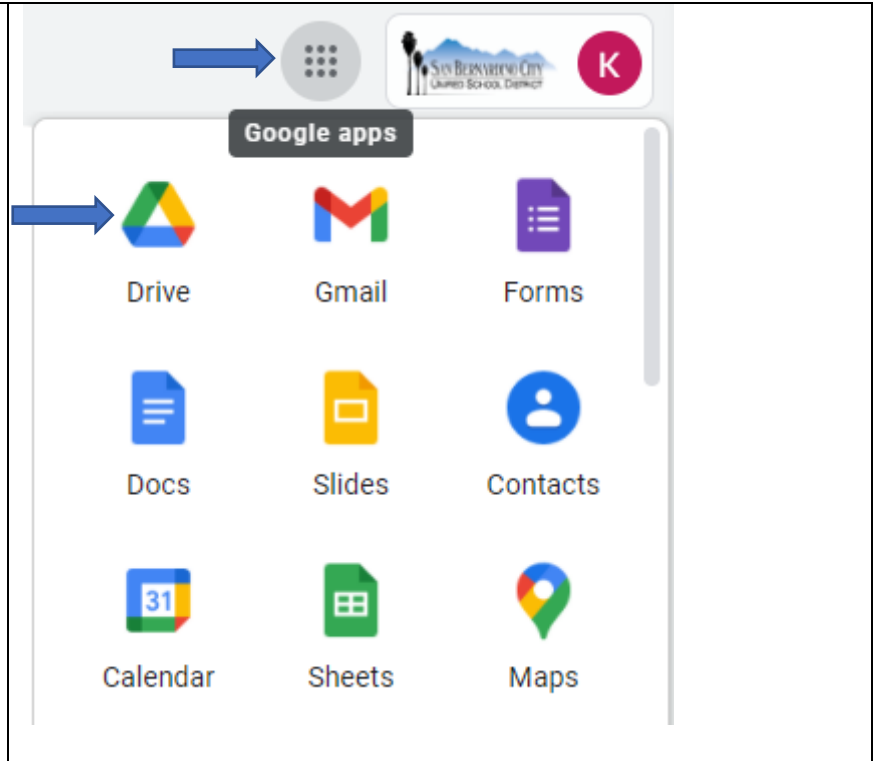
<p>Open your District email and click on the invitation email.</p>	
<p>Click the Yes button.</p>	
<p>Click the Join with Google Meet link.</p>	
<p>Click the Join now button.</p>	
<p>To speak, talk through the computer or headset.</p>	
<p>To turn off your microphone, click the Mute button.</p>	
<p>To turn off your video, click the Camera button.</p>	

<p>If your audio or video do not work, click the Check your audio or video button or call the Help Desk at (909) 888-4357.</p>	
<p>To raise your hand during a class, click the Hand icon.</p>	
<p>To ask a question via chat:</p> <ul style="list-style-type: none"> • Click the Chat icon. • Input your question and click the Enter key. 	
<p>Click the x on the Google Meet tab to exit the meeting.</p>	

ACCESS GOOGLE APPLICATIONS FROM WITHIN DISTRICT EMAIL


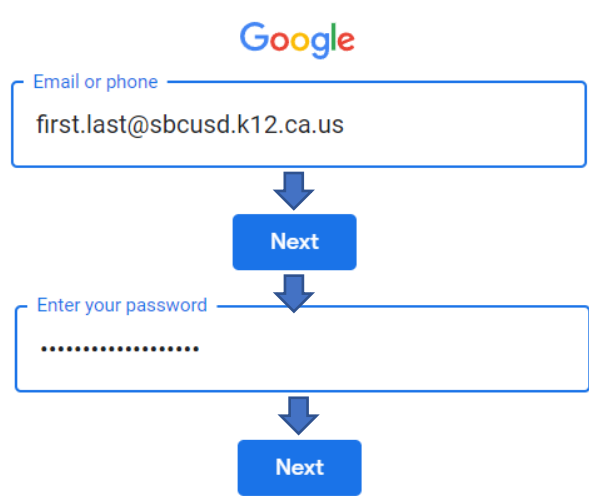
You must be logged into your District email in order to do this.

- Click the **Google apps** icon.
- Click the application that you wish to open.

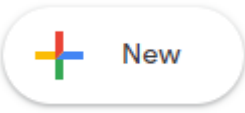
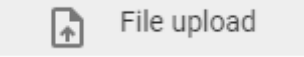
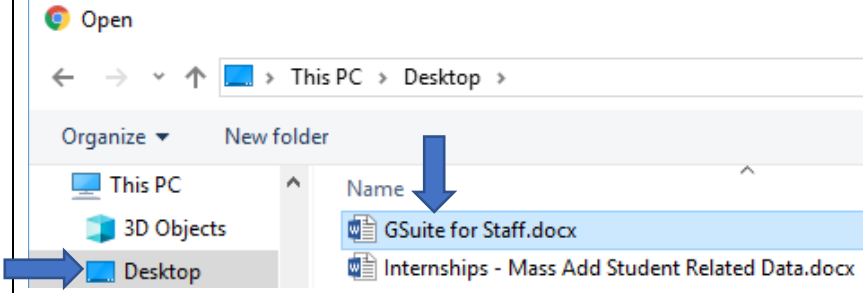
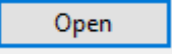
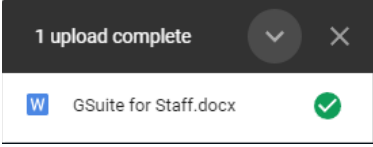


LOG INTO THE GOOGLE DRIVE

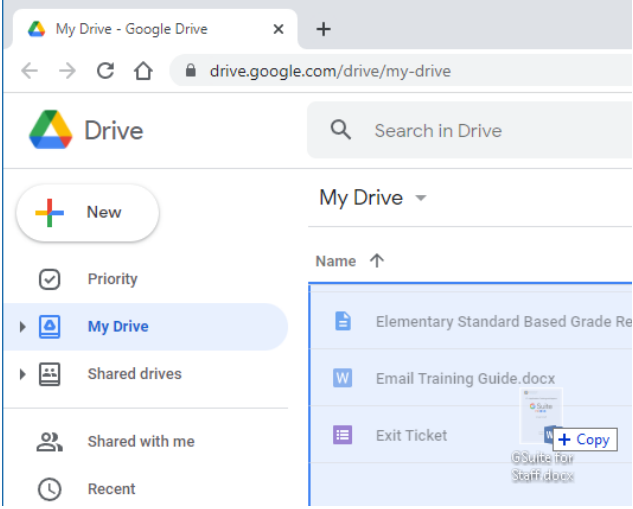
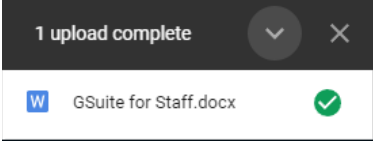
Google Drive allows you to store files and open and edit them from any device.

Open up the Google Chrome web browser.	
Go to the Google Drive web address.	drive.google.com
If prompted, login using your District email address and password.	

UPLOAD FILES INTO THE GOOGLE DRIVE – METHOD 1

<p>Click the New button.</p>	
<p>Click File upload.</p>	
<p>Click on the file you want to upload to your Google Drive. (You may have to select the file location first.)</p>	
<p>Click the Open button.</p>	
<p>The file will be uploaded to your Google Drive.</p>	

UPLOAD FILES INTO THE GOOGLE DRIVE – METHOD 2

<p>Drag and drop the file directly into the Google Drive.</p>	
<p>The file will be uploaded to the Google Drive.</p>	

DOWNLOAD A FILE FROM THE GOOGLE DRIVE

Right-click on the file in the Google Drive and choose **Download**.

