



Teacher Quick Start Guide

This Teacher Quick Start explains how to use the monitoring and control features of the Gaggle Email service. To use these features your access level must be set to either Group Administrator or Group Master.

Creating New User Accounts

1. Click on the User List link on the left of the screen.
2. From the User List screen there are three ways to create new student accounts. The easiest method is called Add New User and is listed at the top.
3. Enter the information for each new student one at a time. The user name must be a unique name for the system.
4. Choose Normal for the Access Level
5. When you are done press the Add Button.

For a detailed explanation see the Gaggle Manual.

Add New User:

User Name: john
Full Name: John Doe
Password: *****
Verify Password: *****
Password Hint: the red fruit
Forward To:
Access Level: Normal
Administrator: Jeff Peterson
Add

Assigning Yourself as the Administrator for a Student's Account.

The following steps explain how to change a student's account so that you will be the designated administrator. You will want to do this if a student already has an account and joins your class or if the student was not assigned to you when their account was created.

1. Click on the User List link on the left of the screen.
2. The User List screen will list every account in your school, district or organization.
3. Click on the name of the student whom you want to change.
4. From the Administrator menu choose your name.
5. Press the Update Button.

For a detailed explanation see the Gaggle Manual.

User Name	Full Name	Access Level	Mail Address Book
dave	David Cleveland	Default	Mail Address Book
mlk	Mike Keeler	Group Master	Mail Address Book

From the menu choose your name as the administrator.

User Data:

User ID: 1000
Full Name: Mike Keeler
Forward To:
User Name: mlk
Password:
Verify Password:
Password Hint: Place your screen pin
Role: mlk
Access Level: Normal
Administrator: Jeff Peterson
Allow: Forwarding Attachments
Update

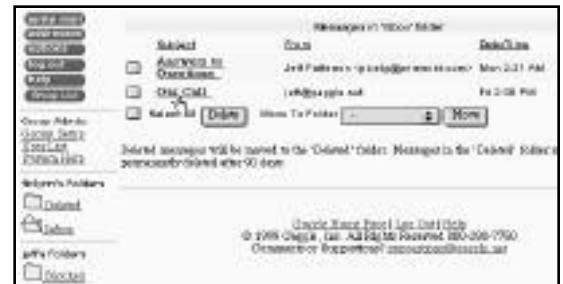
Reading Students' Mail

The following steps explain how to go into a student's account and read the mail that the student has recently sent or received.

1. Click on the User List link on the left of the screen.
2. The User List screen will list every account in your school, district or organization.
3. Locate the name of the student whom you want to review, click on the word Mail in the row with their name.
4. This will bring up the contents of the student's InBox folder. It will also show the student's other folders. These will be listed on the left side of the screen above your own folders.
5. Click on a message topic to read the student's mail.

Existing Users:			
User Name	Full Name	Access Level	Mail Address Book
dave	David Chandler	Default	Mail Address Book
mlr	Mike Koster	Group Master	Mail Address Book

For a detailed explanation see the Gaggle Manual.



Handling Blocked Mail

Student messages, both incoming and outgoing, are automatically monitored for inappropriate language and for blocked senders/recipients.

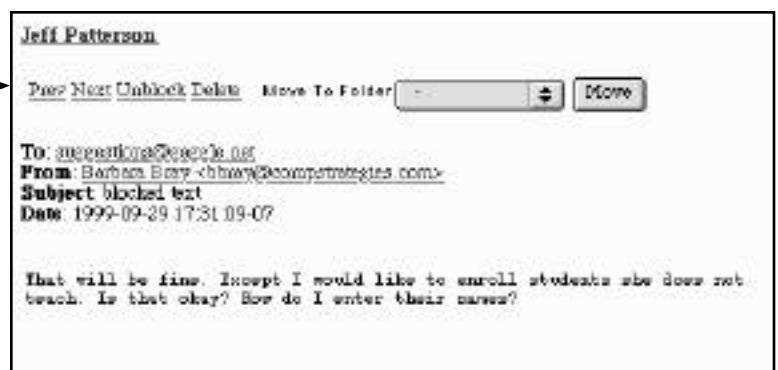
When a message is Blocked it gets rerouted to your account and appears in your Blocked folder. You decide what should be done with the mail; allow it to be sent, delete it or store it for later. We suggest that you check your Blocked folder frequently.



To check Blocked Mail.

1. Click on the Blocked folder on the left side of the screen with your other folders.
2. Click on the subject for the blocked mail you wish to read.
3. The message in question will appear on the screen.
4. Review the message and choose Unblock or Delete. You may also move the message to a folder.

Choose Unblock or Delete. →



For a detailed explanation see the Gaggle Manual.



Quick Start Guide

Start Gaggle

1. Type in your user name and password.
2. Then click **Go!**
3. Click **Accept** to agree to the terms of the Gaggle.Net service and your school's Acceptable Use Policy.

Student/Teacher Login

User Name

Password Go

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.

Accept
Decline

Check your Mail



1. At the bottom left, there are four folders.
 2. Click on the Inbox to check your mail
 3. The folder now opens and the screen appears with your new message.
 4. Click on the blue underlined word to check your mail.
- Click **write mail** to create a message to send.

Subject	From	Date/Time
<input type="checkbox"/> Welcome	Jeff@gaggle.net	Fri 3:41 AM



Your user name appears here

List of addresses can be stored here

Address of who you are writing to

Carbon copy

What you are writing about

Attached files

Type in message here

Always put in salutations and sign your name

Click to send file

From: Jeff@gaggle.net

Lookup: Add To Add CC

To:

CC:

Subject:

Attachments:

Filename	Size
-- None --	

Browse... Upload

Message

Hi Mike,

Your a superhero. I can't believe you came through again when I needed your help.

Anyway, I'm having fun writing email with my Gaggle account. See you on Wednesday.

Jeff

Send Save Draft

Click to add address to the To field

Add to names to carbon copy list

Click Browse to find files to attach

Add Addresses to your Address Book

1. Click **addresses** to check the list of names in your address book.
2. Add a new address at the bottom of the screen.
3. Type in the email address, and the person's full name.
4. Click **Add**.
5. Click **addresses** again and the name you added will be on the list.
6. At the *write mail* screen, your pull-down menu at **Lookup** will include the name you just added to your address book.



Add New Address:

Email Address

Full Name

Note

Addresses:

Email Address	Full Name
boballegro@gaggle.net	Bob Allegro Edit

Letter:

From

Lookup

To

Another Way to Add Addresses to the Address Book

The red Group List button will show you all of the members of your group, school or district.

You can also get there from the Address Book screen

to see a complete list of all users in your group [click here](#)

1. Check the names you want added to your address book.
2. Then click **Add**.

Users in your Group:

User Name	Full Name
<input checked="" type="checkbox"/> dave	David Candland
<input type="checkbox"/> fccindy	Cindy Hanson
<input checked="" type="checkbox"/> fclynn	Lynn Leduc
<input type="checkbox"/> help	Help mailbox
<input type="checkbox"/> jeff	Jeff Patterson
<input type="checkbox"/> mike	Mike Kessler
<input type="checkbox"/> suggestions	Suggestion box
<input type="checkbox"/> susank	susan kessler

Type Yourself or a Friend a Message.

1. If you have another email address, type it in the cc section to send yourself a carbon copy.
2. Give your message a subject.
3. Type your message.
4. Click **send**.

Check your Gaggle account daily.
 It's fun to get mail.
 Send a message to a friend.

From

Lookup

To

CC

Subject

Attachments

Filename	Size
-- None --	

Message