CDW Student Email Guide

Change Password

If you change your Google password, please update this form [LINK](#).

Gmail App

Gmail is available to download from Android, iPhone, and iPad.

Sign in to Gmail

1. Go to [gmail.com](#).
2. Enter your Google credentials, if prompted.

Compose an Email

Your account is set to only send and receive emails to CDW seventh-graders, eighth-graders, and CDW faculty.

1. Click "Compose."
2. In the "To" field, type in the name(s) of the recipient(s).
3. In the "Subject" field, type in the subject of the email.
4. Below the "Subject" field, type your message.

A Formatting options - format text
B Attach files - attach files from your computer
C Insert link - format text to open URL
D Insert emoji - insert emoji into your email
E Insert file using Drive - select files from your Google Drive to be attached to email
F Insert photo - select photo from Google Photos or upload from your computer
G Turn confidentiality on/off - this does not work for our domain, all student emails are subject to being read

5. Click "Send" or click to the right of "Send" to have you email send at a specific date/time
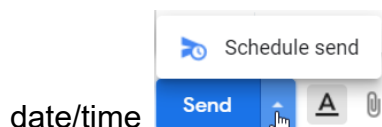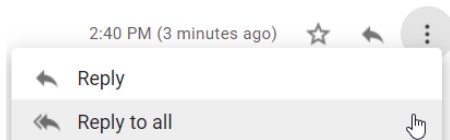
Open an Email

Double click on the email.

Reply to an Email

1. Open the email.
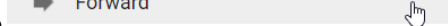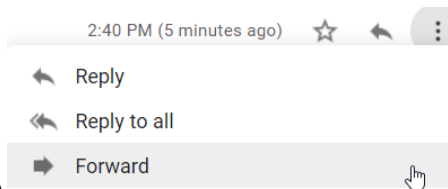2. Click **Reply** to reply to the sender or the overflow dots to
   and "Reply to all" to reply to everyone who received the email.
3. Follow directions for composing and sending an email.

Forward an Email

4. Open the email.
5. Click the overflow dots to and "Forward" to send the email to someone who did not receive the original email.
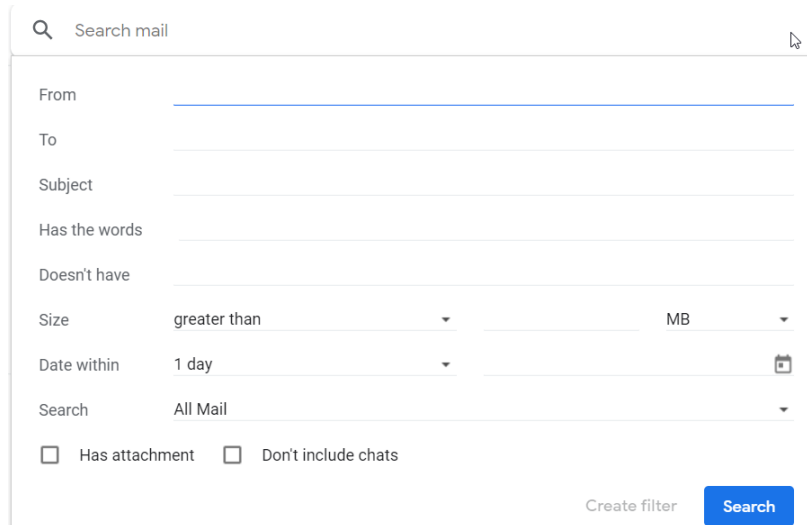6. Follow directions for composing and sending an email.

Archive verses Delete

● Archive **Archive** - Archived emails are hidden from your email, but you can still access them by using the "All Mail" tab or searching for it. This keeps your inbox neat, but you can still get to the email if you need it

● Delete **Delete** - Deleted emails will be in the trash folder until you empty the trash.

Search for an Email

For a simple search, click in the search box and hit "enter." For an advanced search, click on the down arrow at the far right of the search box.

Search Operators (See complete list here [LINK](#).)

What you can search by	Search operator & example
Specify the sender	`from:` Example: `from:amy`
Specify a recipient	`to:` Example: `to:david`

Specify a recipient who received a copy	`cc:`
	
	`bcc:`
	
	Example: `cc:david`

Words in the subject line	`subject:` Example: `subject:dinner`

(Retrieved from "Search Operators You Can Use with Gmail - Gmail Help." Google, Google, support.google.com/mail/answer/7190?hl=en.)

Using Labels

Labels help you quickly find and organize your emails. Emails can have multiple labels. You can think of them as folders that you put your emails in to find all related emails at a later date.

1. Click on the checkbox to the left of an email that you want to apply the label.

2. Click .
3. Type in the label name.
4. Click "(create new)."
5. Click "Create new."

If you are searching for an email that has a label, in the search box, use the phrase, "label:" and then start typing the label name, which should appear for you to select it.

Works Cited

"Gmail Help." *Google*, Google, support.google.com/mail/?hl=en#topic=7065107.

"Search Operators You Can Use with Gmail - Gmail Help." *Google*, Google,

   support.google.com/mail/answer/7190?hl=en.

"Search Results - Gmail Help." *Google*, Google,

   support.google.com/mail/search?q=compose+email.