

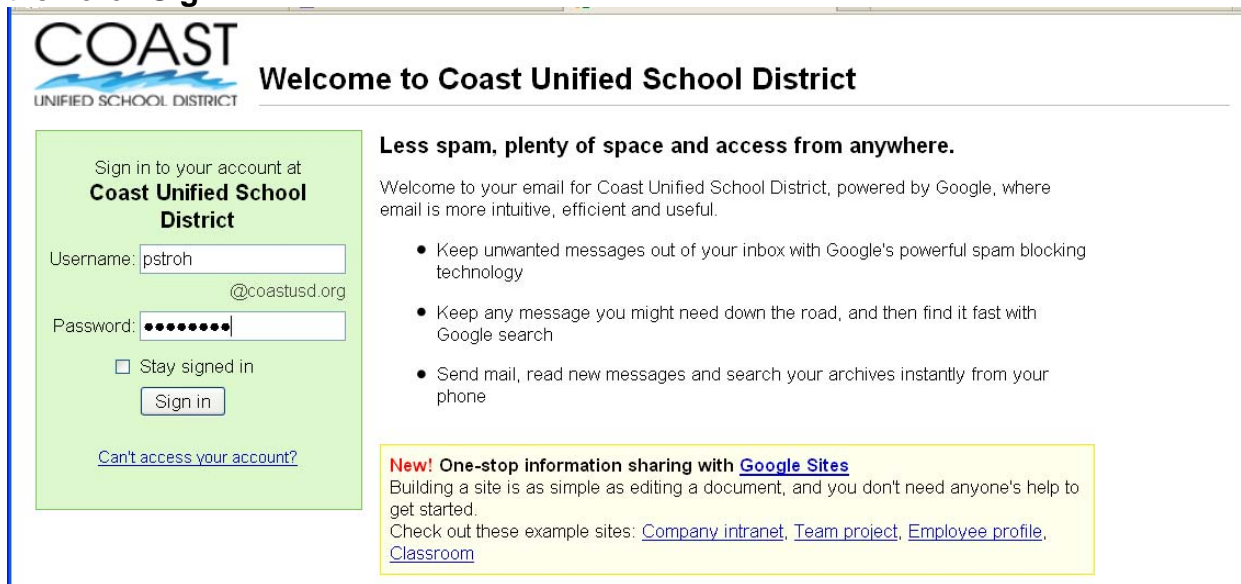
Google Apps Email & Calendar Quick Start Guide

Log in to Gmail

1. Go to the E-mail link at the top of the CUSD home page: www.coastusd.org your Google Apps Mail page: <http://mail.google.com/a/coastusd.org>

IT IS STRONGLY RECOMMENDED YOU RE-SET YOUR PASSWORD AFTER FIRST LOGGING IN. SEE PAGE 2 FOR INSTRUCTIONS.

2. On the Sign In page, enter your existing coastusd user name and the password: coast#21, and then click **Sign In**:



COAST
UNIFIED SCHOOL DISTRICT

Welcome to Coast Unified School District

Sign in to your account at
Coast Unified School District

Username: @coastusd.org

Password:

Stay signed in

[Can't access your account?](#)

Less spam, plenty of space and access from anywhere.

Welcome to your email for Coast Unified School District, powered by Google, where email is more intuitive, efficient and useful.

- Keep unwanted messages out of your inbox with Google's powerful spam blocking technology
- Keep any message you might need down the road, and then find it fast with Google search
- Send mail, read new messages and search your archives instantly from your phone

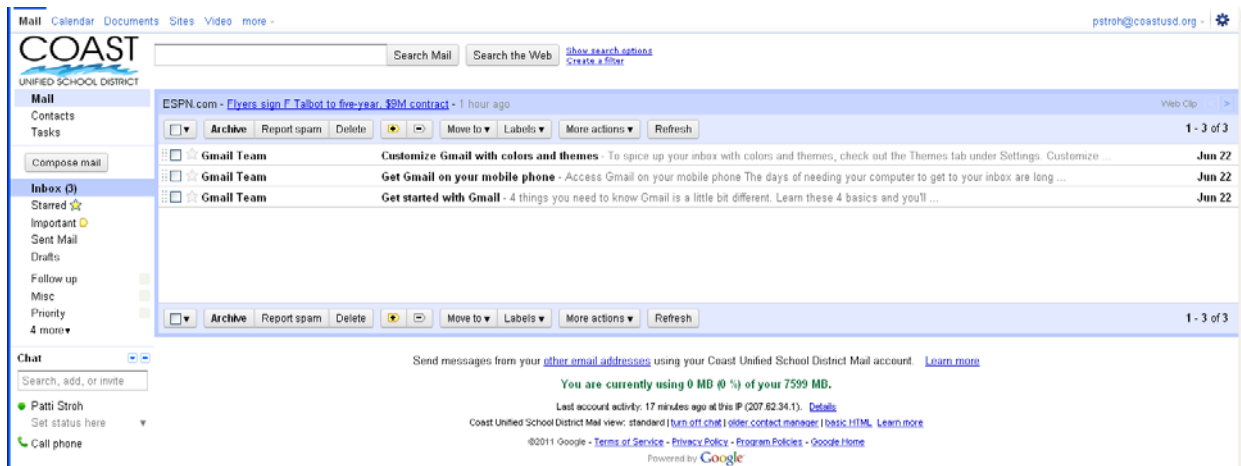
New! One-stop information sharing with [Google Sites](#)

Building a site is as simple as editing a document, and you don't need anyone's help to get started.

Check out these example sites: [Company intranet](#), [Team project](#), [Employee profile](#), [Classroom](#)

3. If this is your first time logging in, follow the on-screen instructions to activate your account.

Your Gmail Inbox appears. For example:



Mail Calendar Documents Sites Video more - pstroh@coastusd.org

COAST
UNIFIED SCHOOL DISTRICT

Search Mail Search the Web [Show search options](#)
[Create a filter](#)

ESPEN.com - [Flyers sign F Tailbot to five-year, \\$2M contract](#) - 1 hour ago Web Clip

Archive Report spam Delete Labels Refresh 1 - 3 of 3

Gmail Team **Customize Gmail with colors and themes** - To spice up your inbox with colors and themes, check out the Themes tab under Settings. Customize ... Jun 22

Gmail Team **Get Gmail on your mobile phone** - Access Gmail on your mobile phone The days of needing your computer to get to your inbox are long ... Jun 22

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Archive Report spam Delete Labels Refresh 1 - 3 of 3

Send messages from your [other email addresses](#) using your Coast Unified School District Mail account. [Learn more](#)

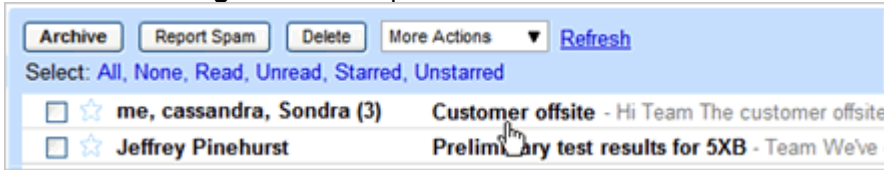
You are currently using 0 MB (0 %) of your 7599 MB.
Last account activity: 17 minutes ago at this IP (207.82.34.1). [Details](#)

Coast Unified School District Mail view: [standard](#) | [turn off chat](#) | [order contact manager](#) | [basic HTML](#). [Learn more](#)

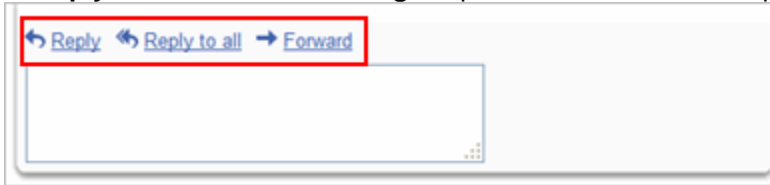
©2011 Google - [Terms of Service](#) - [Privacy Policy](#) - [Program Policies](#) - [Google Home](#)
Powered by **Google**

Use Gmail

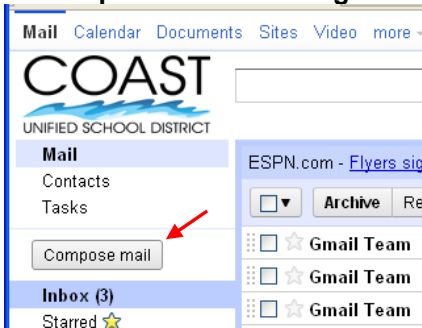
To read a message: Click it to open it:



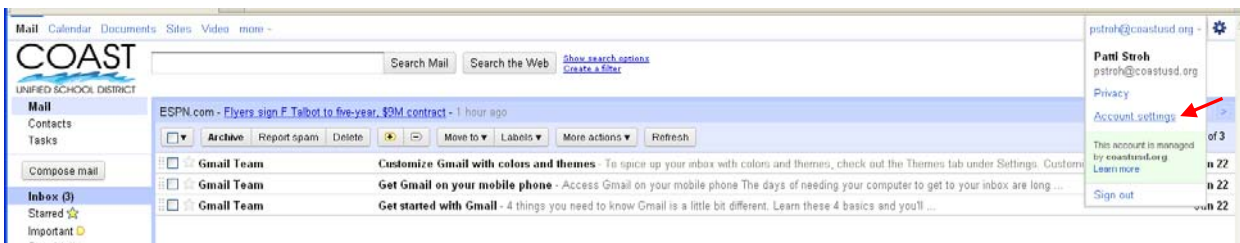
To reply to or forward a message: Open it, and then click an option at the bottom of the message card:



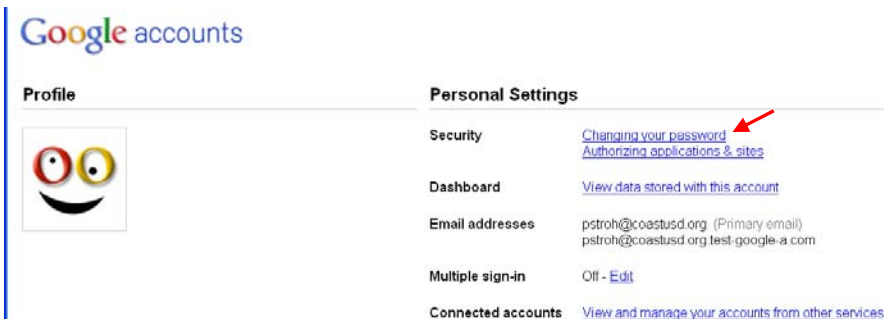
To compose a new message: Click **Compose mail**:



To reset your password: Click **Account Settings** from the dropdown menu below your email address:



Select the **Changing your password** link and supply the appropriate information.



NOTE: The district does not maintain email passwords. It is your responsibility to keep track of your password.

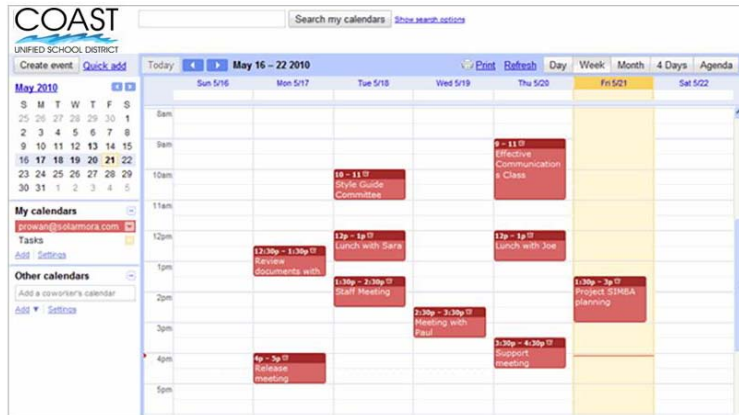
Open Your Calendar

To open your calendar: Click the **Calendar** link at the top of your Mail window:



If this is the first time you've opened your calendar, you'll be asked to set your time zone.

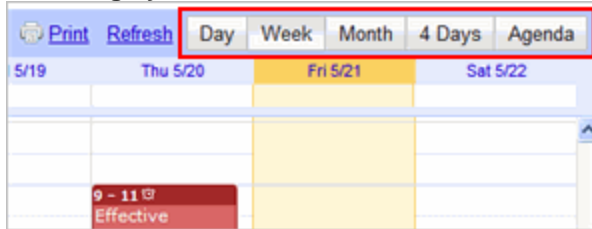
Your calendar appears. For example:



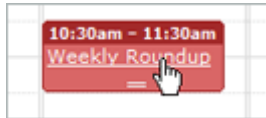
Important: Your calendar will likely be empty or show only a few new invitations. Therefore, you'll need to recreate your calendar events. For more information, see "**Next Steps**" on the following page.

Use Your Calendar

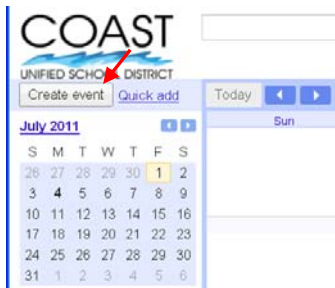
To change your calendar view: Click the tabs in the upper-right corner of the view:



To view or edit details about an event: Click its name:



To create an event: Click **Create Event**:



If You Need Help

Please submit a request for tech support through MyTechDesk:

<http://www.mytechdesk.org/log.php/coastusd/staff>