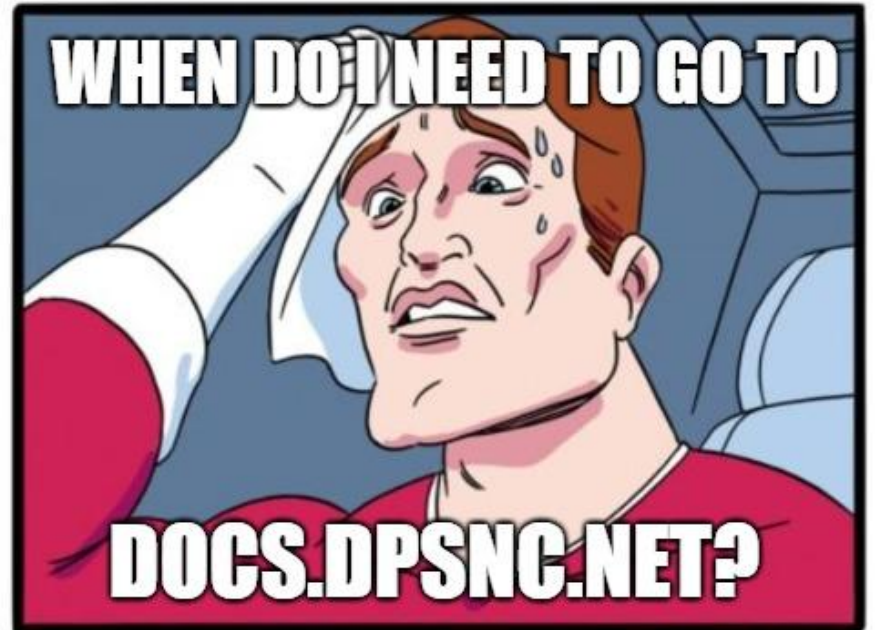
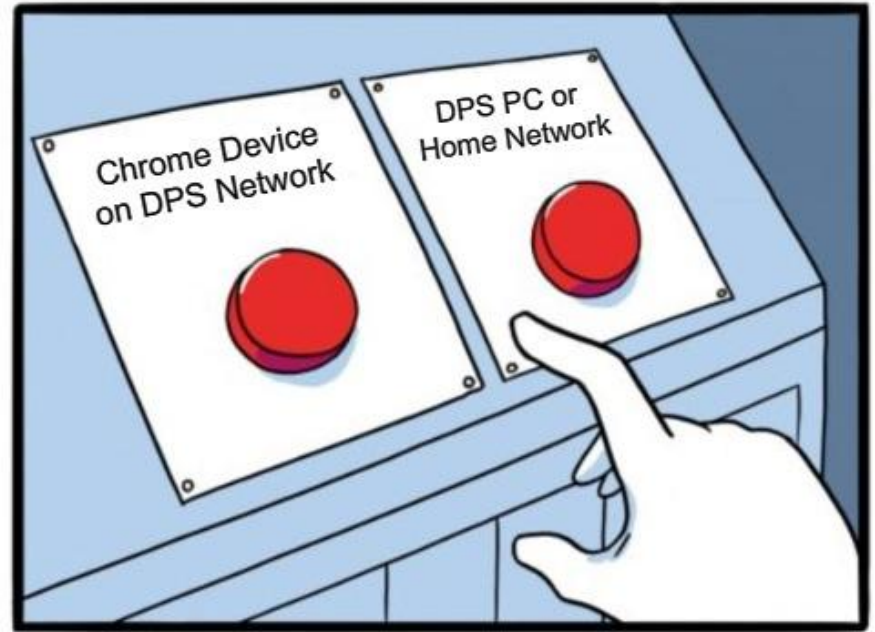


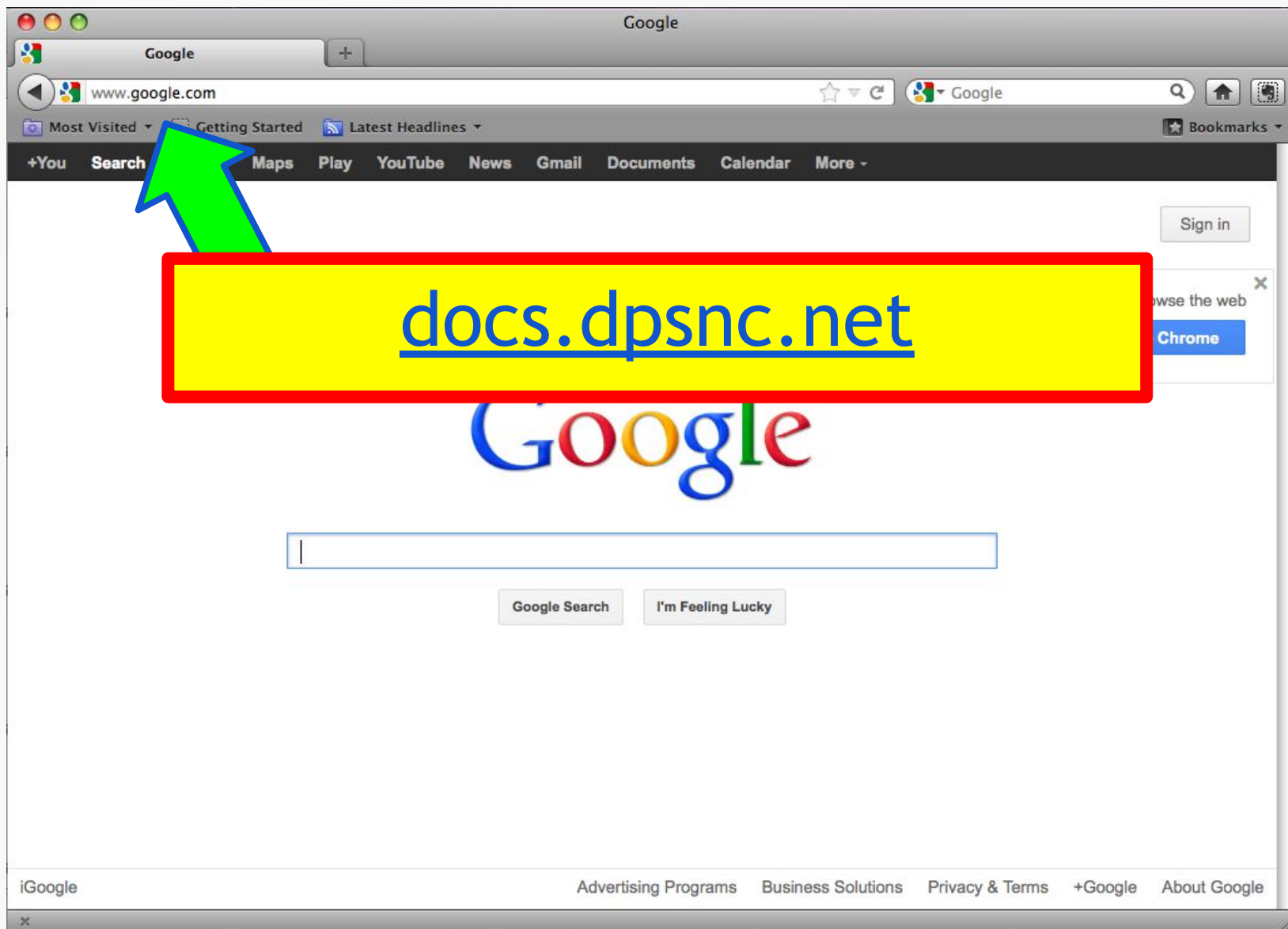
**Google** Apps for Education

# **DPS Gmail Setup**

**DPS Students and Teachers**

To send email from your school account you need to be in the DPS Google container.







**DURHAM**  
PUBLIC SCHOOLS

**Username**

Staff: First\_Last

Student: First-Last

**Password**

(Current DPS Network Password)



**Enter your DPS Username  
and Password**



**DURHAM**  
PUBLIC SCHOOLS

**Username**

Staff: First\_Last

Student: First-Last

kimberly\_fawks-gugin|

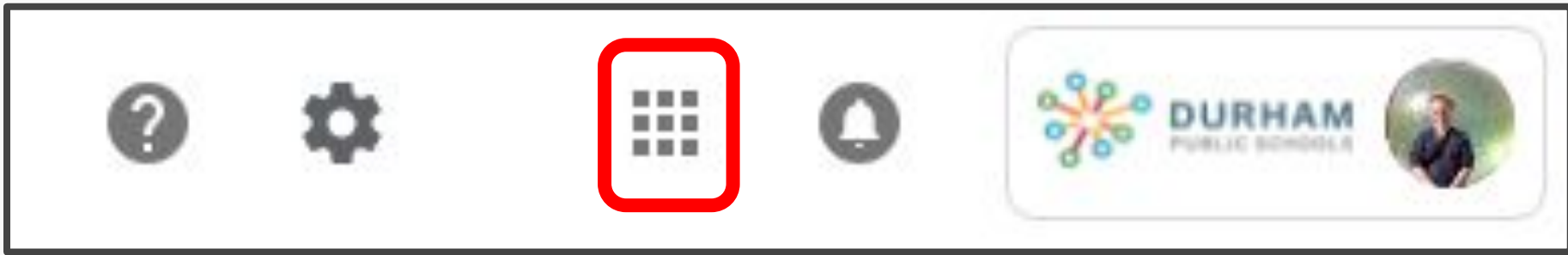
**Password**

(Current DPS Network Password)

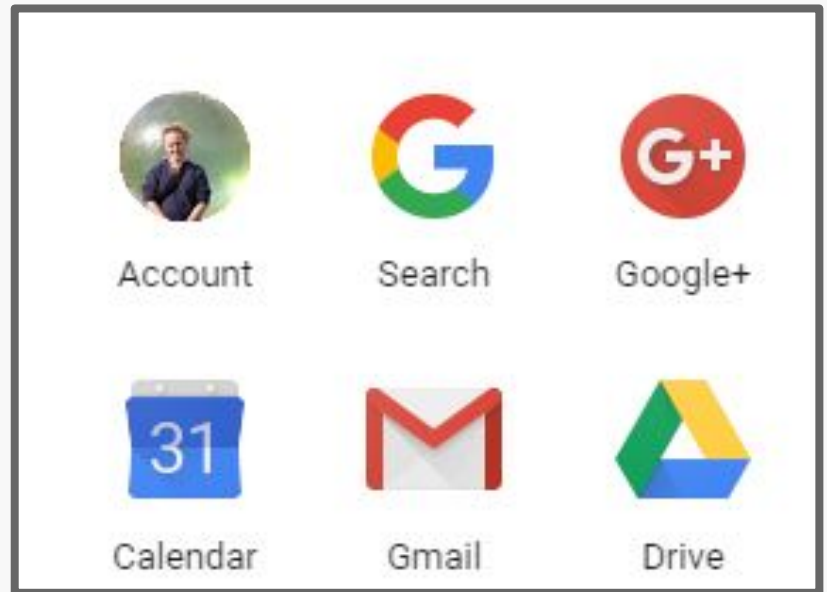
.....

Login

Click *Login*.



Click on the *Apps* grid at the top of the window then...



Click on *Mail*



Mail ▾

▾

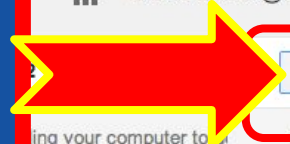
**COMPOSE**

**Inbox (1)**

- Starred
- Important
- Sent Mail
- Drafts
- More ▾

- ☆ ▾ Gmail Team Get Gmail on your mo
- ☆ ▾ Gmail Team Get started with Gm

Click on the wheel



lazaro-martinez@dpsnc.net ▾

Using 0 GB

©2014 Google - [Terms of Service](#) - [Privacy Policy](#) - [Program Policies](#)

Powered by ™

Last account activity: Oct 23  
[Details](#)

Mail

□ ↕ ↻ More

1-2 of 2

< > 🗨️ ⚙️

COMPOSE

Inbox (1)

- Starred
- Important
- Sent Mail
- Drafts
- More

- ☆ 📧 Gmail Team Get Gmail on your mobile phone - Access Gmail on your mobile phone The days of needing
- ☆ 📧 Gmail Team Get started with Gmail - 4 things you need to know Gmail is a little bit different. Learn the

**Choose  
Settings**



Display density:

- ✓ Comfortable
- Cozy
- Compact

Configure inbox

- Settings**
- Themes
- Send feedback
- Help

Using 0 GB



# Settings



- General
- Labels
- Inbox
- Accounts**
- Filters
- Forwarding and POP/IMAP
- Chat
- Web Clips
- Labs
- Offline

Language:  Dutch  English (US) Schools Mail display language:  [Show all language options](#)

Maximum page size: Show   Show

Keyboard shortcuts:  Keyboard shortcuts  Keyboard shortcuts

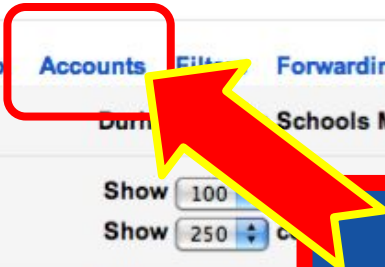
External content:  Always display external content  Ask before displaying external content [senders - Learn more](#)

Browser connection:  Always use https  Don't always use https

Default text style: **B** *I* T   A  I<sub>x</sub>

(Use the 'Remove Formatting' button on the toolbar to reset the default text style)

This is what your body text will look like.



Click Accounts



stu-dent@dpsnc.net

Mail -

Settings



COMPOSE

Inbox (2)

Starred

Important

Sent Mail

Drafts

More >

Chat

STU DENT

Set status here >

Call phone

ron.wahler

General Labels Inbox Accounts Filters Forwarding and POP/IMAP Chat Web Clips Labs Offline

Change account settings:

[Google Account settings](#)

Change your password and security options, and access other Google services.

Send mail as:

(Use Durham Public Schools Mail to send from your other email addresses)

[Learn more](#)

STU DENT <stu-dent@dpsnc.net>

[Add another email address you own](#)

[edit info](#)

Check mail from other accounts (using POP3):

[Learn more](#)

[Add a POP3 mail account you own](#)

0% full  
Using 0 GB

Last account activity: 3 minutes ago  
[Details](#)

**Click *Add another email address you own***

Durham Public Schools: Mail - Add another email address you own - Google Chrome

<https://mail.google.com/mail/?ui=2&ik=61db538c97&view=cf&lat=AF6bupM7eqbzFNGpuAjpKTIkzYso7G2o7w>

### Add another email address you own

Enter information about your other email address.  
(your name and email address will be shown on mail you send)

Name:

Email address:

Treat as an alias. [Learn more](#)

[Specify a different "reply-to" address](#) (optional)

**Make sure your name is filled in. DO NOT CHANGE YOUR NAME.**

Durham Public Schools: Mail - Add another email address you own - Google Chrome

<https://mail.google.com/mail/?ui=2&ik=61db538c97&view=cf&lat=AF6bupM7eqbzFNGpuAjpKTlkzYso7G2o7w>

### Add another email address you own

Enter information about your other email address.  
(your name and email address will be shown on mail you send)

Name:

Email address:

Treat as an alias. [Learn more](#)

[Specify a different "reply-to" address](#) (optional)

**Email Address:  
DPS Username**

Durham Public Schools: Mail - Add another email address you own - Google Chrome

<https://mail.google.com/mail/?ui=2&ik=61db538c97&view=cf&lat=AF6bupM7eqbzFNGpuAjpKTlkzYso7G2o7w>

### Add another email address you own

Enter information about your other email address.  
(your name and email address will be shown on mail you send)

Name:

Email address:

Treat as an alias. [Learn more](#)

[Specify a different "reply-to" address](#) (optional)

**Email Address:**  
DPS Username  
"@my.dpsnc.net"

Durham Public Schools: Mail - Add another email address you own - Google Chrome

<https://mail.google.com/mail/?ui=2&ik=61db538c97&view=cf&lat=AF6bupM7eqbzFNGpuAjpKTIkzYso7G2o7w>

### Add another email address you own

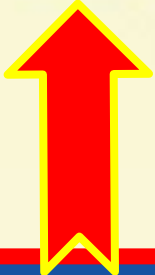
Enter information about your other email address.  
(your name and email address will be shown on mail you send)

Name:

Email address:

Treat as an alias. [Learn more](#)

[Specify a different "reply-to" address](#) (optional)



**Student Example-**  
**kim-gugino@my.dpsnc.net**

Durham Public Schools: Mail - Add another email address you own - Google Chrome

<https://mail.google.com/mail/?ui=2&ik=61db538c97&view=cf&lat=AF6bupM7eqbzFNGpuAjpKTlkzYso7G2o7w>

### Add another email address you own


Enter information about your other email address.  
(your name and email address will be shown on mail you send)

Name:


Email address:

Treat as an alias. [Learn more](#)

[Specify a different "reply-to" address](#) (optional)



**Click *Next Step***

Settings 

[General](#) [Labels](#) [Inbox](#) **Accounts** [Filters](#) [Forwarding and POP/IMAP](#) [Chat](#) [Web Clips](#) [Labs](#) [Offline](#)

**Change account settings:** [Google Account settings](#)  
Change your password and security options, and access other Google services.

**Send mail as:** [STU DENT <stu-dent@dpsnc.net>](#) [make default](#) [edit info](#)  
(Use Durham Public Schools Mail to send from your other email addresses) [STU DENT <stu-dent@my.dpsnc.net>](#) [default](#) [edit info](#) [delete](#)  
[Learn more](#) [Add another email address you own](#)

**Check mail from (using POP3):** [Learn more](#)

Click *make default* next to the email address you just added





# Settings

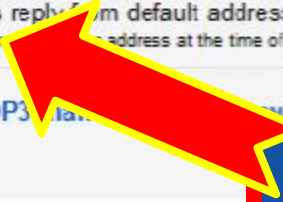
General Labels Inbox Accounts Filters Forwarding and POP/IMAP Chat Web Clips Labs Offline

**Change account settings:** [Google Account settings](#)  
Change your password and security options, and access other Google services.

**Send mail as:** STU DENT <stu-dent@dpsnc.net> [make default](#) [edit info](#)  
(Use Durham Public Schools Mail to send from your other email addresses) STU DENT <stu-dent@my.dpsnc.net> [default](#) [edit info](#) [delete](#)  
[Learn more](#) [Add another email address you own](#)

**When replying to a message:**  
 Reply from the same address the message was sent to  
 Always reply from default address (currently stu-dent@my.dpsnc.net)  
(Note: You can change the address at the time of your reply. [Learn more](#))

**Check mail from other accounts (using POP3):** [Add a POP3 Mailbox](#)  
[Learn more](#)



Make sure that *Always reply from default address* is chosen

[General](#) [Labels](#) [Inbox](#) [Accounts](#) **Filters and Blocked Addresses** [Forwarding and POP/IMAP](#) [Chat](#) [Labs](#) [Offline](#)

The following filters are applied to all incoming mail:

<input type="checkbox"/>	Matches: <b>from:(@dpsnc.net)</b> Do this: Never send it to Spam	<a href="#">edit</a> <a href="#">delete</a>
--------------------------	---	---



**Click *Filters and Blocked Addresses***

[General](#) [Labels](#) [Inbox](#) [Accounts](#) [Filters and Blocked Addresses](#) [Forwarding and POP/IMAP](#) [Chat](#) [Labs](#) [Offline](#)

The following filters are applied to all incoming mail:



Select: [All](#), [None](#)

[Create a new filter](#) [Import filters](#)

The following email addresses are blocked. Messages from these addresses will appear in Spam:



**Click *Create a New Filter***

Filter ×

From

To

Subject

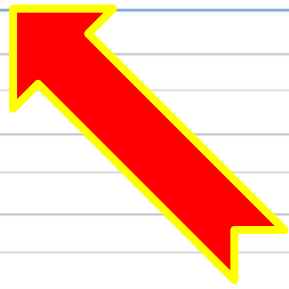
Has the words

Doesn't have

Has attachment

Don't include chats

Size



Type “@dpsnc.net”  
in the From field

Filter ✕

From

To

Subject

Has the words

Doesn't have

Has attachment

Don't include chats

Size

[Create filter with this search »](#)



*Click Create filter with this search*

from: (@dpsnc.net)

« back to search options

When a message arrives that matches this search:

- Skip the Inbox (Archive it)
  - Mark as read
  - Star it
  - Apply the label: Choose label... ▾
  - Forward it [add forwarding address](#)
  - Delete it
  - Never send it to Spam
  - Send canned response: canned response... ▾
  - Always mark it as important
  - Never mark it as important
  - Categorize as: Choose category... ▾
- [Create filter](#)  Also apply filter to matching conversations.

[Learn more](#)

Note: filter will not be applied to old conversations in Spam or Trash

Click the checkbox  
*Never send it to Spam*

from: (@dpsnc.net)

« back to search options

When a message arrives that matches this search:

Skip the Inbox (Archive it)

Mark as read

Star it

Apply the label: Choose label... ▾

Forward it [add forwarding address](#)

Delete it

Never send it to Spam

Send canned response: Choose canned response... ▾

Always mark it as important

Never mark it as important

Categorize as: Choose category... ▾

Create filter

Also apply filter to matching conversations.

[Learn more](#)

Note: filter will not be applied to old conversations in Spam or Trash



Click *Create Filter*



Why didn't you respond to my email?



You didn't send it to '@my.dpsnc.net'!!!

