

GMAIL GUIDE

Become a googly gmail geek

- Your email address is your username; if your login doesn't work, always look at your username, that is usually where the mistake appears.
- Don't save your password on a saved computer...especially at school.
- Only share your password with your parents and/or guardians...NO ONE else.
- Raypec.org may be accessed ONLY by other emails ending in .raypec.org.
- Do NOT send emails during class time unless you are specifically told to do so.
- Report any problems you are having with Internet or come across something inappropriate or cyberbullying IMMEDIATELY (to teacher).
- Do not delete an inappropriate email until you have alerted teacher (at home-your parents)-we will delete.
- Keep your email messages organized and delete the ones you no longer need.
- Organize your Google drive documents using folders, sorting by your class.
- Do NOT USE CAPS LOCKS for messages...that means you are shouting.
- Remember...none of your email messages are private...they may be read by teachers, administrators, technology department.
- If you send a message that is inappropriate and/or bullying by words or pics you are subject to school consequences. That includes if you are at home because you are "on-campus" with a school gmail.
- Say something or send photos on emails or social networking or texting that you wouldn't be embarrassed for your grandparents to read.
- SUBJECT LINE: always include the block and name of class, makes it easier to identify.
- SHARING Google docs (either view, comments or edit rights)-make sure you make a backup copy.
- If you make comments on someone else's document, stick to subject & use constructive criticism (be kind).
- When sending an email, be sure you are sending it the right person BEFORE sending!