



Prairie State College

PSC Student E-mail

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PSC student e-mail is provided by Google (Gmail). This tutorial will walk you through logging in, basic navigation, sending messages, and configuring your personal settings within the system.

Logging In

To access the PSC Student E-mail login screen, navigate your browser to <https://mail.google.com/a/students.prairiestate.edu>.

In the **Username** field, enter your current username. If you are a new student, this will be the username that was sent to you in the mail. It will likely be your first initial and last name, possibly with numbers to follow.

If the **Password** field, enter your current password. If you are a new student, this will be your eight-digit birthday.

You are given the option to **Stay signed in** to your Google account on the computer that you are currently using. **DO NOT** check this box if you are on a public access computer.

Click the **Sign in** button.

You should now be logged in to your PSC student e-mail. If you are logging in for the first time, you will be taken to the change password screen.

In the first field, enter your current password (the one just used to sign in).

In the **New password** field, enter what you would like your new password to be.

New password: [Password strength](#)

Note:

There is an eight (8) character minimum for this password. Click the **Password Strength** link for tips on creating a secure password.

In the last field, enter your new password again.

Re-enter password:

Click the **Submit** button when you are finished.

Navigation

Once you have logged into the Google Mail system, you will see a variety of options at the top of your screen:

- At the top left of the window are links to the different Google Apps that are available to you.

[Mail](#) [Calendar](#) [Documents](#) [More »](#)

Note:

Mail is not an active link because you are currently within the Mail application.

- At the top right of the window, you will see your PSC e-mail address. Click the drop-down arrow beside your e-mail address to see links to Privacy, Account Settings, and to Sign Out of the system.

ittrainer@students.prairiestate.edu -

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[Privacy](#)

[Account settings](#)

This account is managed by students.prairiestate.edu. [Learn more](#)

[Sign out](#)

- To the right of your e-mail address, the gear icon provides two links: Mail Settings and Mail Help. Go to the Settings section of this tutorial for information on the different settings available. Clicking the Mail Help link will open the Google Help screen in a new tab.

state.edu - 

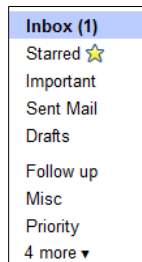
[Mail settings](#)

[Mail help](#)

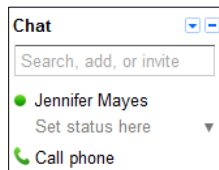
- Under these options, there is a Google search bar. You can either search for words within your e-mail or the web by clicking the appropriate buttons.



- On the left of the mail window, you have a navigation pane that will take you to all of the different folders in your mailbox. You know that you are in the Inbox right now because it is highlighted in blue. All of the listed folders are links; if you want to enter a specific folder, simply click on the appropriate link. The number in parenthesis after each folder signifies the number of new messages within that specific folder.



- Below the navigation pane is the Google Chat window.

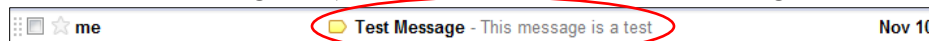


- Your messages will be listed in the large window in the middle of the screen. Any unread messages will be listed in bold lettering. Each e-mail lists the sender, the subject, the first line of the message, and the sent date.



Viewing Messages

Click on the message subject to view the text of the message.

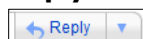


At the top of the message, you have the ability to:

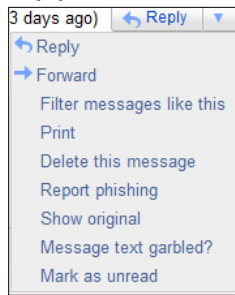
- **Show/Hide Details** of the message.



- **Reply** to the sender.



- Click the drop-down arrow next to reply to see a list of more options, such as Reply to all, Forward, Print, etc.



At the bottom of the message, more options are available:



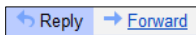
- **Reply** to the sender.
- **Forward** the message.

Replying to Messages

To reply to a message, you must first have the message open. Click the **Reply** link at the top or bottom of the message.

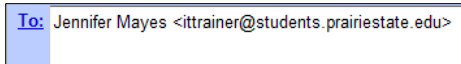


You will now see this window extend. You know that you are in the Reply window because the Reply tab is highlighted in blue.

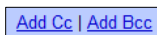


Note:

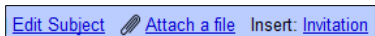
The To: field is automatically populated, because we are replying to the original sender.



If you want more people to receive this reply, either type the address(es) in the To: field, or click the **Add CC** or **Add BCC** buttons as appropriate.



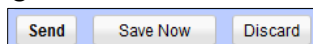
You also have the ability to edit the subject, attach a file to your reply, or add an event invitation.



To insert your reply text, simply place your cursor in the text box above the text that is already there and type your reply. You also have the option of editing the text with tools on the bar directly above this text box, and you can check the spelling of your text.



When you are finished compiling your reply, you have three options at the bottom of the message:



- **Send** the message.
- **Save Now** to save the message to send later.
- **Discard** the message if you decide not to send it.

Once the message is sent, saved, or discarded, you are taken back to the e-mail inbox.

Forwarding Messages

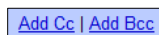
Within an open message, click the **Forward** link at the top or bottom of the message window. You know you are in the Forward window because the Forward tab is highlighted.



Note:

The steps required to forward a message are almost exactly the same as those to reply.

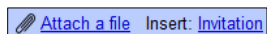
In the To: field, enter the addresses that you would like to forward the message to. You can also add CC and/or BCC fields by clicking the appropriate links.



You can edit the subject by simply placing your cursor in the Subject field and editing the text.



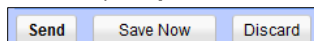
You can again attach a file to the message and/or add an event invitation.



Sending a forwarded message is exactly like sending a reply message. If you want to add text to the message, place your cursor in the text box and start typing. Again, you can edit the text with the HTML tools and check your spelling.



At the bottom of the message you have the same three choices (Send, Save Now, and Discard) as you did when replying to a message.



Composing a New Message

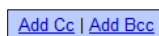
To compose a new message, click the **Compose mail** button in the Navigation Pane on the left side of the screen.



You will now see the new message window. In the **To:** field, enter the e-mail address of the person to whom you are sending the message.

 A text input field with a light blue border and a small blue square on the left side containing the text "To:". The rest of the field is empty.

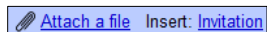
As in the reply and forward windows, you have the option to **Add CC** and/or **Add BCC**.



Enter the subject of the e-mail in the Subject field.

 A text input field with a light blue border and a small blue square on the left side containing the text "Subject:". The rest of the field is empty.

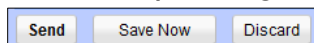
You again have the options of attaching a file or adding an event invitation.



You also have the option of editing the text of your e-mail, just as you did when replying to or forwarding a message.

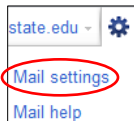


In the message field, type your message. It can be as long as short as you would like. Once you have composed your message, you can Send, Save for later, or completely Discard it by clicking the appropriate button at the bottom of the window.

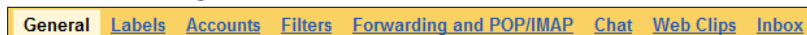


E-Mail Settings

There are a multitude of settings that you can adjust within G-mail. Click on the gear icon in the upper right corner of the mail window and click the **Mail Settings** link.



Within the Settings feature, there are eight tabs which server to organize the many different settings that are available.

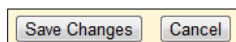


General:

- **Language.** You can change the language in which you read your messages.
- **Maximum page size.** Use the drop-down arrows to adjust the number of conversations and contacts you see per page.

- **Keyboard shortcuts.** Use the radio buttons to turn keyboard shortcuts on or off.
- **External content.** Use the radio buttons to choose whether or not to automatically show images within e-mails.
- **Browser connection.** It is best to leave this setting as it is.
- **Conversation view.** Use the radio buttons to turn conversation view on or off.
- **Stars.** Drag the stars between the lists if you want to use more than just the yellow star to flag messages.
- **Desktop notifications.** If your browser supports desktop notifications, use the radio buttons to adjust these settings.
- **My picture.** You can upload a picture to display when you send a message.
- **People widget.** Use the radio buttons to show or hide the people widget.
- **Create contacts for auto-complete.** Use the radio buttons to choose whether or not to have senders automatically saved to your contact list.
- **Importance signals for ads.** Use the radio buttons to adjust the settings for the ads that display above the message window.
- **Signature.** Use the text box to create a signature to be placed on all outgoing e-mails.
- **Personal level indicators.** Choosing to show indicators can help you better sort your inbox.
- **Snippets.** Use the radio buttons to choose to show only the subject, or snippets or the message when viewing your message list.
- **Vacation responder.** You can have an automatic message sent to people who e-mail you while you are on vacation.
- **Outgoing message encoding.** It is best to leave this setting as it is.
- **Attachments.** Use the radio buttons to choose between advanced or basic attachment features.

Be sure to click the **Save Changes** button at the bottom of the screen when you are finished.



Labels:

Labels are similar to folders. Within this tab you can create new labels, edit the labels that you have already created, and choose which labels to show in the label list.

Accounts:

- **Change account settings.** Click the link to open your Google Personal Account Settings.
- **Send mail as.** If you have more than one e-mail account, you can set G-mail to send from your other accounts. You will create the e-mail and send it from G-mail, but it will show that it came from another account.
- **Check mail using POP3.** If you have other e-mail accounts, you can have

the mail come straight into your G-mail account. Visit the Forwarding and Fetching tutorial for more information.

Filters:

This section allows you to create filters to determine what to do with a message when it arrives. You first set specific criteria for the messages, then you can set what you want to do with these messages. For example, you can have any messages from john.smith@gmail.com go straight to the Trash label.

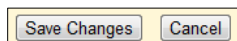
Forwarding and POP/IMAP:

Visit the [Forwarding and Fetching](#) tutorial for more information.

Chat:

- **My chat history.** You can choose to save the chats that you have with people.
- **Voice and video chat.** Click the link to learn more about this downloadable feature.
- **Call Phones.** Use the radio buttons to enable or disable outbound voice calling.
- **Auto-add suggested contacts.** It is best to explicitly approve those who want to chat with you.
- **Sounds.** You can choose to have a sound notification play when you receive a new chat message.
- **Emoticons.** You can automatically animate your emoticons!

Be sure to click the **Save Changes** button at the bottom of the screen when you are finished.



Web Clips:

This section allows you to set web clips to show above the Inbox message list. You can also set what types of clips you would like to see.

Inbox:

- **Inbox type.** Use the drop-down list to choose how you would like your inbox to display.
- **Importance markers.** Use the radio buttons to choose whether or not to display the importance marker on new messages.
- **Filters.** Use the radio buttons to choose whether to override filters.

Be sure to click the **Save Changes** button at the bottom of the screen when you are finished.

