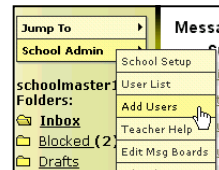# Gaggle.Net
safe e-mail for students

Teacher Quick Start Guide

This Teacher Quick Start Guide explains how to use the monitoring and control features of the Gaggle email service. To use these features, your access level must be set to at least School Teacher and in some instances it must be School Administrator or higher.

Creating New User Accounts

1. From the School Admin menu click the *Add Users* link.
2. Enter the User Name, Full Name, and Password for the user.
3. Choose the appropriate Access Level such as Student or School Administrator.
4. For students, choose yourself as the Administrator so you will receive any Blocked messages.
5. Choose the access level for Message Boards, Chat Rooms, and File Storage.
6. Click **Add**.
7. VERY IMPORTANT! A red box will appear at the top of the screen with the result of your action. It will either say 'johndoe successfully added' or 'johndoe not unique in domain.' If it is not unique, you will need to choose another user name and try adding them again.

Other methods of adding users can be found further down the add user page. Importing users and creating user keys are two methods that are much faster for creating multiple accounts.

Reading Students' Mail

The following steps explain how to access a student's account and read mail the student has recently sent, received or deleted.

1. From the School Admin menu click on the *User List* link.
2. The User List screen enables you to locate each user in your school. Using the sub-sets at the top of the screen, find the name of the student you want to change. Click **Mail** in the row next to their name.
3. The contents of the student's Inbox folder will be displayed. It will also show the student's other folders. These will be listed on the left side of the screen above your own folders.
4. Click on a message topic to read the student's mail.

Handling Blocked Mail

schoolmaster1a's Folders:
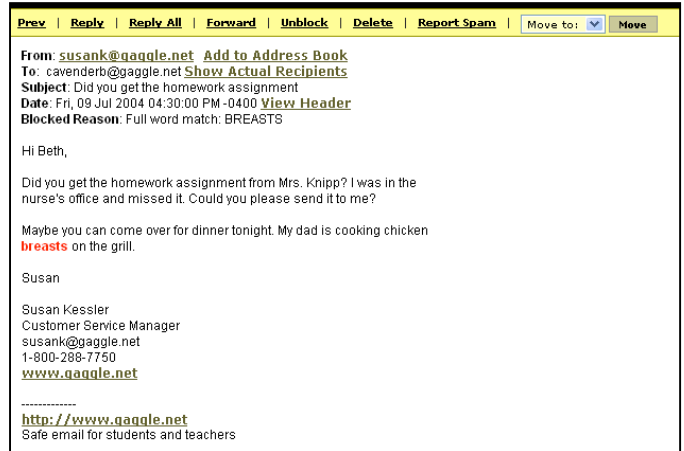- 📁 Inbox
- 📁 Blocked (2)
- 📁 Drafts
- 📁 Sent
- 📁 Deleted

Student messages, both incoming and outgoing, are automatically monitored for inappropriate language and are checked against the blocked address list.

When a message is blocked, it gets rerouted to your account and appears in your Blocked folder. You decide what should be done with the mail; unblock it, delete it or store it for later. We suggest you check your Blocked folder frequently.

The following steps explain how to check Blocked Mail.

1. Click on your Blocked folder.
2. Click on the subject of the blocked mail you wish to read.
3. Review the message and choose to Unblock, Delete or leave it for later. You may also move the message to any one of your folders.

Prev | Reply | Reply All | Forward | Unblock | Delete | Report Spam | Move to: ☑ Move

From: susank@gaggle.net Add to Address Book
To: cavenderb@gaggle.net Show Actual Recipients
Subject: Did you get the homework assignment
Date: Fri, 09 Jul 2004 04:30:00 PM -0400 View Header
Blocked Reason: Full word match: BREASTS

Hi Beth,

Did you get the homework assignment from Mrs. Knipp? I was in the nurse's office and missed it. Could you please send it to me?

Maybe you can come over for dinner tonight. My dad is cooking chicken **breasts** on the grill.

Susan

Susan Kessler
Customer Service Manager
susank@gaggle.net
1-800-288-7750
www.gaggle.net

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http://www.gaggle.net
Safe email for students and teachers

Assigning Yourself as the Administrator for Several Student Accounts

The following steps explain how to change a student's account so that you will be the designated administrator. You will want to do this if a student already has an account and joins your class or if the student was not assigned to you when their account was created. Please note, your access level must be School Administrator or higher to access this.

1. Click on the *User List* link.
2. Put a check mark next to the names of the students you wish to change.
3. From the administrator menu, choose your name.
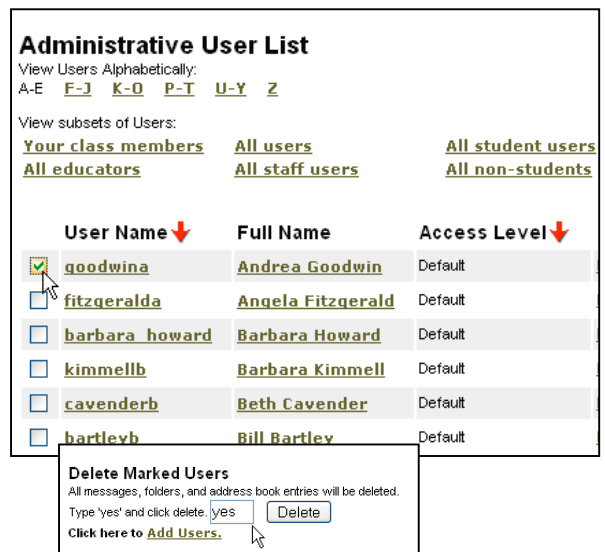4. Click **Update**.

Changing a Student's Password

If a student forgets their password, a new password will need to be assigned to them. Find and click on their name in the User List, type a new password in both fields and click **Update**.

Deleting a Student's Account

It is very easy to delete a single user or multiple users in Gaggle. Follow the steps below to delete an account.

1. From the School Admin menu, click the *User* List link.
2. Locate the student/students you wish to delete. Click in the box to the left of the username.
3. Scroll down to the section, Delete Marked Users. Type 'yes' in the box.
4. Click **Delete**.

Administrative User List
View Users Alphabetically:
A-E   F-J   K-O   P-T   U-Y   Z

View subsets of Users:
Your class members   **All users**   **All student users**
All educators   **All staff users**   **All non-students**

	User Name ↓	Full Name	Access Level ↓
☑	goodwina	Andrea Goodwin	Default
☐	fitzgeralda	Angela Fitzgerald	Default
☐	barbara_howard	Barbara Howard	Default
☐	kimmellb	Barbara Kimmell	Default
☐	cavenderb	Beth Cavender	Default
☐	bartleyb	Bill Bartley	Default

Delete Marked Users
All messages, folders, and address book entries will be deleted.
Type 'yes' and click delete. |yes| Delete
Click here to Add Users.

General Quick Start Guide

Signing into the System

1. Go to www.gaggle.net
2. Type in your User Name and Password.
3. Click **Login**.
4. Click **Accept** to agree to the terms of Gaggle.Net service and your school's Acceptable Use Policy.

Note that email accounts on the Gaggle system are not private. Email is subject to review by Gaggle personnel and your school, district or organization.
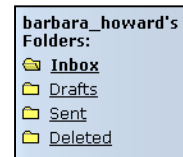
Reading your Mail

1. On the left you will see four folders. Click on Inbox.
2. Your messages will appear on the screen. Click on a message to read it.

	Subject	From	Date/Time	Size
☐	mail	admin@gaggle.net	Jun 16, 2004	0.2 Kb
☐	You're invited	"Susan Kessler" <susank@gaggle.net>	Jun 16, 2004	0.6 Kb
☐	Welcome to Gaggle.net	mike@gaggle.net	Jun 16, 2004	0.9 Kb

Messages in 'Inbox' folder

☐ Select All Delete Move To Folder [- ▾] Move Report Spam

Deleted messages will be moved to the 'Deleted' folder. Messages in the 'Deleted' folder may be permanently deleted after 30 days.

barbara_howard's Folders:
📁 Inbox
📁 Drafts
📁 Sent
📁 Deleted

Writing Mail

Click **Write Mail** to create a new message.

Type the address of the person you are writing to.

Type the subject of your email.

Click **Browse** to locate any files you want to attach.

Type your message here. Always put in salutations and sign your name.

Click **Send**.

From barbara_howard@gaggle.net
Lookup [- ▾] Add 'To' Add 'CC'
To [ ]
CC [ ]
Subject [ ]
Attachments FileName Size
-- None --
[ ] Browse... Upload
Message [ ]

Send Save Draft Spell Check

Welcome, Barbara Howard from Sample School 1.

Adding Addresses to your Address Book

Add New Address:

Email Address: susank@gaggle.net

Full Name: Susan King

Note: |

[Add]

To see a complete list of all users in your school **click here**

1. Click **Address Book** to check the list of names in your address book.
2. Adding New Addresses can be done at the top of the screen. Type in the Email Address and Full Name for a new person.
3. Click **Add**.
4. You will see a red box at the top of the screen with the message 'Susan King address added.'
5. The new address will now appear in your Look Up Menu on the Write Mail screen.

From barbara_howard@gaggle.net

Lookup [- ▾] [Add 'To'] [Add 'CC']

To

CC Susan King

Directory Screen

The Directory screen will show you all of the members from your group. It is an easy way to find the address for someone at your school, add people to your address book, create an address group or send a message to multiple recipients. The Directory screen can also be used to access the public files in other users' Digital Lockers.

Users in your School:
View Users Alphabetically:
A-E F-J K-O P-T U-Y Z

View subsets of Users:
Your class members   **All users**   **All student users**
All educators   **All staff users**   **All non-students**

	User Name ↓	Full Name	
☑	goodwina	Andrea Goodwin	Locker
☐	fitzgeralda	Angela Fitzgerald	Locker
☐	barbara_howard	Barbara Howard	Locker
☑	kimmellb	Barbara Kimmell	Locker
☐	cavenderb	Beth Cavender	Locker
☐	bartleyb	Bill Bartley	Locker
☐	gloydb	Brian Gloyd	Locker
☐	barberc	Carolyn Barber	Locker
☐	caulc	Colleen Caul	Locker
☐	lesterd	Danielle Lester	Locker
☑	jeffriesd	David Jeffries	Locker
☑	kingd	Debra King	Locker
☐	chalmersd	Donald Chalmers	Locker
☐	hovare	Elmer Hovar	Locker

☐ Select All

[Send Message Now]   [Add 'Checked' To Address Book]

[   ]   [Add 'Checked' To New Address Group]

Adding Users to Your Address Book
1. Check the names you want added to your address book.
2. Click **Add 'Checked' to Address Book**.

Creating an Address Group
Address Groups are sets of users who are grouped together by a name such as My Friends, Student Government, or 5th period.

After you create the group, the group name will appear in the Look Up menu on your Write mail screen. By selecting this name from the menu you can quickly send a message to the entire group.

1. Check the names you want grouped together.
2. Enter a name for your group such as Homework Buddies into the field provided.
3. Click '**Add Checked to New Address Group**'.

Digital Lockers
Each user on Gaggle has access to a Digital Locker to store their files. Files in the locker can be made public or private. Other users from your school can view public documents. It's a convenient way to share files.

To see public files in anther user's Locker, just click the word Locker next to their name.

Changing your Password

1. Click **User options**.
2. Type your new password into both the password and retype password fields.
3. Click **Update**.