



**ACT**  
Government

Education and Training



# STUDENT EMAIL:

Guide for Students



This guide will introduce you to Gmail, which is the student email platform for ACT Public Schools. Gmail is part of our Google Apps for Education offering and will provide students an email service on our SchoolsNET domain, enabling better security and oversight.

## Gmail for Students

With Gmail, students can stay productive, informed and up to date with better communication on the web from anywhere they are on any device. Your Gmail inbox has unlimited capacity, so it never gets full. Gmail also features powerful search so everything is in each reach, and labels and filters help you stay organized.

Our ACT Education and Training Gmail is hosted on our own SchoolsNET domain 'schoolsnet.act.edu.au'. This means that our Directorate has more control over settings, security and filtering. Using Google Apps for Education on our own domain also means that Google will not collect or use any student data for advertising purposes, which makes our email even more secure than other consumer email such as 'gmail.com' or 'yahoo.com'.

### Contents

About Google Apps for Education	4	Compose and Send an Email	7
Starting Up	4	Add Attachments	8
Logging On	4	Reply and Forward an Email	9
Benefits	5	Search in Gmail	10
Your Email Account	5	Change Email Settings	11
Access Google Apps using your Email	6		

# Welcome to Google Apps for Education

## About Google Apps for Education

Google Apps for Education (GAFE) is a cloud-based system offering online productivity tools for classroom collaboration. GAFE provides students and teachers with unlimited cloud storage in Google Drive, Docs, Sheets and Slides. GAFE also provides student email and other modern online communication tools.

### Starting up

Open a web browser and go to the Digital Backpack webpage:

<https://backpack.ed.act.edu.au>

### Logging on

#### Teachers

Although teachers can access the Digital Backpack, Gmail is only available for students. Google Apps for Education is linked to the teacher's Outlook mail account.

#### Students

Students who have returned their parent/carer consent form will use their SchoolsNET username (student number) and password.

Click "Logon".

When the Backpack page launches, click the Gmail icon.

## Benefits

With Gmail, you can:

- Send and receive emails and notifications to stay up to date with tasks, assignments and school events.
- Access your school email from anywhere online, on any device with a modern browser.
- Categorise and sort your emails the way you want, so you can find things quickly and easily.
- Enjoy an inbox with unlimited storage.

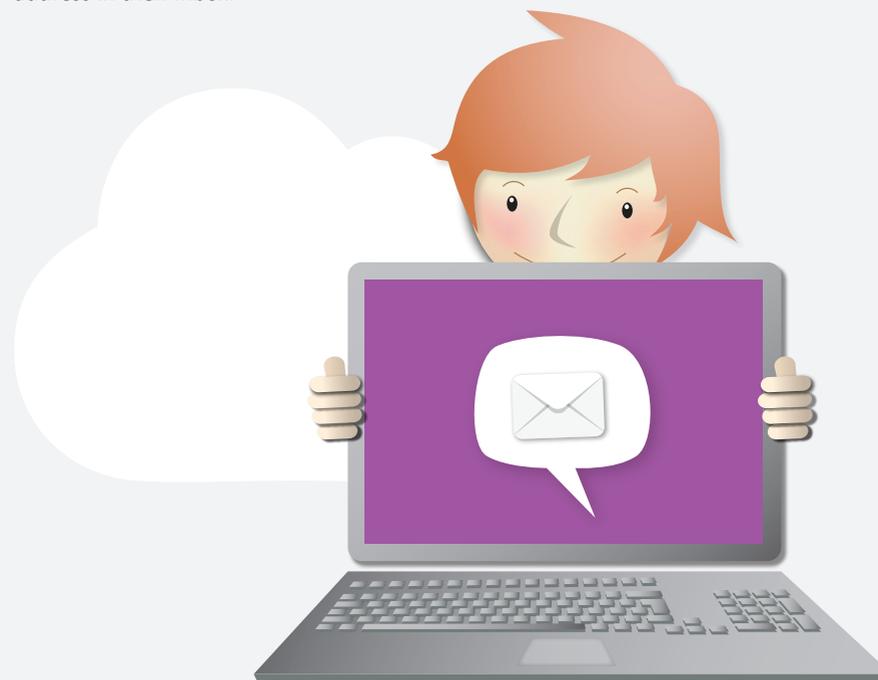
**TO NOTE: ALTHOUGH GMAIL HAS THE ABILITY TO CONNECT LIVE VOICE, VIDEO AND INSTANT MESSAGING, THESE FEATURES ARE DISABLED BY DEFAULT FOR STUDENTS.**

## Your Email Account

As student email is hosted in our SchoolsNET domain, your email address will be your studentID@schoolsnet.act.edu.au

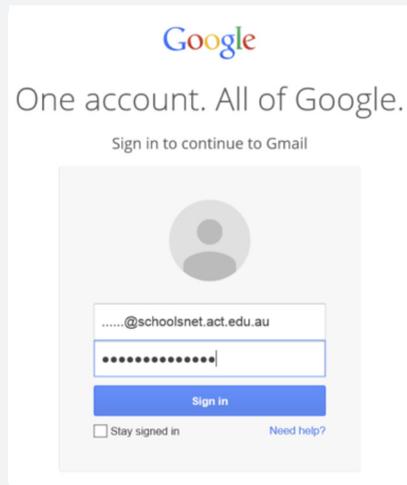


Google Apps for Education connects your email address to your first name and last name. Whenever you send someone an email, they will see your name and email address in their inbox.

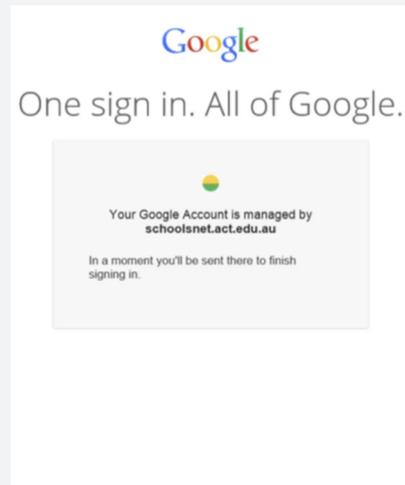


## Access Google Apps using your Email

When you go to any Google Apps service in a web browser, such as <https://mail.google.com/> or <https://drive.google.com/> it will prompt for your Google username and password to log in.



1. When prompted by Google, enter in your studentID@schoolsnet.act.edu.au email address as your user name, then enter your SchoolsNET password. Click **Sign in**



2. Google will then redirect you to our secure login page.

Secure Logon  
for the Education and Training  
Directorate

Username  
9920659

Password  
●●●●●●●●

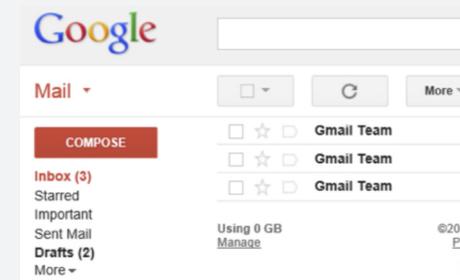
Domain  
ACTEDU

This is a private computer

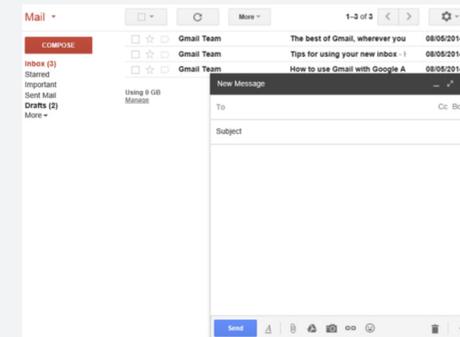
Logon

3. Enter only your Student ID number as your username, then your SchoolsNET password and click **Logon**
4. You will then be logged in and re-directed to the Google Apps service under your SchoolsNET account.

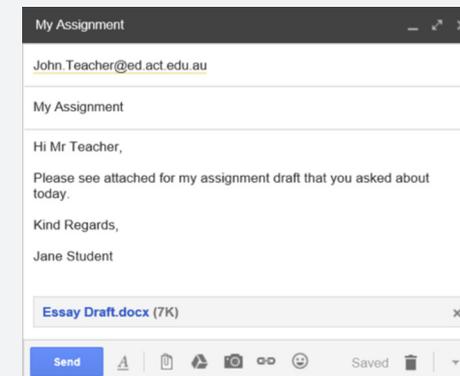
## Compose and Send an Email



1. Click the **Compose** button on the left side of your Gmail Inbox.

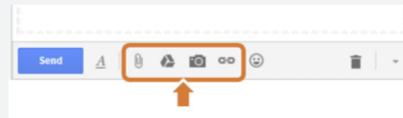
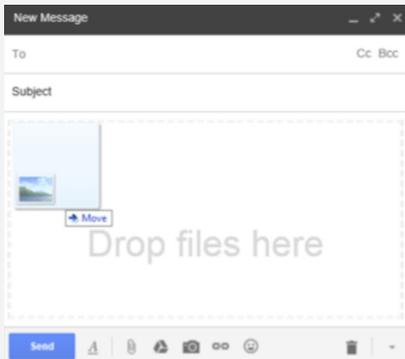


2. Type your recipient's email address in the "**To**" field. The **Cc** and **Bcc** (copy and blind carbon copy) will let you include additional recipients whose responses are welcome but not required



3. Enter a subject for your message in the "**Subject**" field.
4. Write your message! Just click in the large field below the subject line and type away.
5. When you're done composing, click the **Send** button at the bottom of your compose window.

## Add Attachments



There are also icons that allow you to add attachments:

There are several ways you can add attachments to an email. The easiest is to drag and drop file attachments from your computer directly into the compose window

1. In the compose window, click any of the attachment icons to add files from your computer or Google Drive.

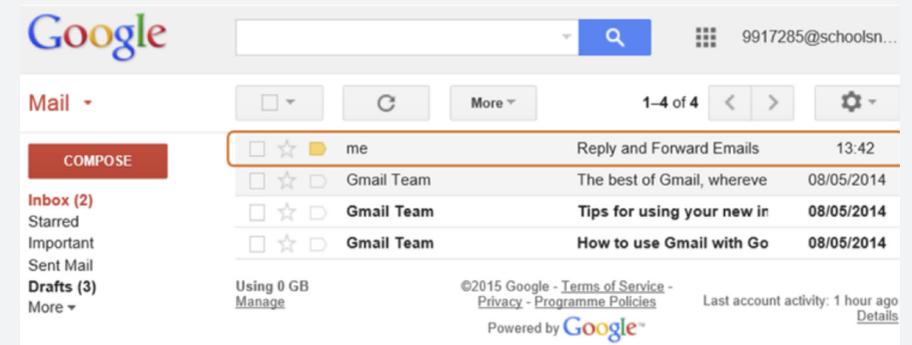


2. If you want to add an attachment from Google Drive, you will have the option to add as a link, or as an attachment. A **Drive link** will send the recipient to the Google Drive file in the web and the **Attachment** will take the file from Google Drive and attach it as a stand-alone file.

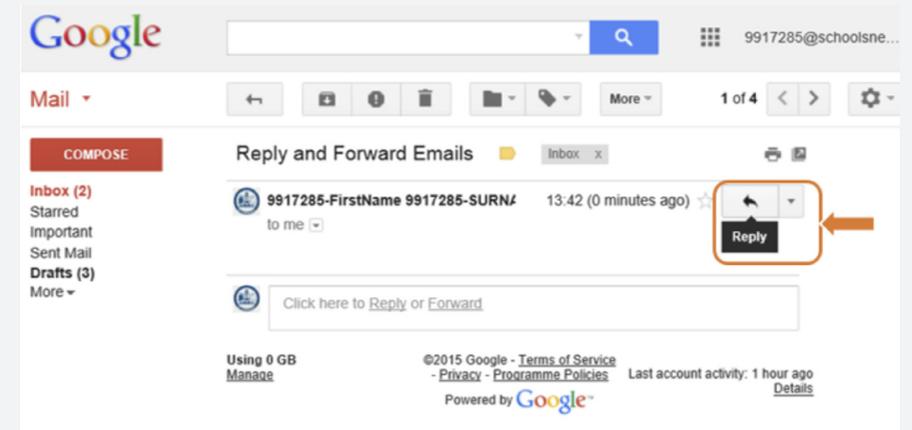
**Attachment Limits:** You can send messages up to 25 megabytes (MB) in size. If you'd like to send attachments that are larger than this, you can attach a Drive link to the larger file that is stored in your Google Drive.

As a security measure, Gmail doesn't allow you to send or receive executable files, such as files ending in .exe

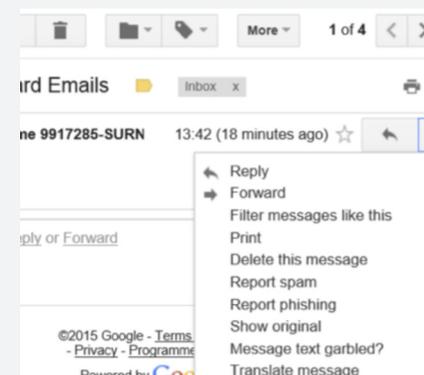
## Reply and Forward an Email



1. In your **Inbox**, select the email you wish to reply to or forward to another recipient.

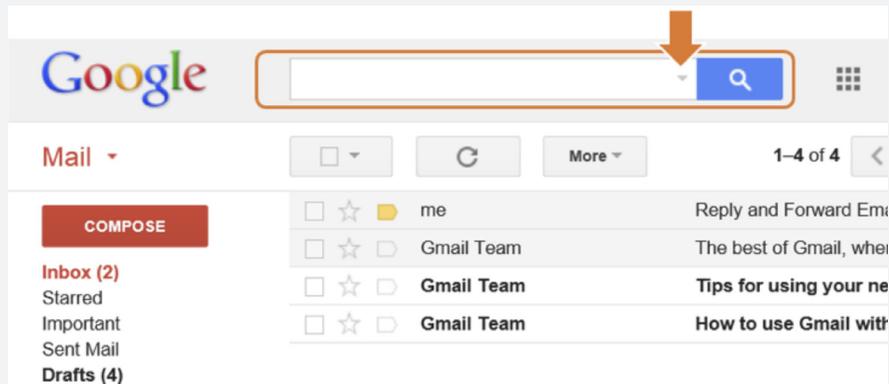


2. To **reply**, select the arrow icon to the right of the email.
3. To **forward**, select the dropdown icon to the right of the arrow icon and select **forward**

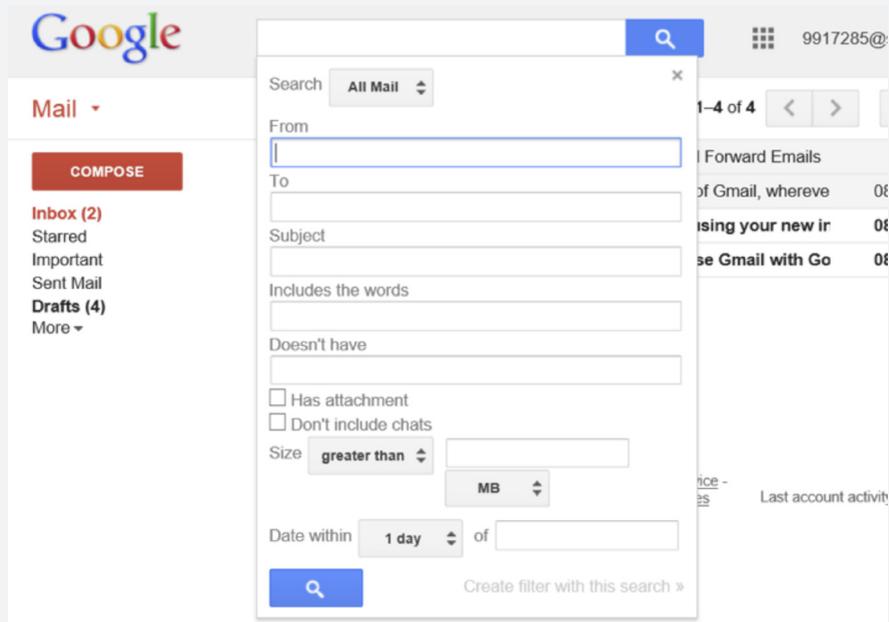


4. You will also see other options in this menu such as **Filter**, **Print**, **Delete** and **Reply All** if your email contains multiple recipients

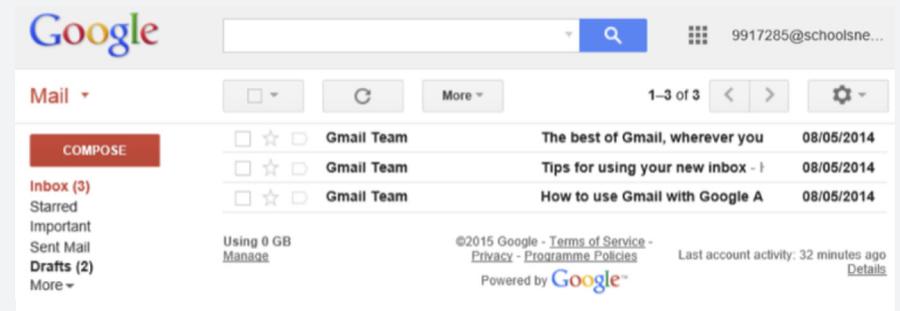
## Search in Gmail



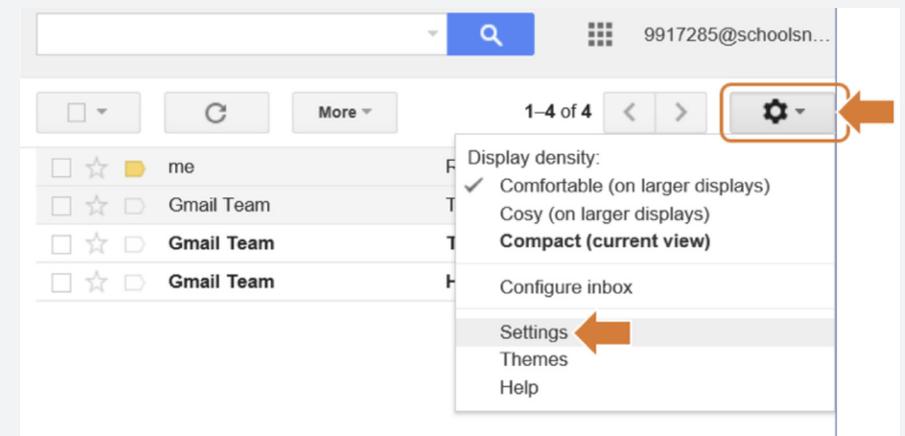
1. To search your inbox, click in the search box at the top of the screen and simply type the word you're looking for. For example, if you are looking for an email about a science assignment, type in the word "science".



2. To add more to your search, click the small dropdown arrow to the right of the search box. This provides more advanced options for your search



## Change Email Settings



1. In your Gmail Inbox, Click the gear icon in the top right.
2. Select **Settings**.
3. The **Settings** menu will allow you to make changes to your Gmail environment that may better suit you than the current default settings.

## Support

### **See your School's ICT Coordinator or IT Officer.**

Should your ICT Coordinator or IT Officer be unable to resolve the issue, they can log a request with the Shared Services ICT Service Desk.

### **Self Help**

Free online training is available from the Google for Education training page.

<https://www.google.com.au/edu/training/get-trained/>

Support for all other areas of Google Apps can be obtained via the Google Help Center.

<https://support.google.com/>