

GENERAL EMAIL INSTRUCTIONS.

FOR SPECIFIC QUESTIONS, PLEASE CONTACT WENJING KE AT 610-265-4700 EXT 7210

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1. ACCESSING EMAIL

The link is <http://www.gmail.com> . This will take you to a log in screen.

➤ Enter your user name:

<first initial><Last name>@thearcalliance.org

➤ Enter your password

➤ Click “Sign in”

2. SETTING UP GOOGLE EMAIL ON YOUR IPHONE

➤ Go to Settings

➤ Select Mail, Contacts, Calendars →

➤ Add Account →

➤ Gmail →

➤ Type your name, email and password.

3. ADDING CONTACTS TO IPHONES

- Open the **Settings** application on your device.
- Select **Mail, Contacts, Calendars**.
- Select **Add Account...**
- Select **Other**
- Select **Add CardDAV Account**
- Fill out your account information in the following fields:

Server: Enter "google.com"

User Name: EMAIL ADDRESS.

Password: Enter email password

Description: Enter a description of the account (e.g. Personal Contacts).

- Select **Next** at the top of your screen.
- Make sure that the "Contacts" option is turned to **ON**.

4. SET UP CALENDAR

- Log into Google
- Click the drop-down arrow to the right of **my calendars**
- Select **Create new calendar**
- Enter information about your new calendar
- Click the **Create calendar** button

5. SET UP CALENDAR ON THE IPHONE

- Open the **Settings** application on your device.
- Select Mail, Contacts, Calendars
- Add Account
- Gmail
- Type your name, email and password.

6. HOW TO SHARE CALENDARS

- Log into Google
- Select Calendar on the top
- Click the  gear in the top right
- Select Settings
- select Calendars Tab next to General Tab.
- Select Shared: Edit Setting for Calendar
- Select the people you want to share with

7. ADD EMAIL SIGNATURE TO IPHONE

- Open the **Settings** application on your device.
- Select Mail, Contacts, Calendars
- Select Signature
- Edit Signature for your contact information

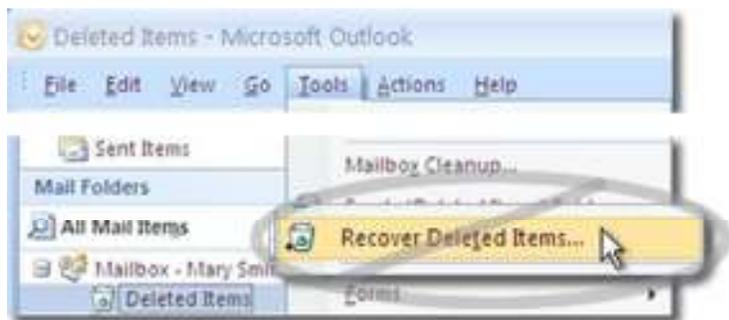
8. ADDING AGENCY LOGO TO EMAIL SIGNATURE

- Log into Gmail
- Click on the “Gear” Icon on the right hand side of the screen
- Click Settings
- Scroll down to “Signature”
- Above the text box, click on the image icon (it looks like a small picture of a mountain)
- A box will appear that says “Image URL”
- Type the following into the box: <http://i.imgur.com/m6P2yHo.png?2>
- The Arc logo will appear
- Scroll down and click “Save Changes”

What's not supported in Outlook Mail

Here are a few features that **Google Apps Sync for Microsoft Outlook®** does *not* support in Outlook Mail. These features either aren't available in Outlook, or they might not work as you'd expect.

The following features are not supported



Recovering deleted items

After emptying your Deleted items folder, you can't use "Recover Deleted Items" in Outlook's Tools menu to get the messages back. (This menu item isn't available.)



Sharing mailbox folders

You can't share a mailbox folder in Outlook with other users (Permissions settings aren't available in the folder's Properties dialog). This is because folders in Outlook map to *labels* in Gmail, which don't have permission properties.



Public folders

Public folders aren't available with Google Apps Sync (they're missing from Outlook's navigation pane).

Sending executable attachments

Google Apps Sync doesn't allow sending executable file attachments (including executables in compressed attachments) from either Outlook or the Gmail interface.

Which file types can I not send?

Delivery receipts

Delivery receipts aren't generated in Outlook when using Google Apps Sync. If you request a delivery receipt for a message you send from Outlook, you won't receive a response when the message is delivered. However, you can select a read receipt (see below).

The features below are available but may not work as you expect

Read receipts

Read receipts are generated in Outlook with Google Apps Sync. However, your recipient must be using Outlook and must enable read receipts for their profile. In that case, you'll get a response when your message is read.

Out of Office (OOO) notifications

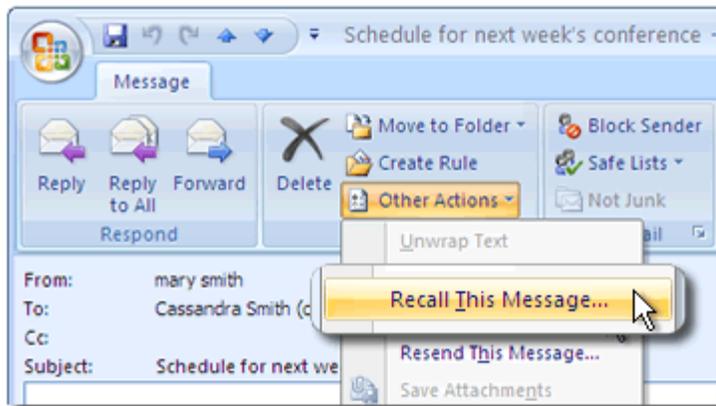
You can set up automatic vacation responses to let people who email you know when you're away from your mail. But you need to do this in your Gmail web interface, *not* using Outlook's Out of Office feature (which doesn't work with Google Apps Sync).

Learn to use the [vacation responder](#)

Contact delegation

You can set up contact delegation in Google Apps, where an assistant can access and manage a supervisor's personal contacts. However, you can't do this in Outlook. Instead, you set up contact delegation and access a supervisor's contacts via the Google Apps web interface.

[Learn more](#)



Recalling a sent message

In Outlook, you can choose Recall Message from a sent message's Other Actions menu, to try to recall a message you just sent. However, unlike Microsoft® Exchange, Gmail can't recall messages. Instead, the recipient receives both the original message, along with a follow-up message saying you wanted to recall the message.



Setting importance levels for recipients

In Outlook, you can send mail marked as "Important" or Low Priority." But these values aren't synchronized with your Google Apps account in the cloud and therefore don't show up for other users.