

Gulfport School District Technology Support Services

E-mail Procedures

- District email accounts are for school/district business only. Do not use your district email account for personal business.
- NEVER give out your email password to anyone. Even if you think the District has requested the information, DO NOT GIVE OUT YOUR EMAIL PASSWORD!
- Be sure to include the school/department initials in the subject line of all emails.
- Scrutinize subject line for school/department initials or make sure the sender is known (i.e. parent of student, student, Mississippi Department of Education, etc.)
- Always log out of email after use – especially if checking email offsite.
- If you are checking email offsite, be sure the computer that you are using has proper and current antivirus software.
- Avoid clicking on links within email messages.
- Save important emails to your specified network drive or to your local computer. (If you save often to your local computer, be sure to back up your local computer often to prevent the loss of files.)

How to Use Gulfport School District E-mail

District Website or <https://mail.gulfportschools.org> or www.google.com - select [Gmail](#) link

Login Screen: Enter Username and Password. Then, press ENTER or click the Sign in Button



Welcome to The Gulfport School District

Sign in to your account at
The Gulfport School District

Username:
@gulfportschools.org

Password:

Stay signed in

[Can't access your account?](#)

Less spam, plenty of space and access from anywhere.

Welcome to your email for The Gulfport School District, powered by Google, where email is more intuitive, efficient and useful.

- Keep unwanted messages out of your inbox with Google's powerful spam blocking technology
- Keep any message you might need down the road, and then find it fast with Google search
- Send mail, read new messages and search your archives instantly from your phone

If you use the classic  login, be sure to:

Sign in with your
Google Account

Username:
ex: pat@example.com

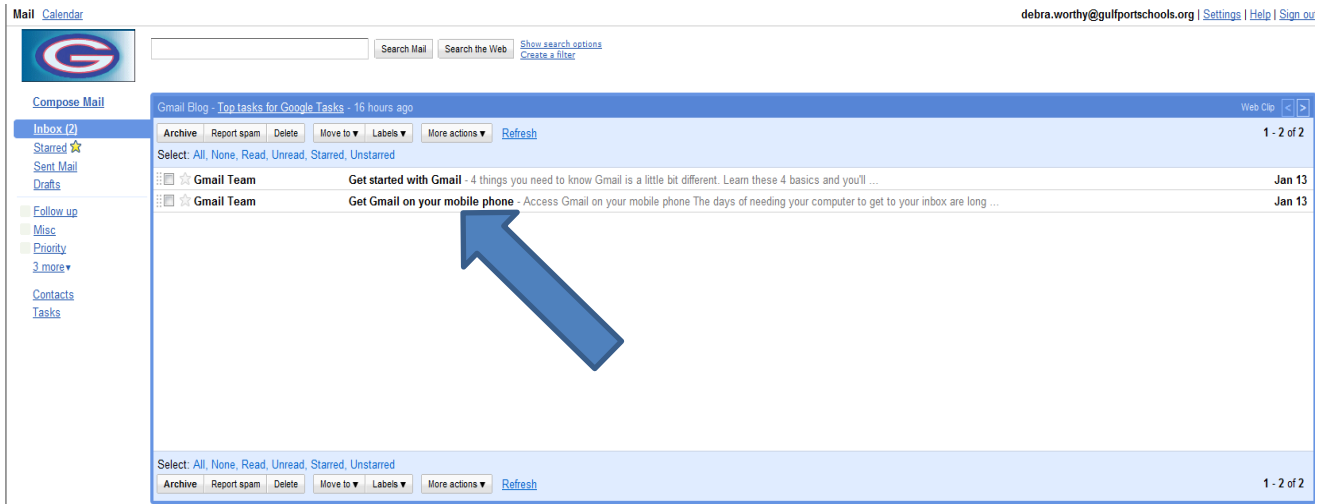
Password:

Stay signed in

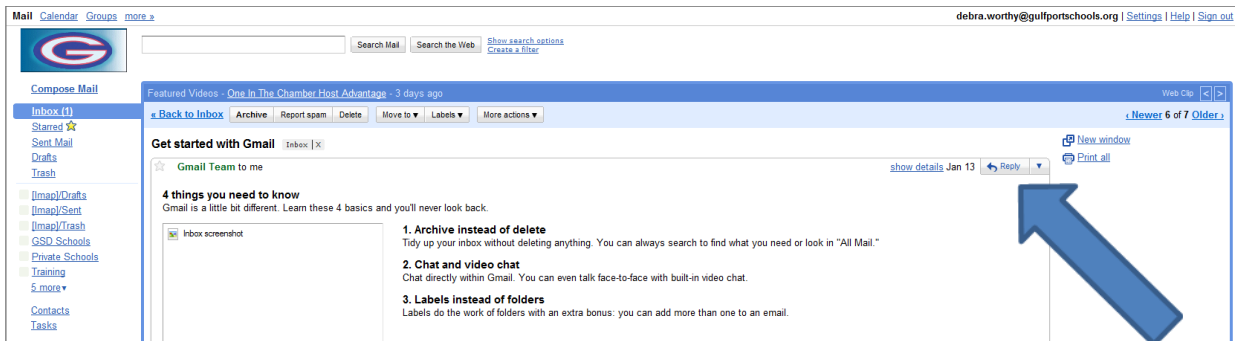
[Can't access your account?](#)

**Use your complete email address:
firstname.lastname@gulfportschools.org**

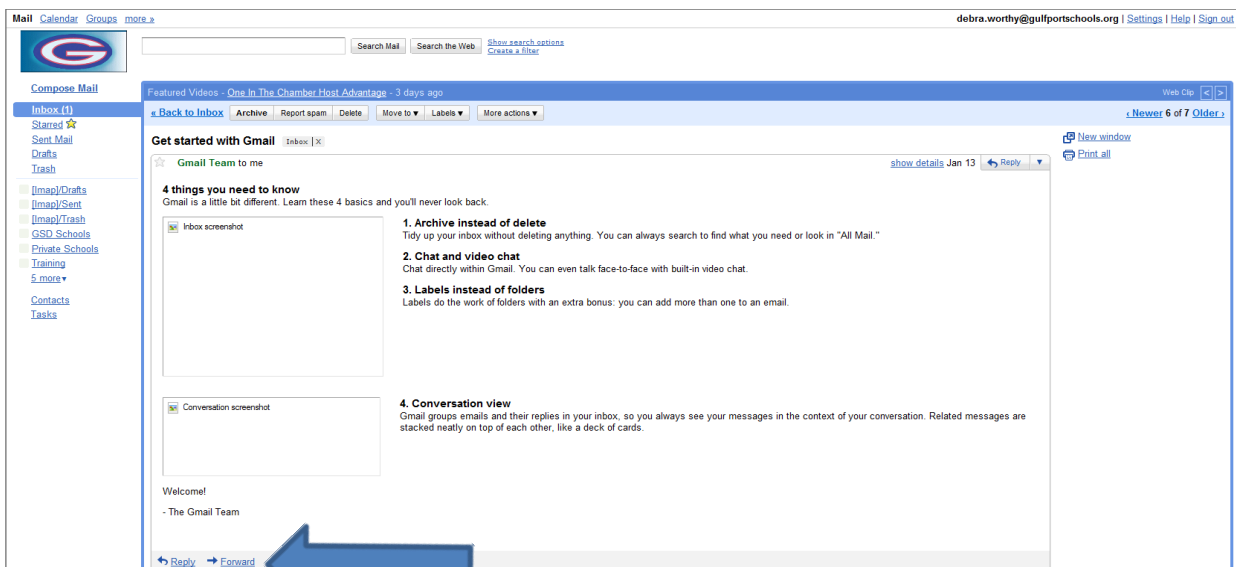
To read a message, click on the hyperlinked subject line.



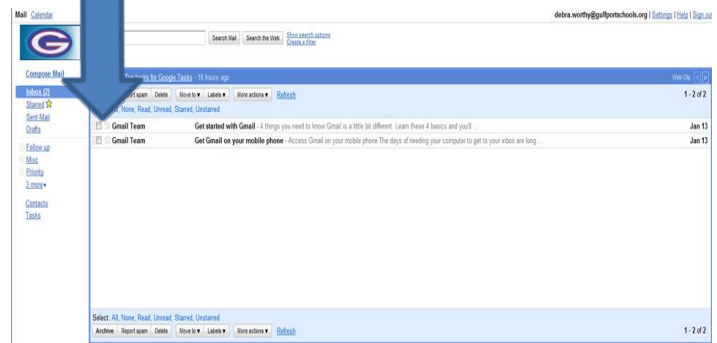
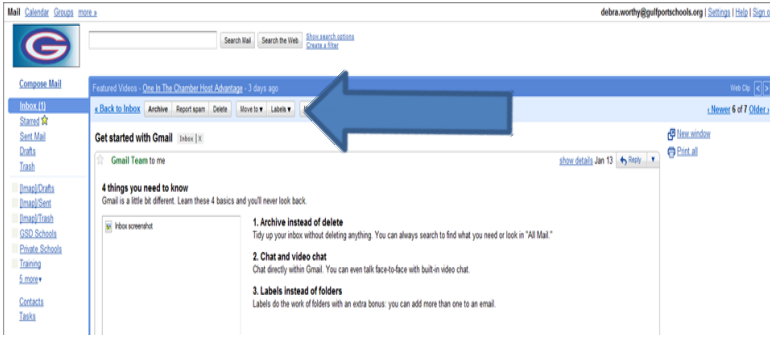
To reply to a message, click Reply to respond to email message.



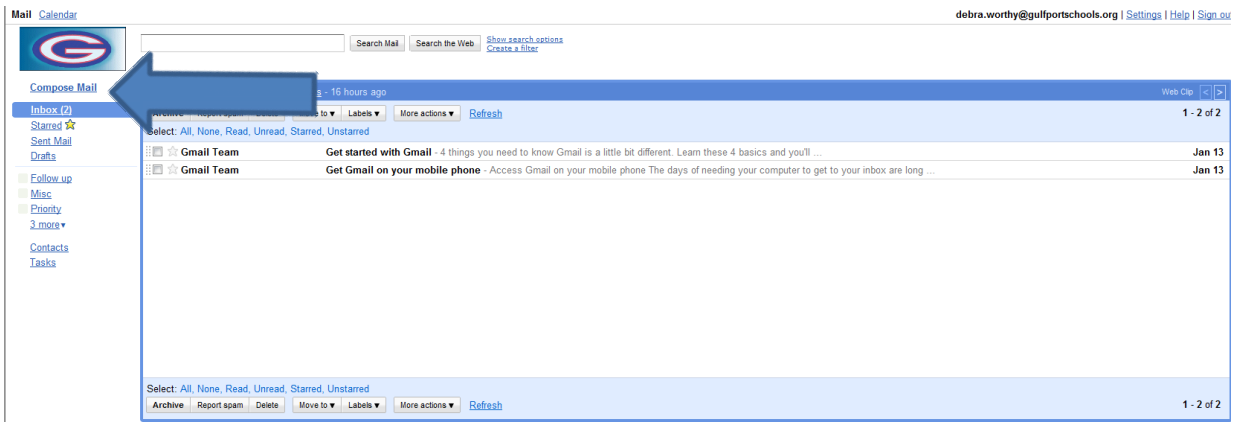
To forward a message, click the Forward button to send an email message that you received to another person.



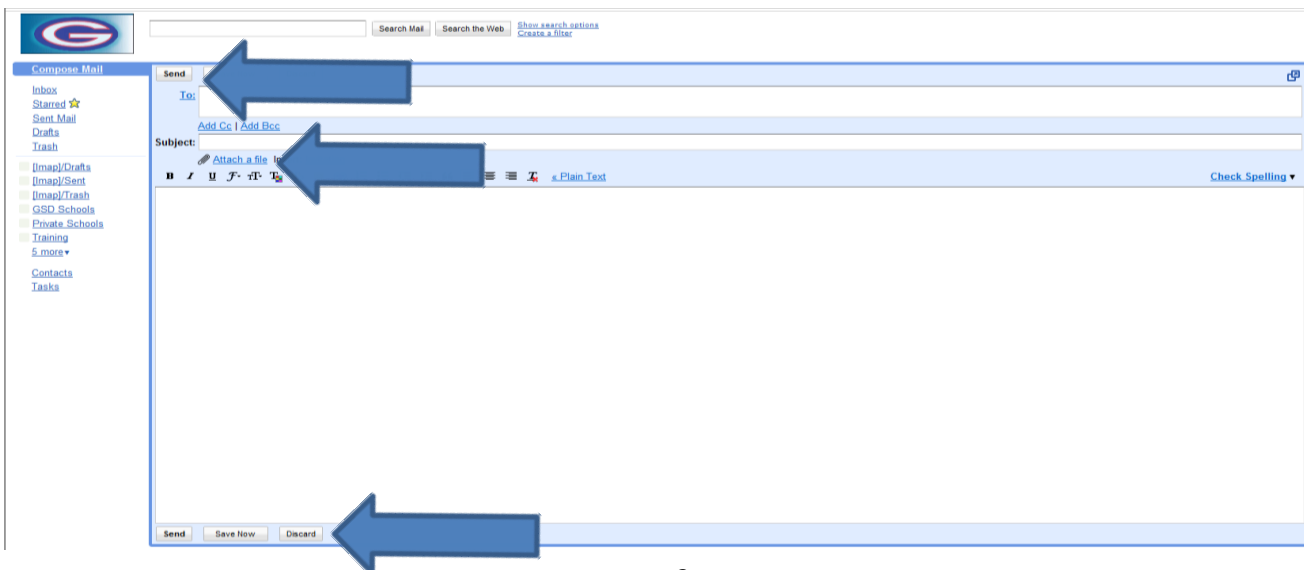
To delete a message, click Delete button or click in the box next to the message to be deleted. Then, click the Delete button on the right.



To compose a message, click Compose Mail (Always include your school/department initials in the subject line).



Click one of the Send buttons to send message. To send an attachment, click on the Attach a File link.



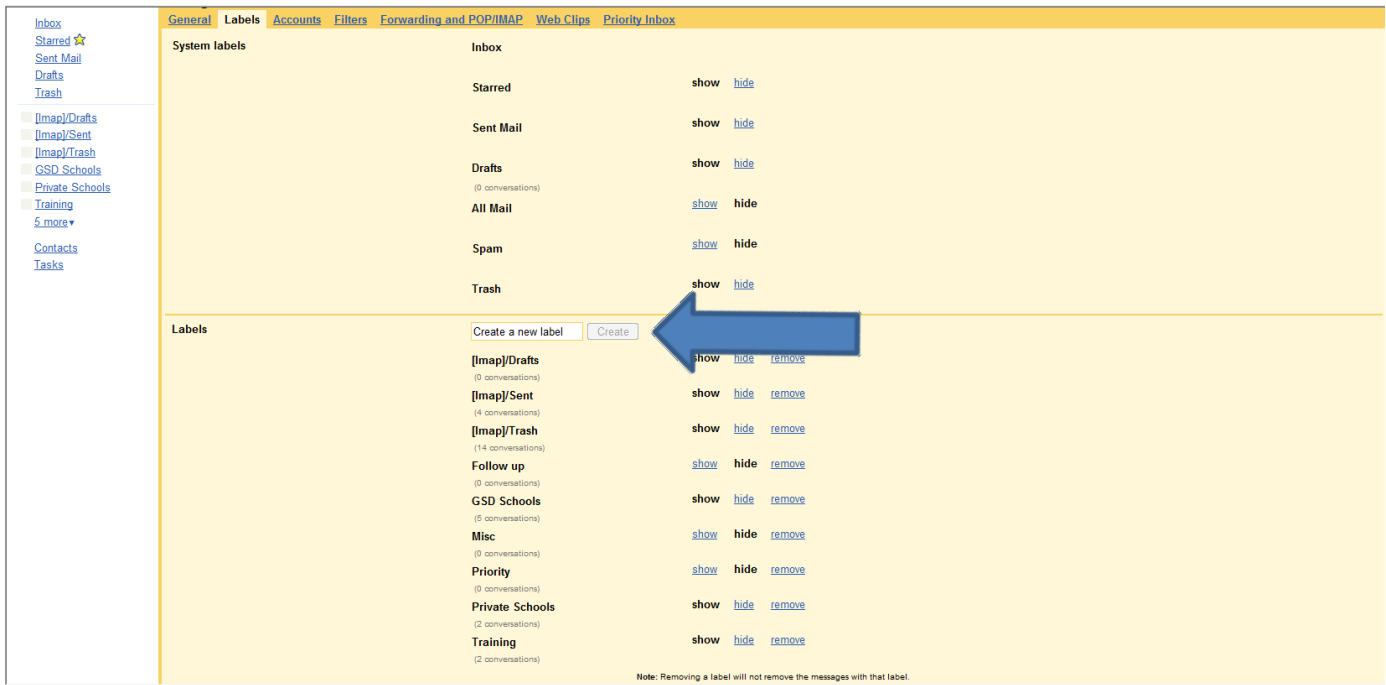
Select your Attachment. It will show under the subject box. When opening an attachment, click on the Download link to download or the View link to simply view the attachment with or without downloading it.

The screenshot shows the Gmail interface. At the top, there's a search bar and navigation links. Below that is the 'Compose Mail' window. In the 'Subject' field, there's an attachment '1moreboat.jpg' with a size of 16.00K. A blue arrow points to this attachment. Below the compose window, the inbox is visible. The selected email is titled 'TSS: Attachment' and shows the same attachment '1moreboat.jpg' with 'View' and 'Download' links. Another blue arrow points to these links.

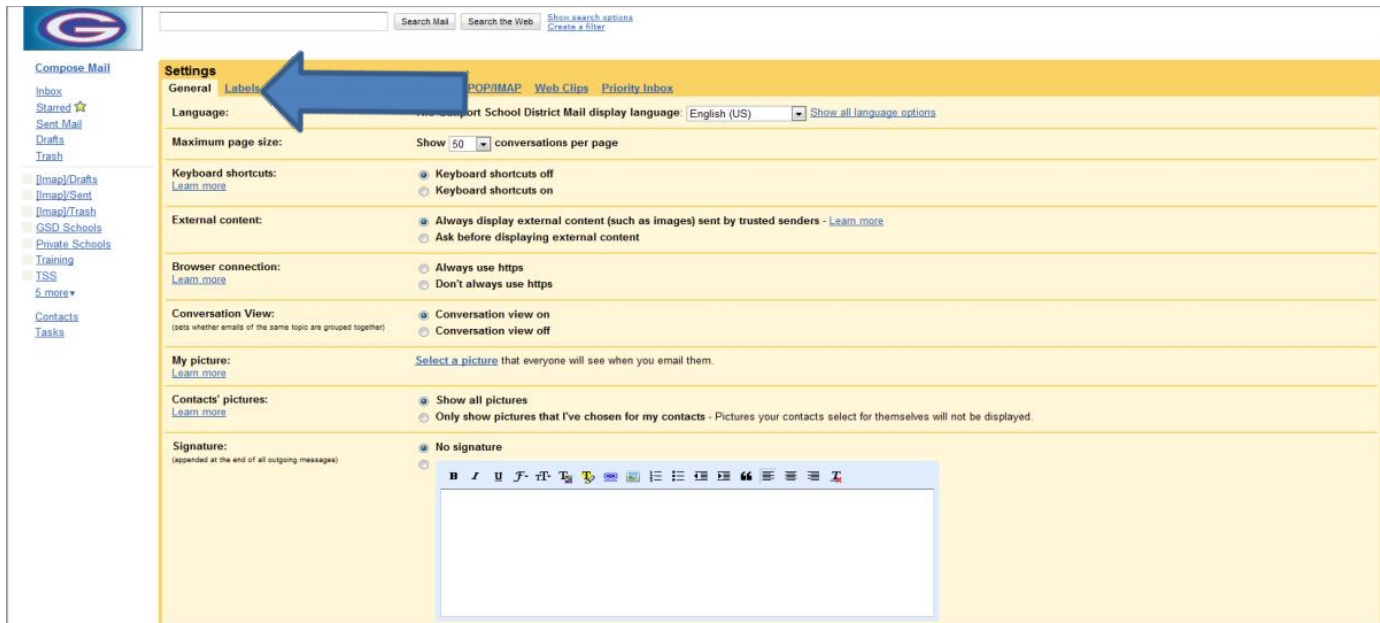
To create a label (folder), click on the Labels down arrow, choose Manage Labels.

This screenshot shows the Gmail inbox with the 'Labels' dropdown menu open. The menu lists various labels like '(imap)/Drafts', '(imap)/Sent', '(imap)/Trash', 'GSD Schools', 'Misc', 'Priority', 'Private Schools', 'Training', and 'Manage labels'. A blue arrow points to the 'Labels' dropdown in the top right of the email header. Another blue arrow points to the 'Manage labels' option at the bottom of the dropdown menu.

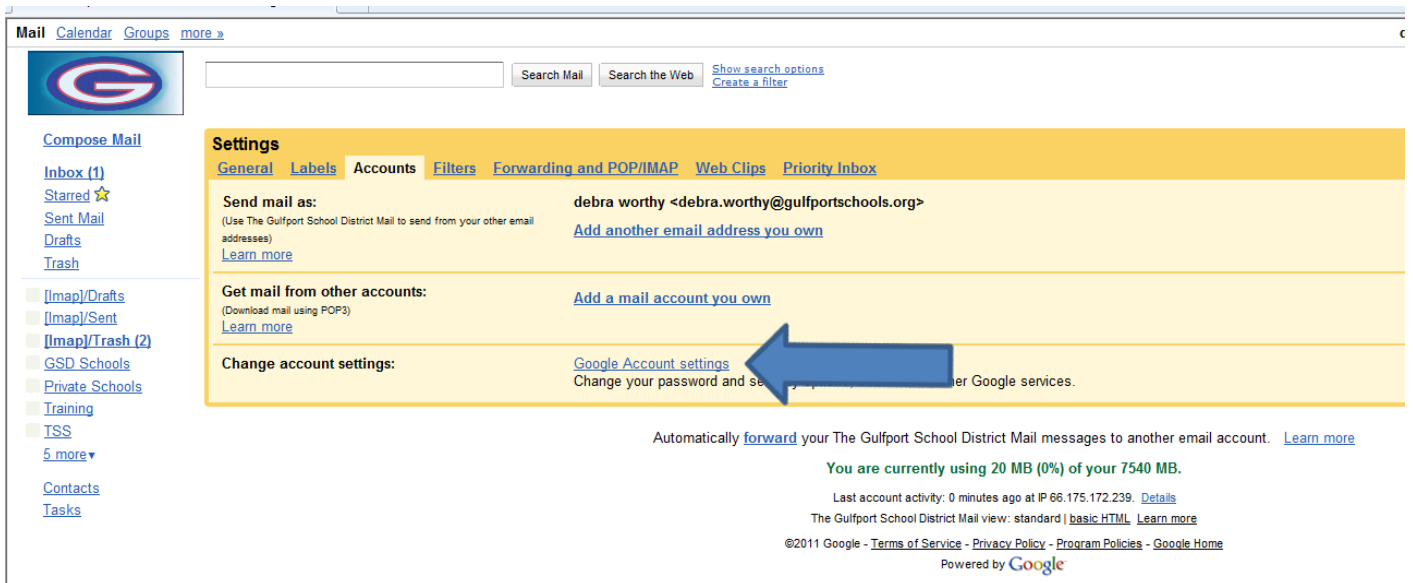
The Labels (folder) will open. Click in the “Create a new label” to create a new label (folder). Manage labels in this same window.



Manage your email settings and signature, by clicking on the Labels down arrow. Choose Manage Labels and then choose the General tab.



Changing your password is necessary. Do this by clicking on Labels down arrow, choose Manage Labels, choose the Accounts tab. Under Change Account settings, choose the Google Account Settings link.



The screenshot shows the Gmail Settings interface. On the left is a navigation menu with options like 'Compose Mail', 'Inbox (1)', 'Starred', 'Sent Mail', 'Drafts', 'Trash', and various IMAP folders. The main content area is titled 'Settings' and has tabs for 'General', 'Labels', 'Accounts', 'Filters', 'Forwarding and POP/IMAP', 'Web Clips', and 'Priority Inbox'. The 'Accounts' tab is selected. Under 'Send mail as:', the email 'debra worthy <debra.worthy@gulfportschools.org>' is listed. Under 'Get mail from other accounts:', there is a link 'Add a mail account you own'. Under 'Change account settings:', there is a link 'Google Account settings' with a blue arrow pointing to it. Below this, there is a section for 'Automatically forward your The Gulfport School District Mail messages to another email account.' and a storage usage indicator: 'You are currently using 20 MB (0%) of your 7540 MB.' The footer includes copyright information for 2011 and 'Powered by Google'.

Under Personal settings, Security, choose Change Your Password link.

Google accounts

Profile



Personal Settings

- Security [Changing your password](#)
[Authorizing applications & sites](#)
- Dashboard [View data stored with this account](#)
- Email addresses [debra.worthy@gulfportschools.org](#) (Primary email)
[debra.worthy@gulfportschools.org.test-google-a.com](#)
- Multiple sign-in [Off](#) - [Edit](#)

My products

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- [Developer Consoles](#)
- [Gmail - Settings](#)
- [Groups - Manage subscriptions](#)
- [New Service](#)
- [Webmaster Tools](#)