Logging in to Your Gaggle Email the First Time

Google

www.gaggle.net

lapper   CommuniGate

s News Shopping G

1. Open a browser (Firefox, Internet Explorer) window

2. Go to www.gaggle.net.

Goog

◯◯◯   Page Load Error

◄ ►▾ ⟳ ✕ ⌂ ⚠ https://mail.grav.k12.ca.us/   ☆▾ · G

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Secure Connection Failed

mail.grav.k12.ca.us uses an invalid security certificate.

The certificate is only valid for the following names:
e.net , gaggle.net

de: ssl_error_bad_cert_domain)

3. You will probably get a certificate error .
That's because you are not at your domain.
You are at Gaggle. That's OK.
If you are on Firefox, you see this screen.

uld be a problem with the server's configuration, or it could be
e trying to impersonate the server.
ave connected to this server successfully in the past, the error may
be temporary, and you can try again later.

Or you can add an exception...

4. Click "Or you can add an exception". →

5. Click "Add exception".

You should not add an exception if you are using an internet connection that you do
not trust completely or if you are not used to seeing a warning for this server.

(Get me out of here!)   (Add Exception...)

You are about to override how Firefox identifies this site.
Legitimate banks, stores, and other public sites will not ask you to do this.

Server

Location: https://mail.grav.k12.ca.us/   Get Certificate

Certificate Status

This site attempts to identify itself with invalid information.

Wrong Site

Certificate belongs to a different site, which could indicate an ident

☑ Permanently store this exception

Confirm Security Exception   Cancel

6. Leave this box checked. Permanently store this exception.

7. Click Confirm Security Exception.

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Welcome New User

Welcome to access level 71, Enhanced School Teacher for Gaggle.Net accounts.

By clicking the Accept button below you hereby agree to abide by the Terms of Service for Gaggle.Net, Inc. and your organization's Acceptable Use Policy.

Note that no e-mail accounts on the Gaggle system are private. E-mail is subject to review by Gaggle personnel and your school, district or organization.

Accept   Decline

Gaggle Terms of Service

Please read the following agreement carefully. This document explains your rights and obligations as a user of Gaggle. While Gaggle provides an exciting opportunity to expand the learning environment, our goal is to protect our users from inappropriate materials and content received and sent via e-mail. In the future Gaggle will provide online tools for the schools of tomorrow. The Gaggle.Net e-mail service is the first of many learning tools we will offer. We invite you to grow with us as we help to prepare schools for the virtual classroom of the future.

The internet and e-mail world is changing rapidly. For these reasons it may be necessary to update or revise parts of this agreement or features of the Gaggle service. If Gaggle makes changes we will provide you with 30 days notice. If you choose not to agree with the proposed changes your only remedy would be to cancel your Gaggle membership. Gaggle may at any time modify or discontinue Gaggle e-mail service without liability to any user or third party.

Acceptance of Terms:

By completing the registration process, providing us with current, complete and accurate information, and by clicking on the "I Accept" button, you are agreeing to be bound by these terms of service.

General Policy and Guidelines:

When your information is verified and you accept this agreement you will become a "School Master," "School Teacher," "Student User," or other user of Gaggle. As a "School Master", "School Teacher" or other administrative user you accept responsibility to issue accounts to only those individuals that are students, teachers, or verified employees of your school/district.

Although an industrious user may discover ways to send or receive inappropriate information that has yet to be identified by Gaggle, your student's access to and the use of Gaggle shall for this reason be under a teacher's direction and monitored as a regular instructional activity.

8. Read and accept the Gaggle Terms of Service.

9. Use your full email address to log in.
For example: jdoe@cinnabar.k12.ca.us

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Q & A   Index   About   Contact

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Development

I Student & Teacher Login

User Name: n@cinnabar.k12.ca.us

Password: •••••••••

Login

Forgot your **password**?

10. If you forgot your password, or it doesn't work, call your district tech support person. If they are not available, call us at Schools Connect.

11. If you get this message, make sure that you entered your full email address.
If it still doesn't work, call us at 524-2808.

⚠ The page at https://mail.test.scoe.org says:

Unable to find user jdoe Please try again or ask your administrator for help.

OK

You're almost there...

12. If you see this screen next, then you need to change your password.

Gaggle passwords must be at least six characters.
At least two of these must be letters, and at least two numbers.

Please don't use your first name or user id as part of your password!!! (That's why the entire email and Internet system was brought down TWICE last year.

Suggestions:
• your oldest child's first name + your street number.
• your college initials + the year you graduated.
• Write an affirmation or sentence and use the first letter of each word, substituting numbers for two of the letters, or using numbers in between letters.
I go to bed at 10 becomes 1g2ba10.

Change Password

Your password has expired and must

Please enter a new password below, c
"Save" to update your account.

Password
Confirm
Outside Email

Save Cancel

13. Outside email
This is in case you ever forget your password. You can ask to have your password emailed to another email address.

14. Click Save.

15. Finally! Your In Box!
Now you should be able to log in without all those extra steps!

Welcome, **Patty Murch**
My Account , Log Out

Check Mail   Compose
Jump To Menu
Search Messages

Inbox

Reply   Reply All   Forward   Print   Spam   Delete   Translate

From	Subject	Date	Size
Anne Dewey	**Test message to Gaggle**	**Thu 11:44 AM**	**4.1 Kb**
aaron@gaggle.net	Welcome to Gaggle.net	Thu 11:41 AM	1.5 Kb

pmurch's folders
Inbox (1)
Blocked
Drafts
Sent
Deleted
Contacts

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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.

Accept   Decline

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.

Student & Teacher Login

User Name: [   ]
Password: [   ]

Login

Forget your **password**?

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.

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

Messages in 'Inbox' folder

	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

☐ 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.

Writing Mail

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

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Write mail   Address book   Directory   User options   Help   Log out

Welcome, Barbara Howard from Sample School 1.

From barbara_howard@gaggle.net
Lookup [- ▾] Add 'To'   Add 'CC'

Type the address of the person you are writing to.

To [   ]
CC [   ]

Type the subject of your email.

Subject [   ]

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

Attachments   FileName   Size
-- None --
[   ] Browse...   Upload

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

Message [   ]

Click **Send**.

Send   Save Draft   Spell Check

Gaggle. Net, Inc. Tel: 800-288-7750 Email: admin@gaggle.net

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**.