Bethany Lutheran College now offers Gmail for Education accounts for faculty, staff, students, and alumni. Gmail for Education offers a more secure and friendly user interface than Bethany's previous Microsoft Exchange email accounts, with far superior email search capabilities. Additionally, Gmail for Education offers considerably more storage space – twenty-five gigabytes, instead of the two previously offered by Microsoft Exchange.

**ACCESSING YOUR BETHANY GMAIL ACCOUNT**

To access your Bethany Gmail account, go to this web address:

http://gmail.blc.edu

This will take you to the welcome page for Bethany Gmail:

To sign in to your Bethany Gmail account, enter your Bethany username and password in the sign-in box:

Click the Sign In button, and you will arrive at the mail screen for Bethany Gmail:
COMPOSING EMAIL

To compose a new email, click on the Compose button in the left-hand column of the Bethany Gmail window:

This will take you to Bethany Gmail’s mail composition window:

This is where I will write an email.

Type your recipient’s address in the To field. Bethany Gmail maintains a list of all Bethany accounts, which will appear as you type:

Compose your email in the composition area. Using the formatting toolbar, you can add boldface, italics, or underlining to your email, along with changing the font, the font size, and the color of the text:

Once you have finished composing your email, click on the Send button:
REPLYING TO EMAIL AND FORWARDING EMAIL

Every time you open a message in Bethany Gmail, you will see a Reply link at the bottom of the message:

To reply to a message, click on the Reply link. Additionally, if you want to forward a message, click on the Forward link, which is located directly next to the Reply link:

SEARCHING EMAIL

Bethany Gmail lets you quickly search for Inbox for messages. To search for messages, type a search term in the search box at the top of the Gmail page and click on the blue magnify glass button:

Your Inbox will then display a list of messages matching the search criteria.

Additionally, Bethany Gmail also offers advanced searching technology. Click on the drop-down arrow next to the search box to bring up the advanced search:
In the advanced search box, you can search for messages from specific people or to specific people, by subject, whether or not it has an attachment, and in a range of dates. (For example, if you were looking for a message from Bob Smith that has an attachment that you received on a two-week period around August 17th, 2012, you could use advanced search to specify those exact criteria.)

**CREATING FOLDERS**

Bethany Gmail uses folders a little differently that most email systems. Gmail relies on “labels”, which server essentially the same function as folders. To create labels/folders in Bethany Gmail, first click on the More link in the left-hand column:

This will expand the list of available options. When the new options appear, click on the Create New Label link:
Type the name of your new label in the correct field, and then hit the Create button:

**New Label**

Please enter a new label name:

```
test
```

[ ] Nest label under:

[Create] [Cancel]

Bethany Gmail will then create the label for you, and you will see it in the left-hand pane of the webpage:

**MOVING MESSAGES TO FOLDERS**

To move a message to a label/folder, first mark the check box in front of the message you want to move:
Next, click on the Folder icon that will appear above your Inbox:

The Folder drop-down menu will list the available folders/labels to which you can move your message. Click on the name of the folder, and Gmail will move the message to that folder.

**SIGNATURES**

To add an automatic signature to your Bethany Gmail, first click on the Settings menu in the upper right-hand corner of the window – it will have a gear icon on it:

From the Settings drop-down menu, click on the Settings link:

This will take you to the General settings for your Bethany Gmail account. Scroll down until you see the section on Signatures:
Compose your signature using the provided editor. After you have composed a satisfactory signature, scroll down to the bottom of the page and click on the Save Changes button:

Any new messages you compose will now have your signature.

CHECKING STORAGE SPACE

To check how much space you have left in your Bethany Gmail account, scroll to the bottom of your Inbox. At the bottom you will see a brief note detailing how much space you have left:

SIGNING OUT

When you have finished using your Bethany Gmail account, you will want to sign out. (This is especially important if you are accessing your email on a shared or public computer, since signing out will keep other people from gaining access to your email.) To sign out, click on your account name in the upper right-hand corner of the window:

When you click on your account name, you’ll see a drop-down menu. Hit the Sign Out button, and you will be signed out of your Bethany Gmail account:
MAIL CLIENTS

If you would rather use an email client application, such as Microsoft Outlook or Mac Mail, to access your Bethany Gmail, you can do so. You can also access your Bethany Gmail from an iPad or iPhone, or from an Android smartphone or tablet. For directions on how to connect your Bethany Gmail to an email client application or a smartphone/tablet, follow the links below.

Microsoft Outlook:

http://support.google.com/mail/bin/answer.py?hl=en&answer=77689

Mac Mail:

http://support.google.com/mail/bin/answer.py?hl=en&answer=180188

Mozilla Thunderbird:

http://support.google.com/mail/bin/answer.py?hl=en&answer=180189

iPad, iPhone, or iPod Touch:

http://support.google.com/mail/bin/answer.py?hl=en&answer=77702

Android phone/tablet:

http://support.google.com/mail/bin/answer.py?hl=en&answer=114408