

Using Your Student Email Account

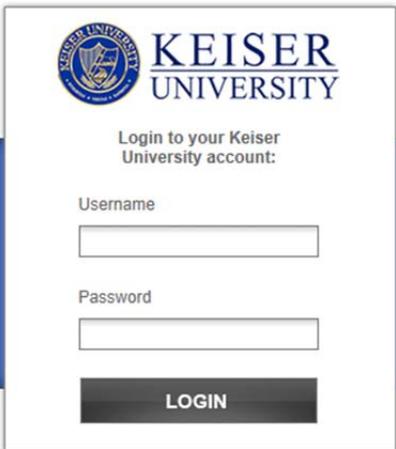
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Email Login

Click on the link <http://mail.student.keiseruniversity.edu/> to open your student email login page.

To sign-in, enter your assigned username (format = first initial.lastname) and password (your student ID number). You should have received this information via email, sent to your personal email account on file.



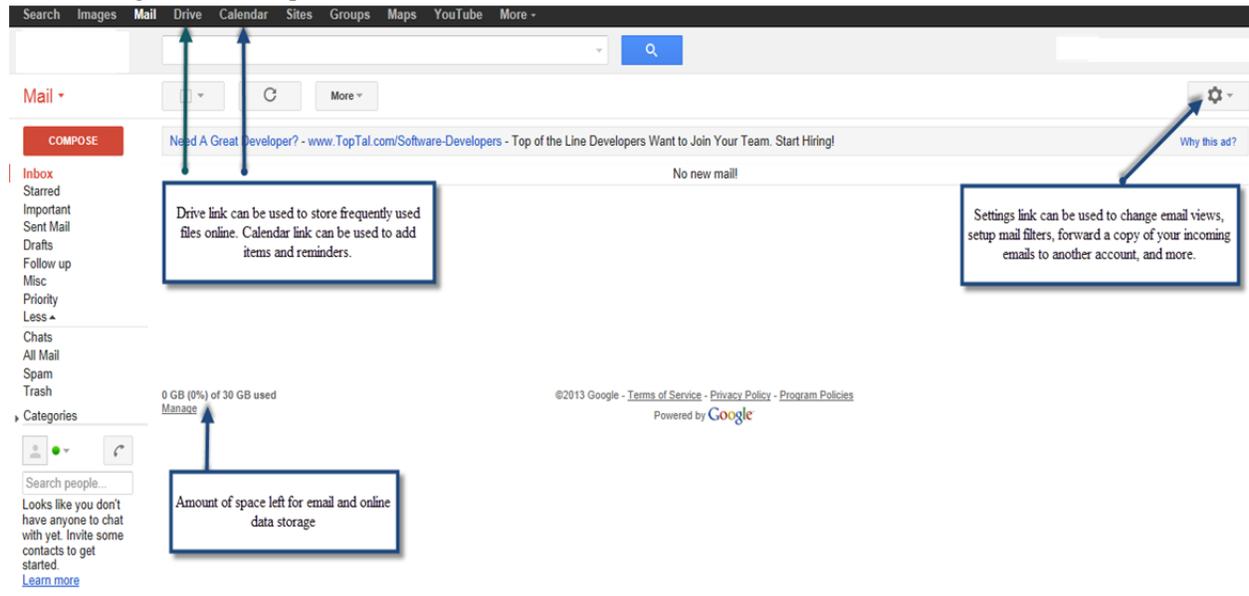
The image shows a login form for Keiser University. At the top left is the Keiser University logo, a circular seal with a shield and the text 'KEISER UNIVERSITY'. To the right of the logo, the text 'KEISER UNIVERSITY' is displayed in a serif font. Below the logo and text, the instruction 'Login to your Keiser University account:' is centered. Underneath, there are two input fields: 'Username' and 'Password'. Below the password field is a dark grey button with the word 'LOGIN' in white capital letters. The form is set against a white background with a blue horizontal bar behind it. Below the form, the copyright notice '© 2012 Keiser University, All Rights Reserved.' is centered.

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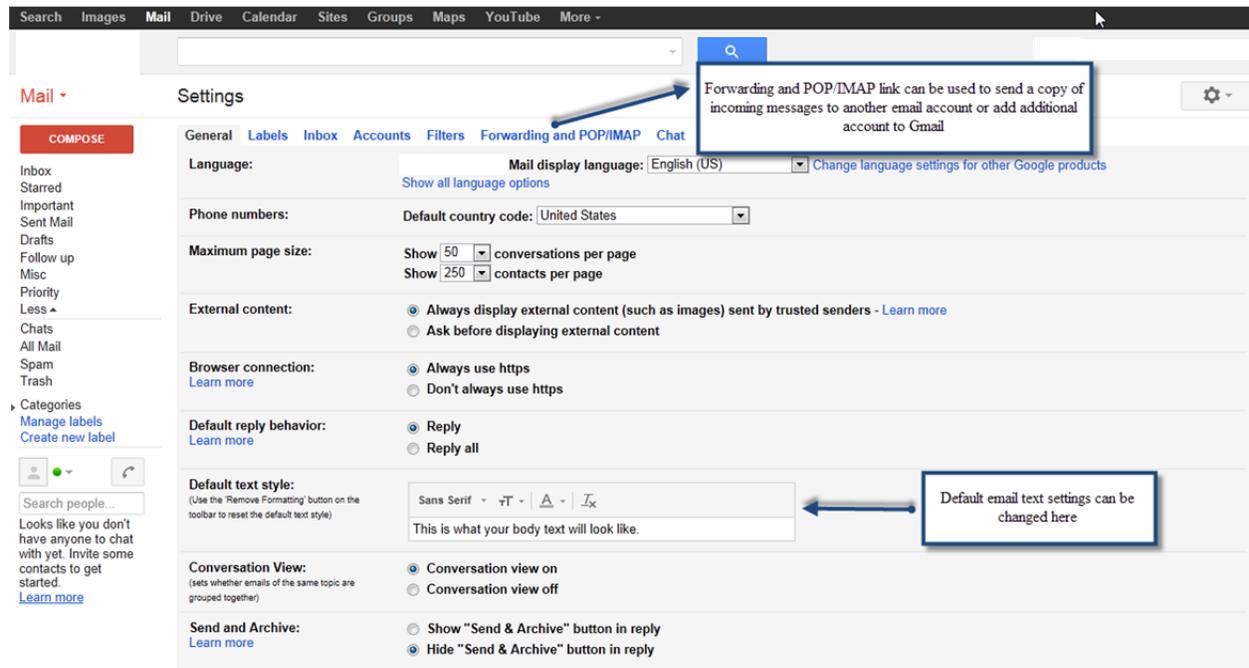
After you login, you will be taken directly to your Inbox.

Your inbox will look similar to the screen shot below. Areas of usefulness and information have been highlighted below, along with a description of their functions.



Gmail Settings

Useful areas of the “Settings” area have been highlighted below. For further information on any of these functions, please click on the “Learn More” link(s) next to each “Settings” option.



The screenshot shows the Gmail Settings page for the 'Mail' section. The 'Signature' section is highlighted with a blue box and an arrow pointing to the text area, with the annotation: "Outgoing message signature can be created/changed here". The 'Vacation responder' section is also highlighted with a blue box and an arrow pointing to the text area, with the annotation: "Vacation / Away responder text and settings can be configured here".

Signature: (appended at the end of all outgoing messages) [Learn more](#)

- No signature
- When I send a message to a new person, add them to Other Contacts so that I can auto-complete to them next time
- I'll add contacts myself

Personal level indicators:

- No indicators
- Show indicators - Display an arrow (↗) by messages sent to my address (not a mailing list), and a double arrow (↘) by messages sent only to me.

Snippets:

- Show snippets - Show snippets of the message (like Google web search).
- No snippets - Show subject only.

Vacation responder: (sends an automated reply to incoming messages. If a contact sends you several messages, this automated reply will be sent at most once every 4 days) [Learn more](#)

- Vacation responder off
- Vacation responder on

First day: August 14, 2013 Ends: (optional)

Subject:

Message:

Only send a response to people in my Contacts

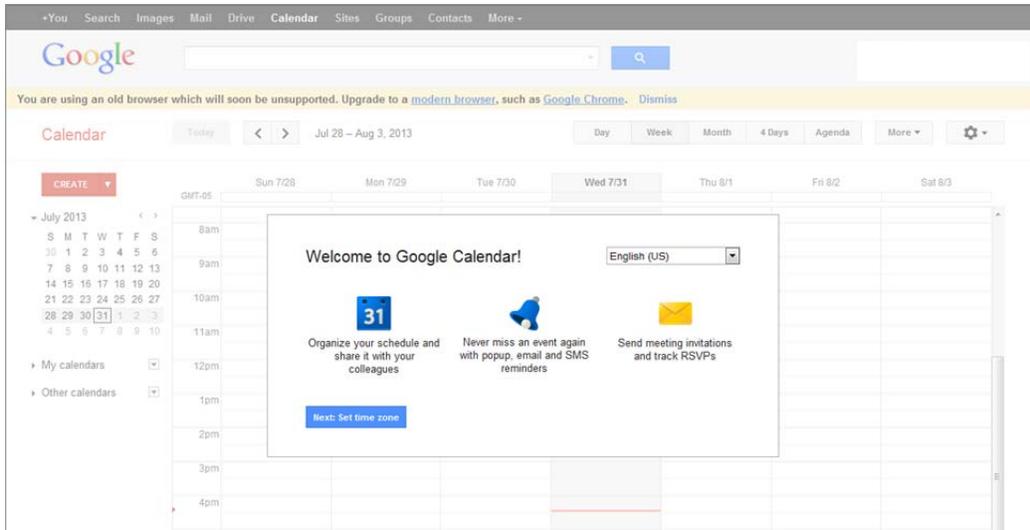
Only send a response to people in Keiser University

Using the Calendar

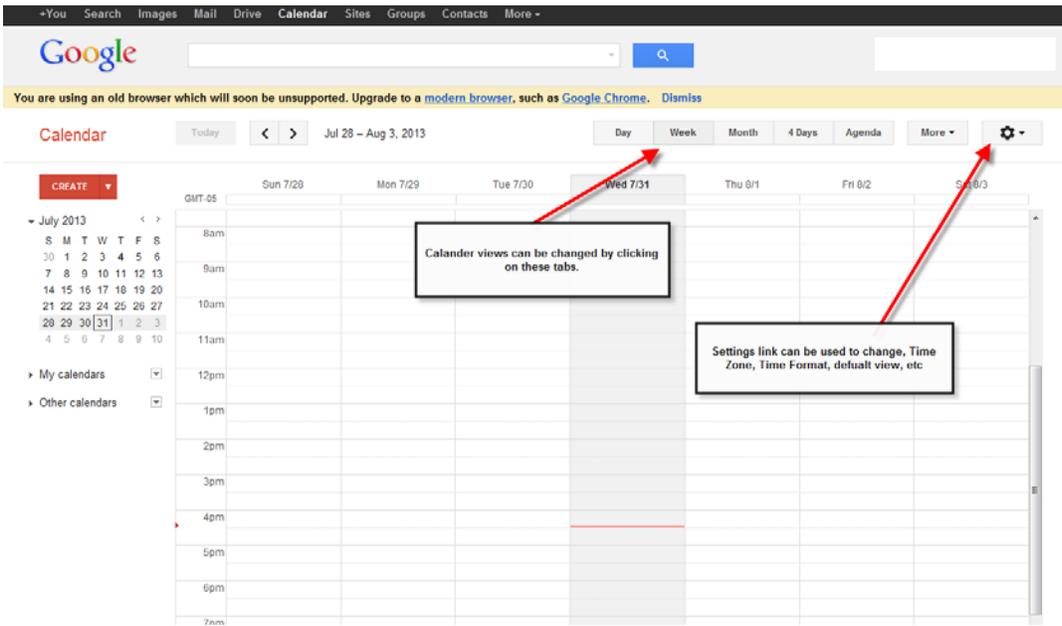
Click on the "Calendar" link to open the calendar

The screenshot shows a web browser window with the URL <https://mail.google.com/mail/u/0/?tab=mm#inbox>. The top navigation bar includes links for Search, Images, Mail, Drive, Calendar, Sites, Groups, and Maps. A mouse cursor is hovering over the 'Calendar' link. Below the navigation bar, the Gmail interface shows the 'Mail' section with a search bar and a 'More' dropdown menu.

Click on the calendar link and calendar will open. The first time you access your calendar, you will be prompted to set your Country and Time Zone. Click drop downs to select you correct Country and Time Zone, and click the "Use this time zone" button to save your settings.

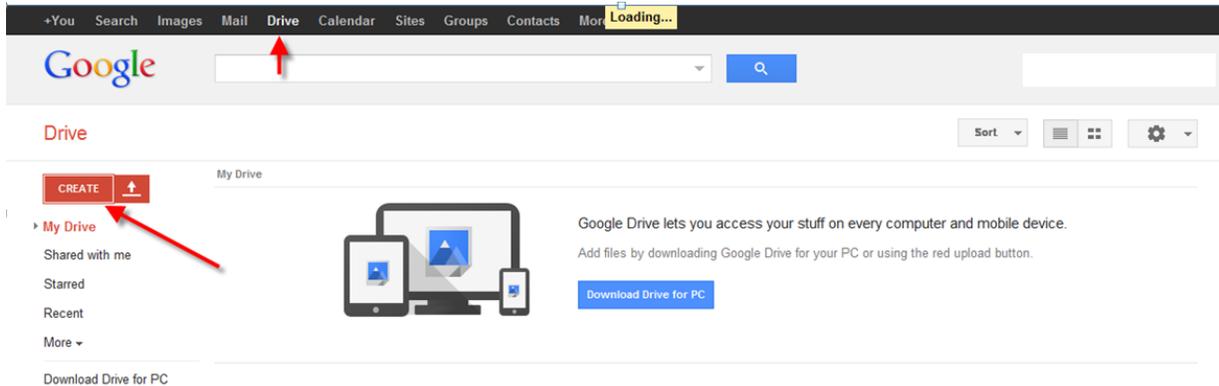


Next, you will see the default calendar screen as shown below.



Using Drive

Clicking on the Drive link from the Start page, will open a new window as shown below. Here you can upload existing files and even use Google tools to create new documents.



New documents can be created by clicking on the “**Create**” button and then selecting the type of file you want to create. You can also create folder to organize your data by selecting “**Folder**” from the list to create a new folder.

