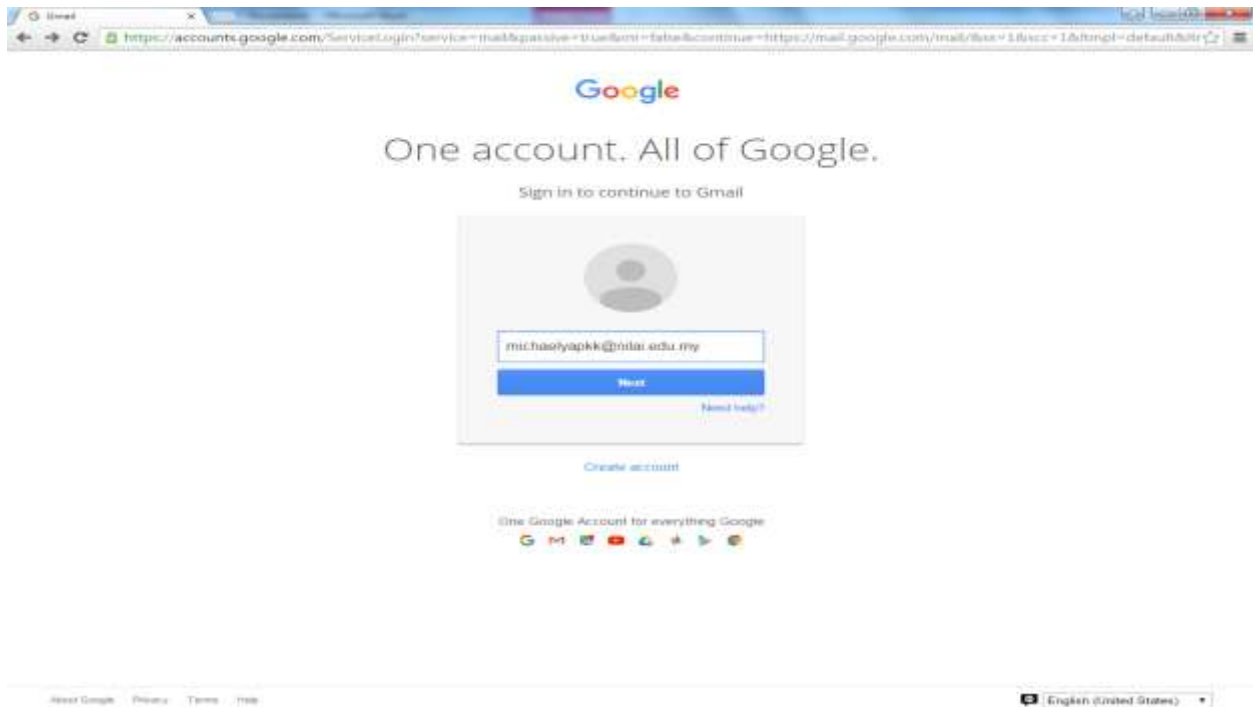


## Simple Start Guide for nilai.edu.my email on Google Gmail

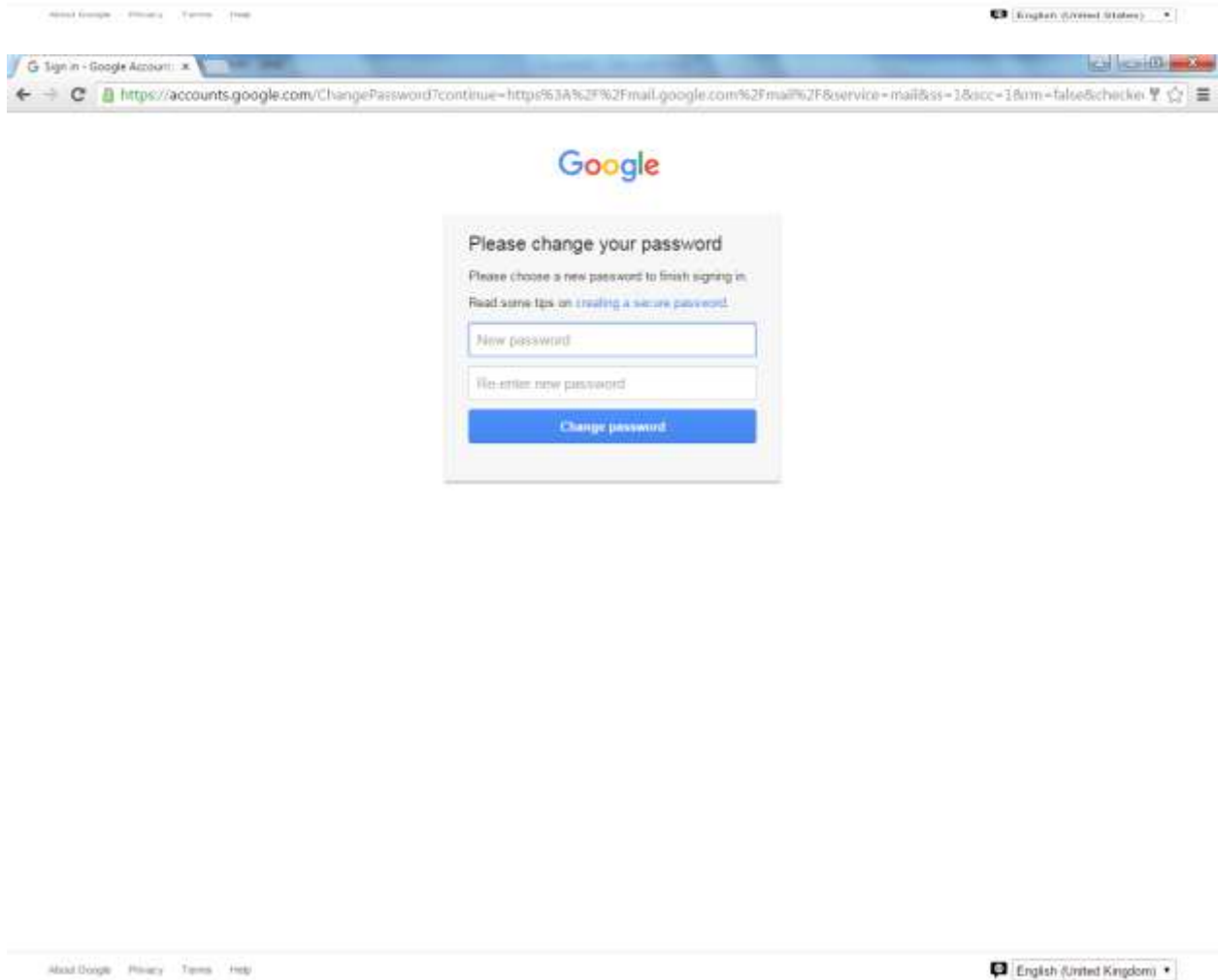
A) How to sign-on to your @nilai.edu.my email acct on Google Cloud-Gmail:-

1. Goto [www.gmail.com](http://www.gmail.com)
2. Type your full email address to login to your email acct. e.g [michaelyapkk@nilai.edu.my](mailto:michaelyapkk@nilai.edu.my)
3. Please refer to the EMAIL USER.xlsx attachment to find your own email address as the login ID.
4. Click NEXT and type in your default password. You are required to login with your assigned default password. Upon successful first sign on, you would be asked to change to a new password of your own.

See example below:-



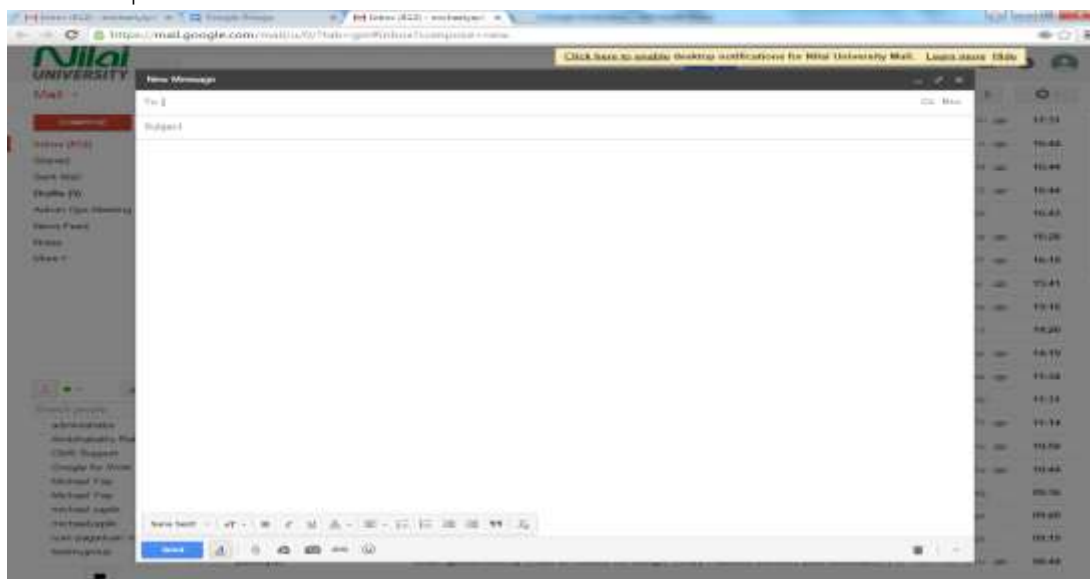
# Simple Start Guide for nilai.edu.my email on Google Gmail



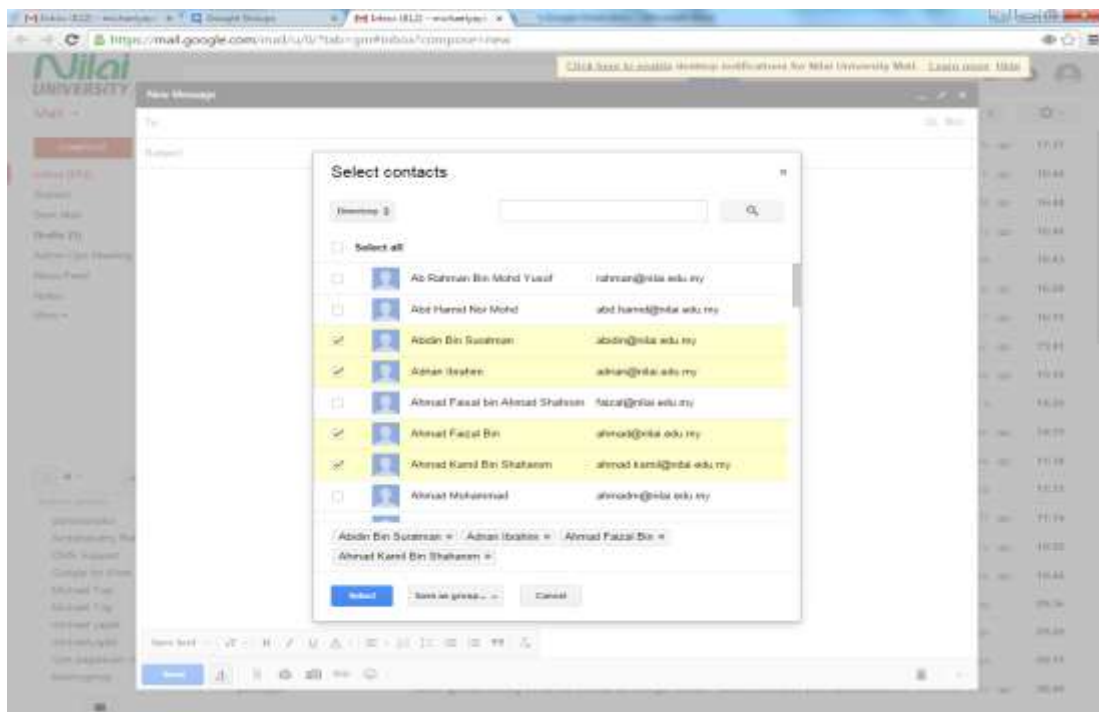
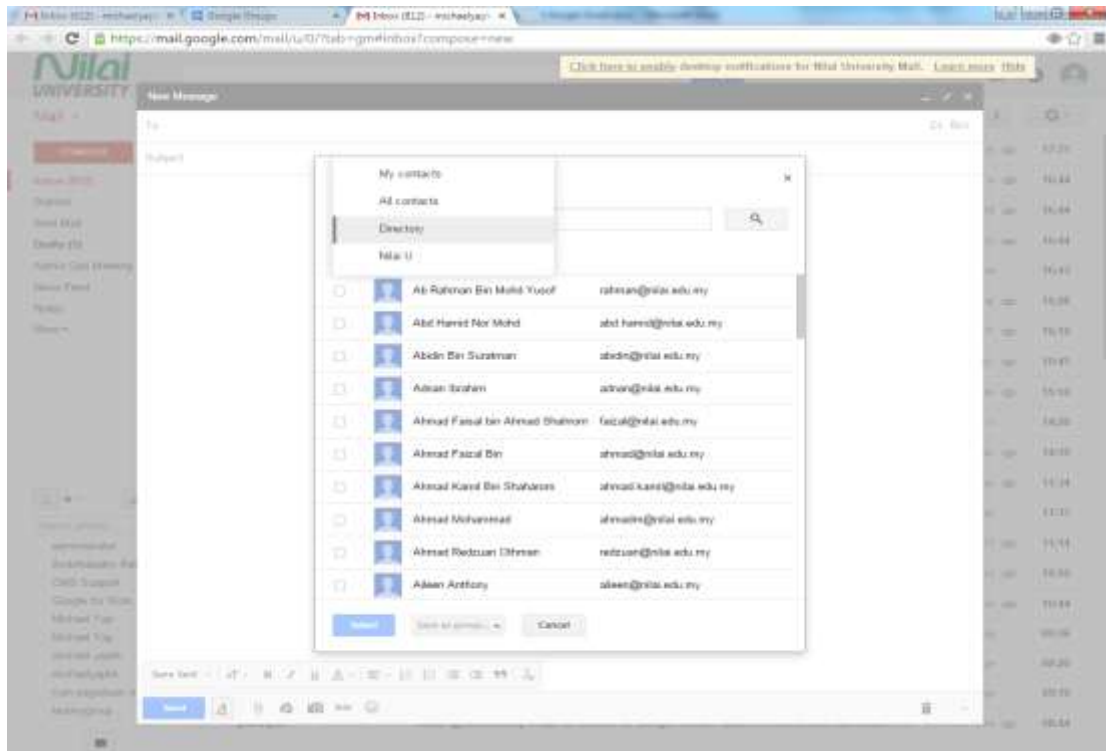
## Simple Start Guide for nilai.edu.my email on Google Gmail

B) How to compose an email and find nilai.edu.my email contacts(from DIRECTORY) to send your email in Google Cloud-Gmail:-

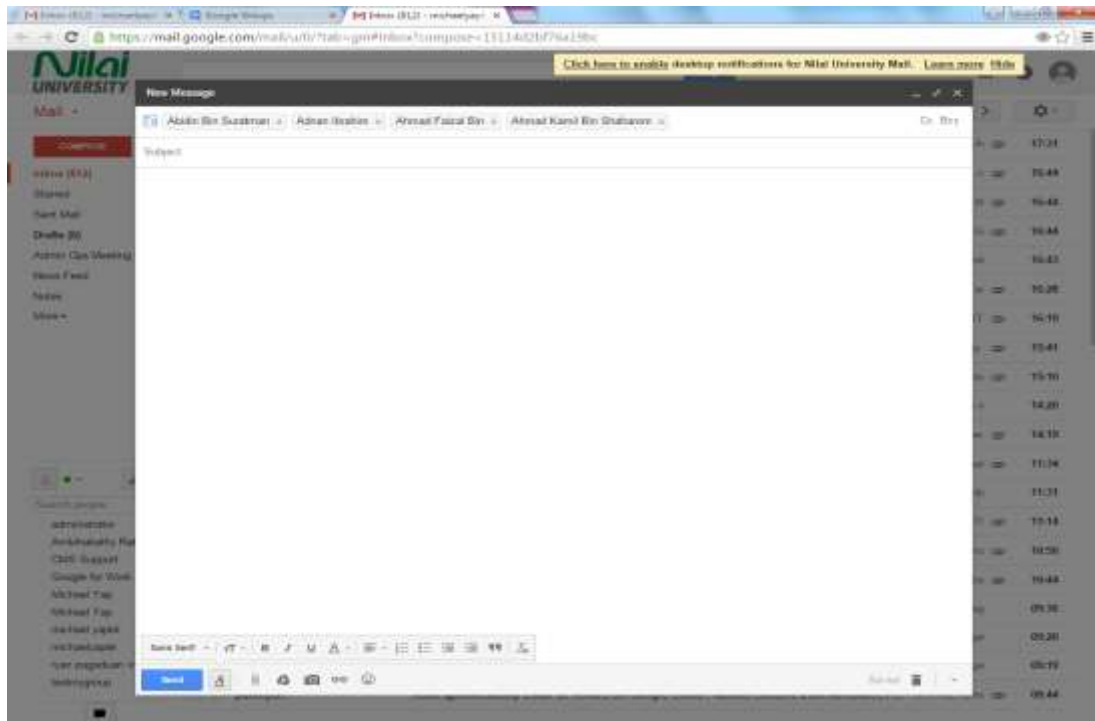
1. Click on the red COMPOSE button on the top left side and a compose pop up window appears
2. Click on the TO to select the recipients. A pop up window to select contacts would appear
3. Click on the my contacts scroll button and select Directory
4. You would see all your email users in nilai.edu.my domain. You can scroll up down to find the user you want to send email to.
5. You check on one of more check box to select the user/s and click Select
6. The users you selected would appear in the TO column
7. See example below:-



# Simple Start Guide for nilai.edu.my email on Google Gmail





# Simple Start Guide for nilai.edu.my email on Google Gmail

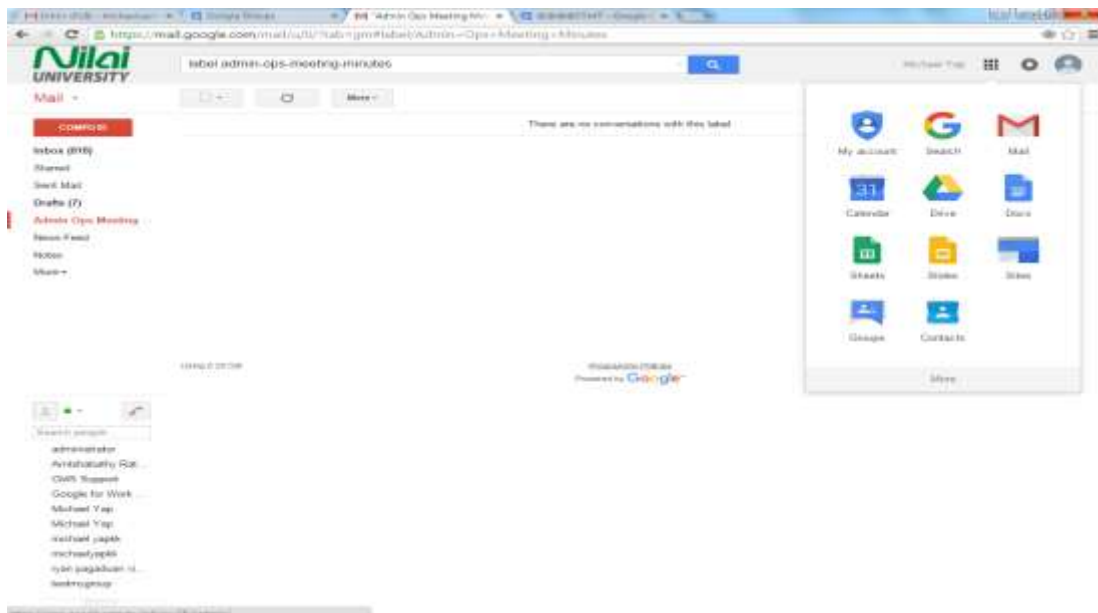


## Simple Start Guide for nilai.edu.my email on Google Gmail

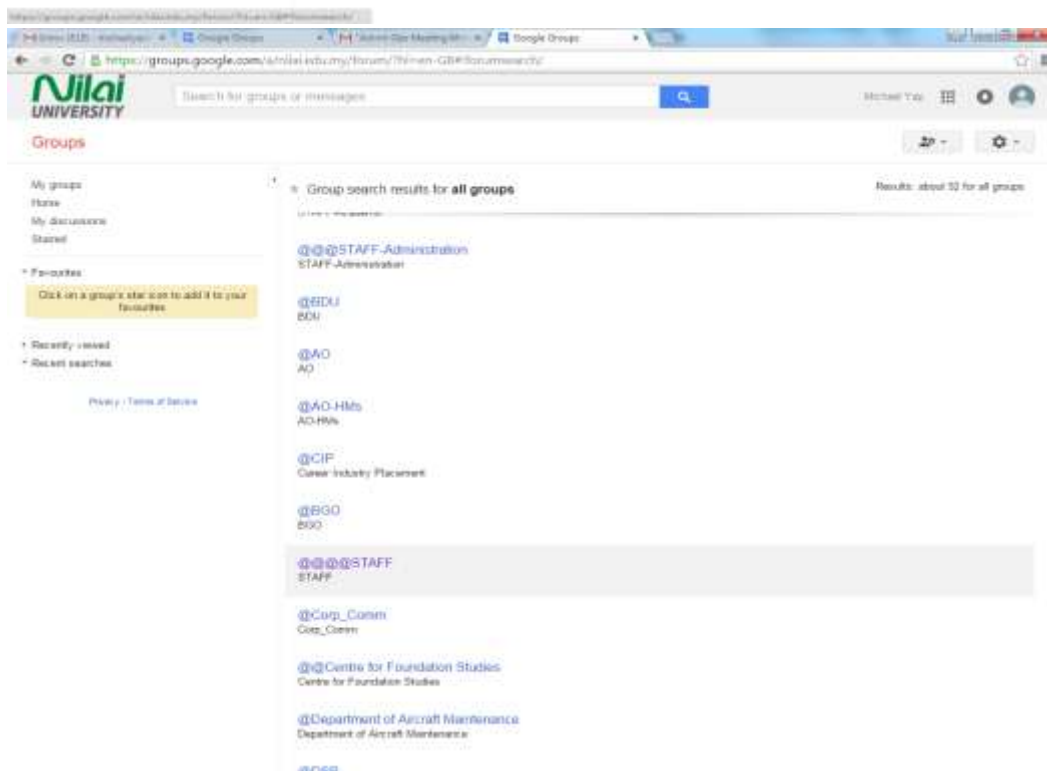
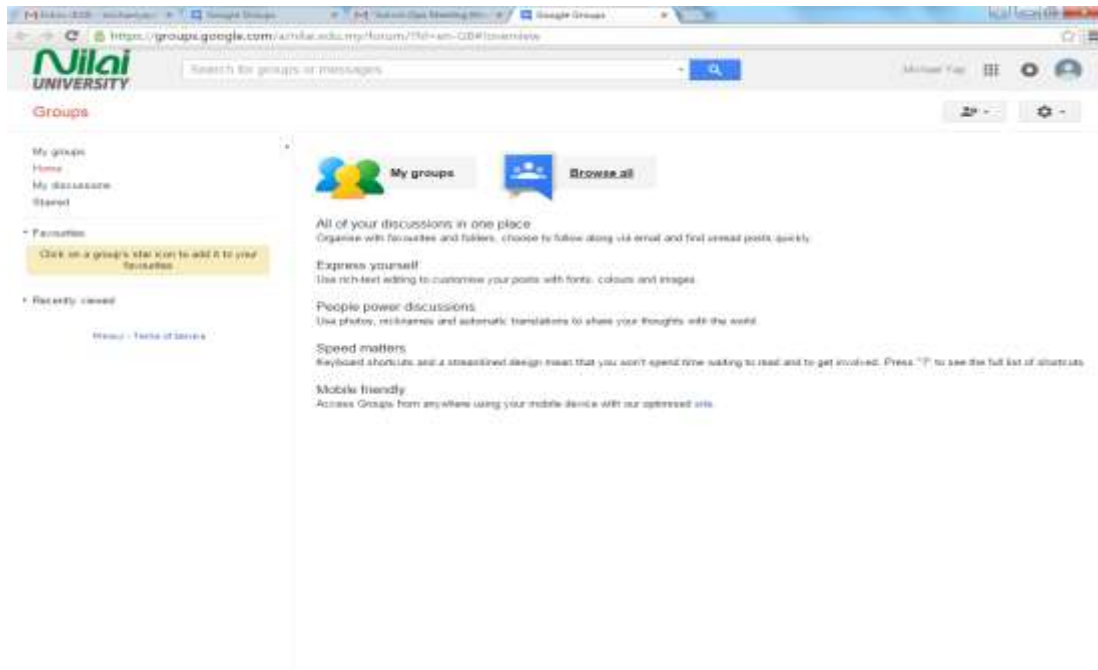
### C) How to send or post messages / email to Mailing List/Google Groups (from Google Groups) in Google Cloud-Gmail:-

1. Click on the Google Apps Symbol/Icon at top right of the window  the Google Apps Menu window will pop up.
2. Click on the Google Group symbol/icon  . A pop up window for Google Groups would appear.
3. Click on the button Browse All.
4. Scroll up and down to search for the Mailing List/Groups you want to post your email/messages to.
5. If you want to send messages to all Staff, Click on the group for example @@@@STAFF.
6. To post messages, Click on the Red button NEW TOPIC.
7. Type in your Subject and type your message at the Message Body.
8. Once you have finish, click on the red button POST or if you want to discard, click on DISCARD.
9. Once you POST, the messages will be send to all the users email under the group @@@@STAFF.

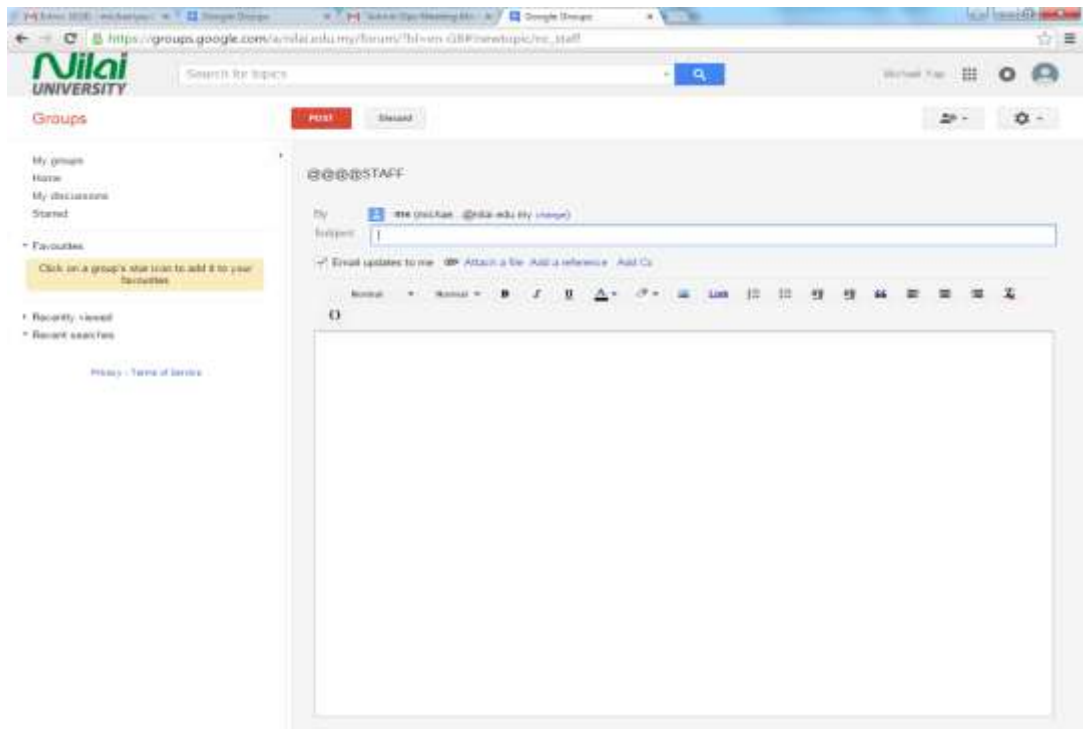
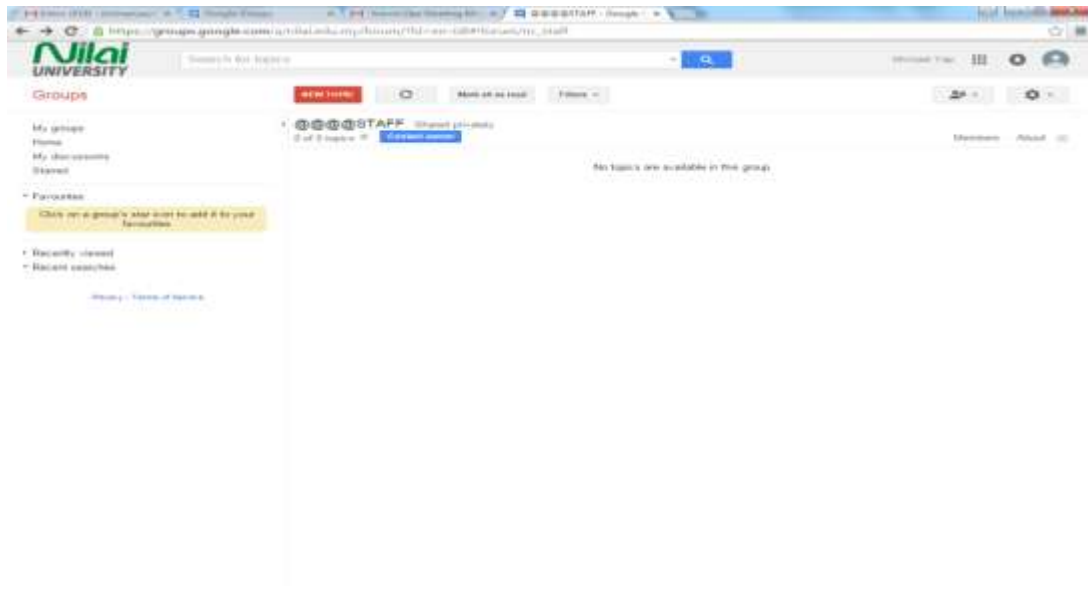
See example below:-



# Simple Start Guide for nilai.edu.my email on Google Gmail




# Simple Start Guide for nilai.edu.my email on Google Gmail






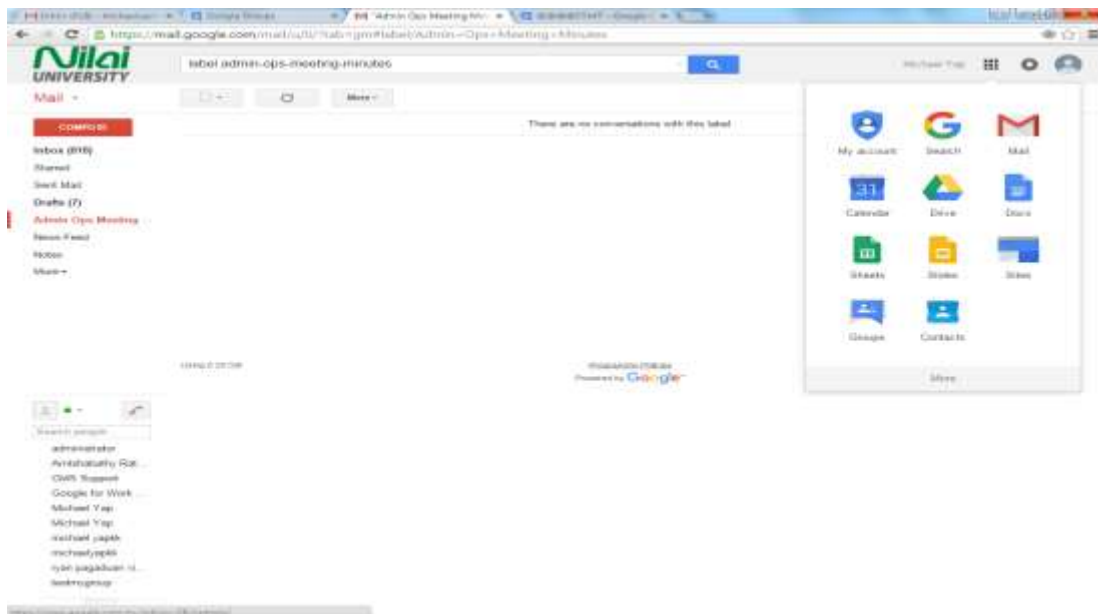
## Simple Start Guide for nilai.edu.my email on Google Gmail

### D) How to access your Exchange Public Folders (from Google Drive) in Google Cloud-Gmail:-

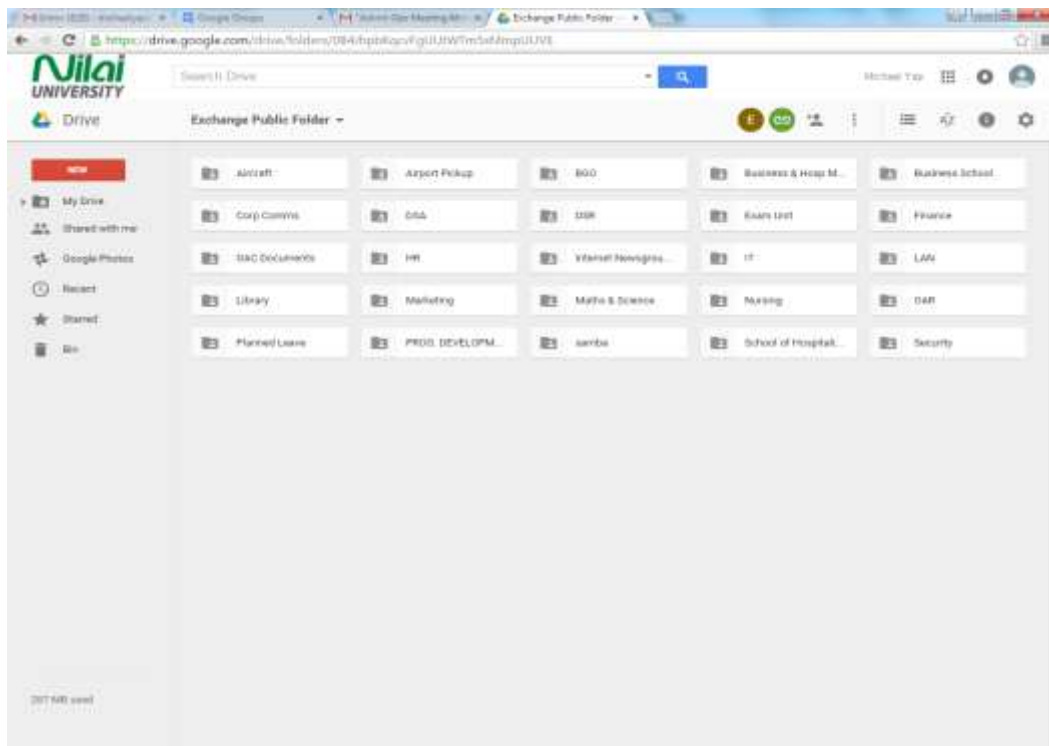
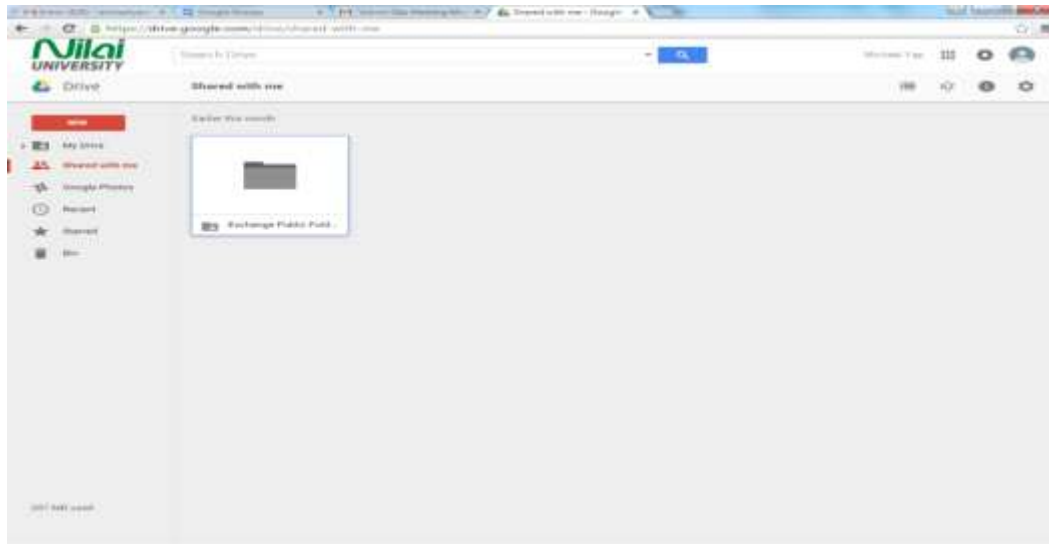
1. Click on the Google Apps Symbol/Icon at top right of the window  the Google Apps Menu window will pop up.



2. Click on the Google Drive symbol/icon . A pop up window for Google Drive would appear.
  3. On the Left side option list, click on the option SHARED WITH ME.
  4. You would see a Main Folder named Exchange Public Folder.
  5. Double click on the Exchange Public Folder. All subfolders in the Exchange Folder will appear. This folder hierarchy is maintained to be same as the old Outlook Public Folder hierarchy
  6. You can go into subfolder by double clicking on the folder you want to access.
  7. For example, I want to print the Annual Leave Application Form from HR folder.
  8. Double Click on HR folder and then double click on New Forms and select the file you are looking for.
  9. Double click the selected file to print or save.
- See example below:-



# Simple Start Guide for nilai.edu.my email on Google Gmail



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