

Westcliff Google Mail Access Instruction

I. Access to the account:

1. Using the following URL to log in to your Westcliff email
<https://www.gmail.com>
 2. Enter your Email Username and click **Next**
-



Sign in

to continue to Gmail

Email or phone

teststudent@westcliff.edu

[Forgot email?](#)

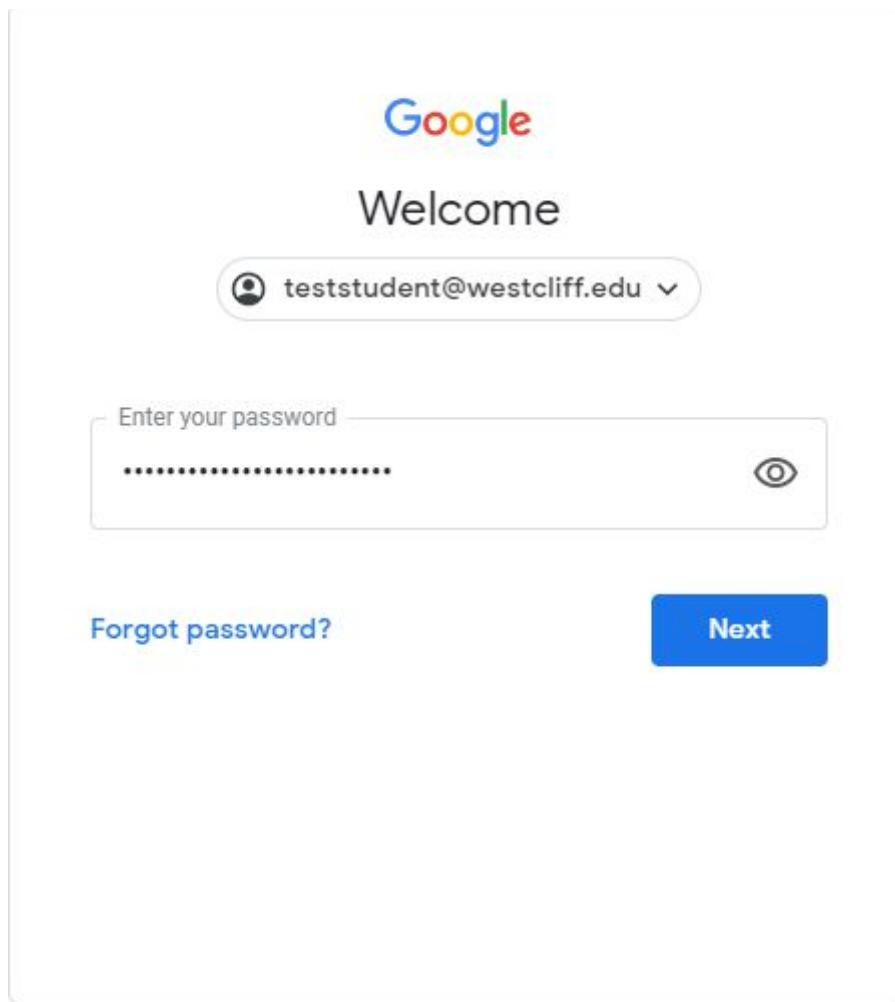
Not your computer? Use Guest mode to sign in privately.

[Learn more](#)

[Create account](#)

Next

3. Enter your Email Password and click **Next**



The image shows a Google login interface. At the top is the Google logo. Below it is the word "Welcome". A rounded rectangle contains a person icon and the email address "teststudent@westcliff.edu" with a dropdown arrow. Below this is a password input field with the placeholder text "Enter your password" and a series of dots representing the password. To the right of the password field is an eye icon. At the bottom left is a link for "Forgot password?". At the bottom right is a blue button labeled "Next".

English (United States) ▾

[Help](#)

[Privacy](#)

[Terms](#)

4. If this is the first time you have logged in to your Gmail, there will be a Welcome message. You can simply click **Accept**. It will also prompt you to a window where you can create a new password of your own. Please enter the password and click **Change password**.



Welcome to your new account

Welcome to your new account: test_western@stu.wsulaw.edu. Your account is compatible with many [Google services](#), but your stu.wsulaw.edu administrator decides which services you may access using your account. For tips about using your new account, visit the [Google Help Center](#).

When you use Google services, your domain administrator will have access to your test_western@stu.wsulaw.edu account information, including any data you store with this account in Google services. You can learn more [here](#), or by consulting your organization's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can [manage which account you use](#) with Google services and [switch between them](#) whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organization provides you access to the G Suite [core services](#), your use of those services is governed by your organization's G Suite agreement. Any other Google services your administrator enables ("Additional Services") are available to you under the [Google Terms of Service](#) and the [Google Privacy Policy](#). Certain Additional Services may also have [service-specific terms](#). Your use of any services your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click "Accept" below to indicate that you understand this description of how your test_western@stu.wsulaw.edu account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

Accept

[Learn more about choosing a smart password](#)




Create a new, strong password that you don't use for other websites.

Create password


Confirm password


Change password

5. Once you have created your password, you will be able to provide the Recovery information which will be used if you might forget your password. However, it is optional because our Administrator can help you reset the password. If you would like to provide the Recovery Information, click **Update** and fill it in. If you would like to proceed to the next step, you can click **Confirm**.



Protect your account

 teststudent@westcliff.edu



Google can use these if you get locked out of your account or if we notice suspicious activity

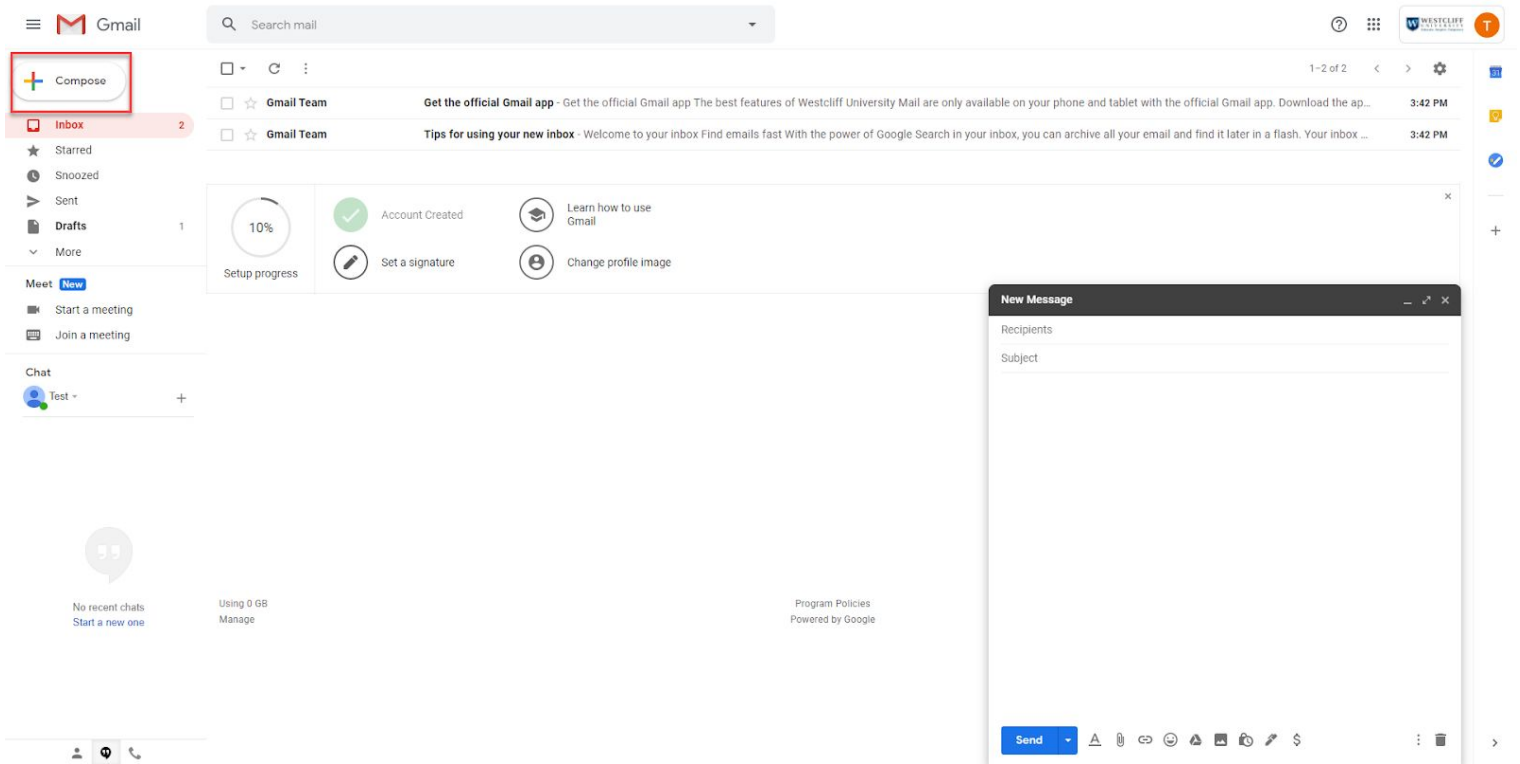
Recovery phone number
No phone number

Recovery email
No recovery email

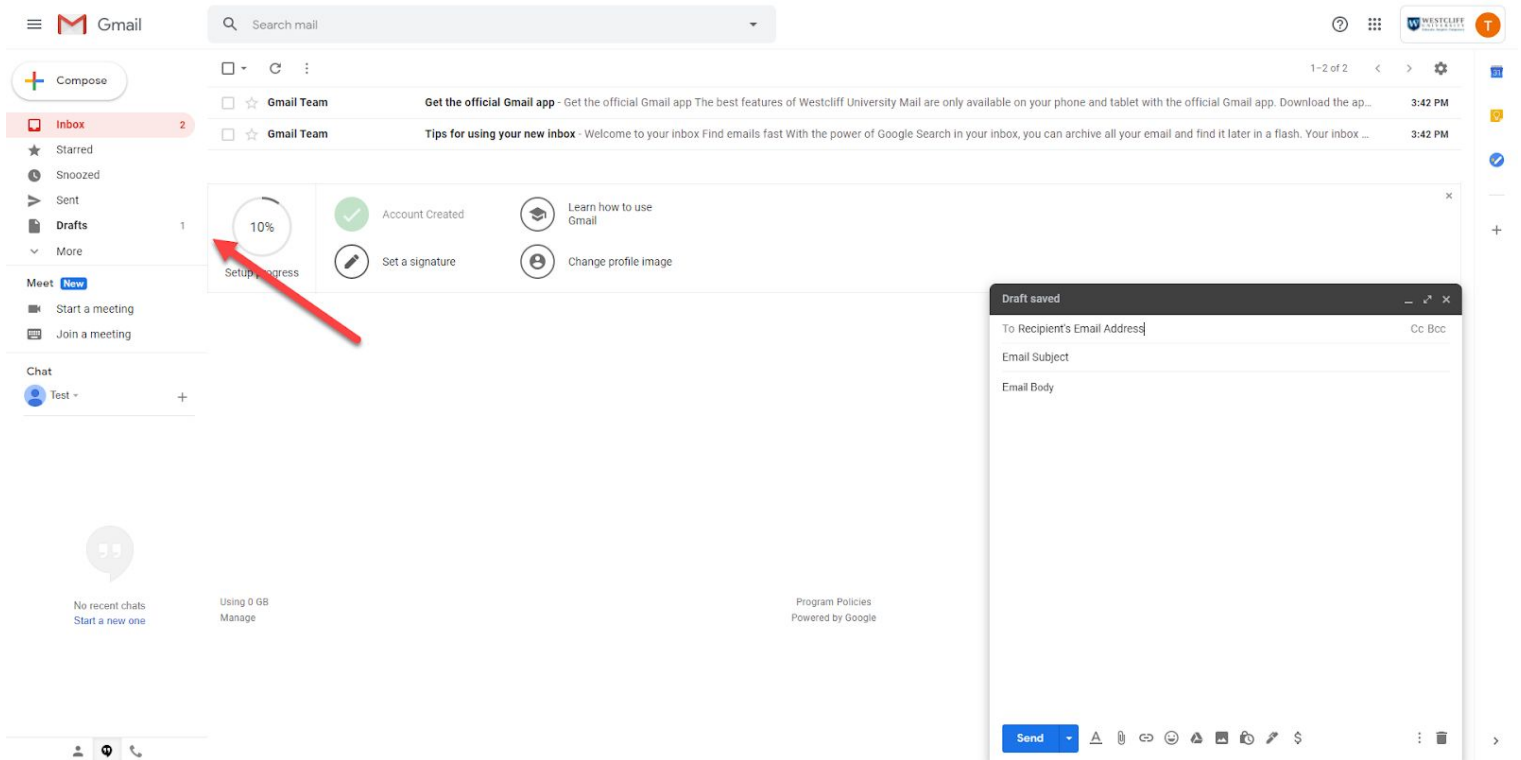
[UPDATE](#) [CONFIRM](#)

II. Sending an Email:

1. Simply click on the **Compose** button, the New Message window will show.



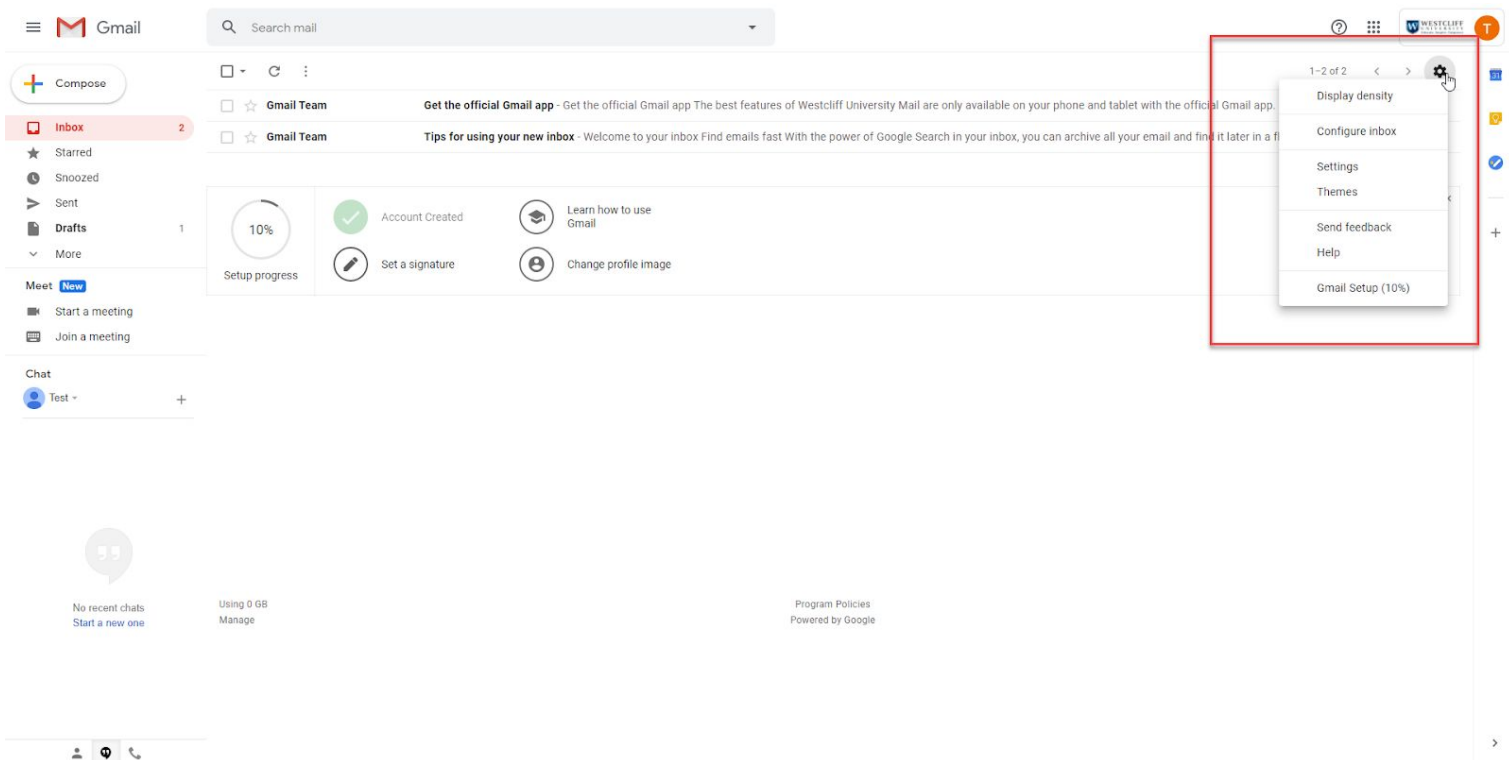
2. In the New Message window, you can enter multiple Recipient's Emails. Enter your Email Subject and Email Body to complete the email. Once it is done, you can click **Send** to send the email.



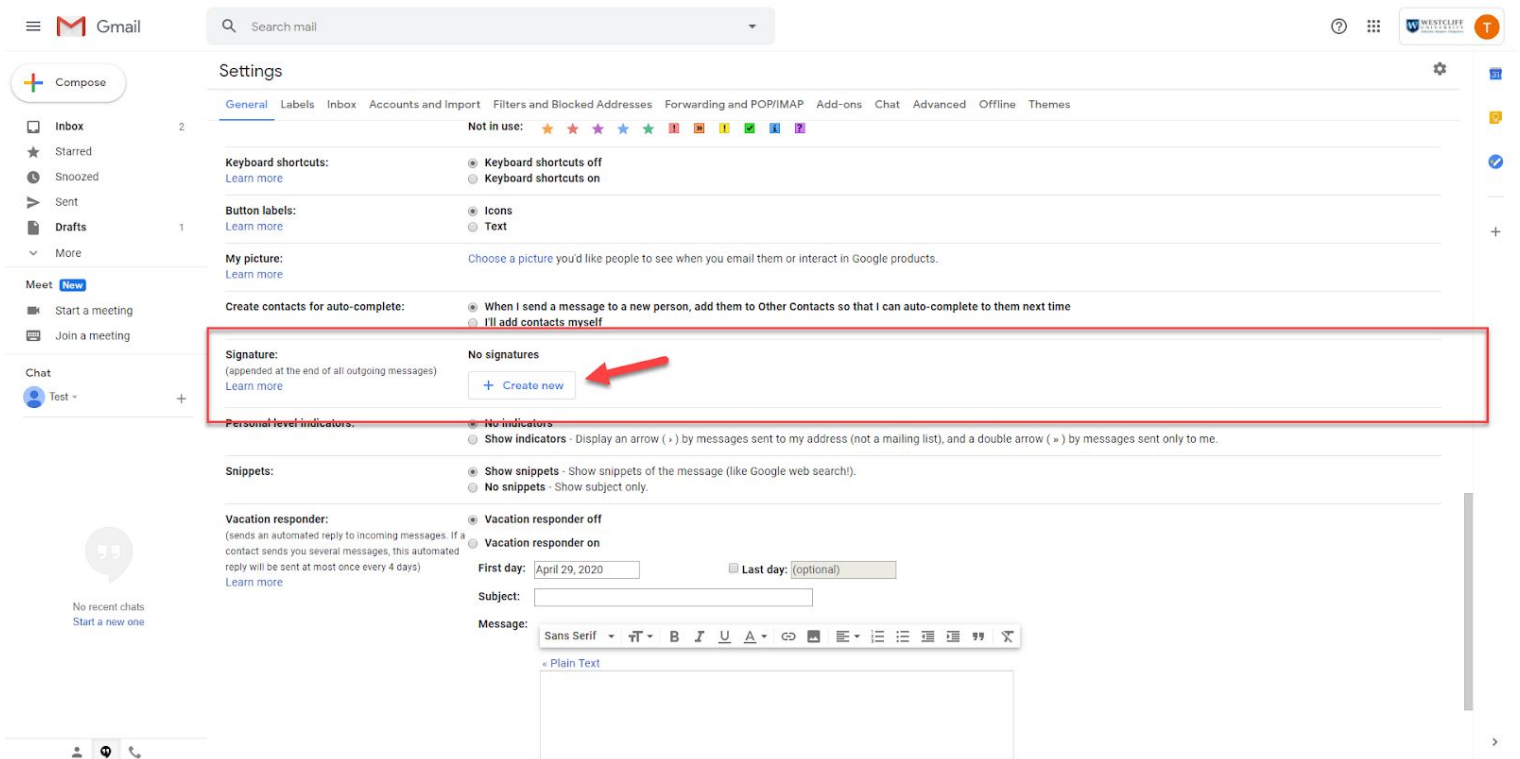
Note that Gmail will automatically save your Email as a draft in a few seconds. You can find your draft under the Drafts folder.

III. Creating an Email Signature

1. Click on the Gear icon and Select **Settings** to access the Gmail Settings



2. Scroll down to **Signature** section and click on **Create new**



The screenshot shows the Gmail Settings page. The 'Signature' section is highlighted with a red box. A red arrow points to the '+ Create new' button in the 'No signatures' subsection. The 'Signature' section includes a description: '(appended at the end of all outgoing messages)'. Below the 'Signature' section, there are options for 'Personal level indicators', 'Snippets', and 'Vacation responder'.

3. Enter your Signature Name

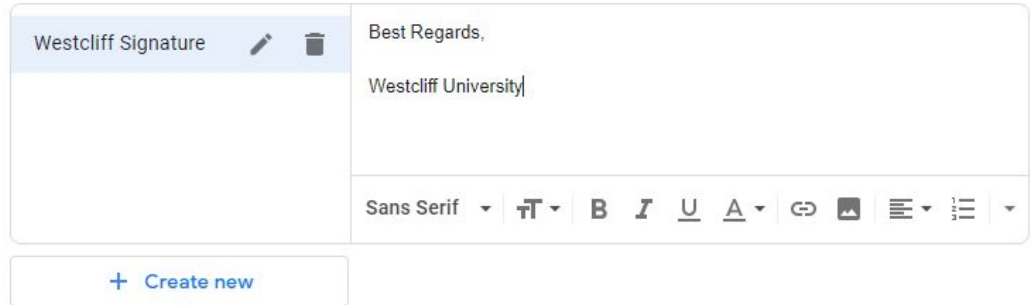


The dialog box titled 'Name new signature' contains a text input field with the placeholder text 'Signature name'. At the bottom right, there are two buttons: 'Cancel' and 'Create'.

4. You will be able to customize your signature as you like and decide when to use it.

Signature:

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



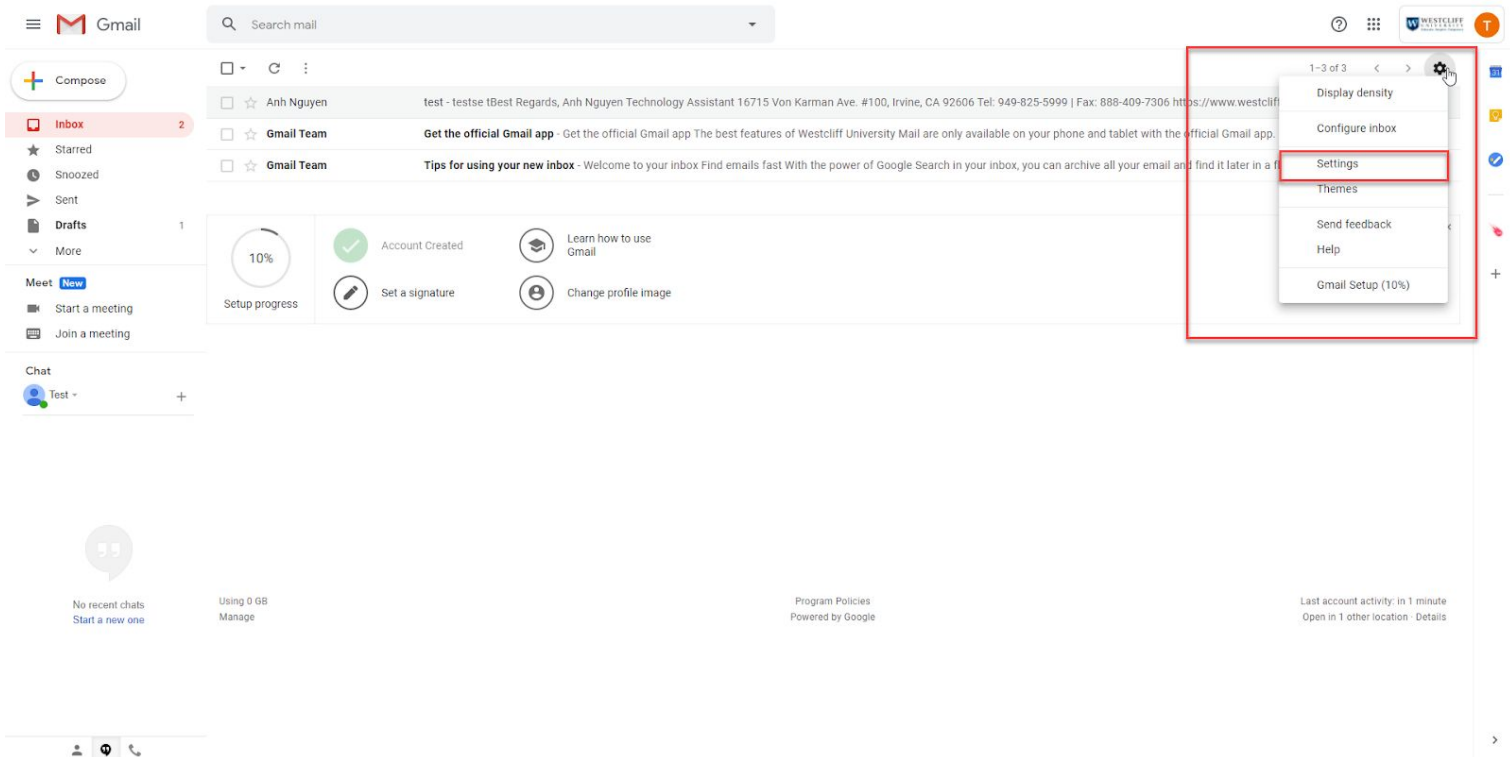
Signature defaults

FOR NEW EMAILS USE ON REPLY/FORWARD USE

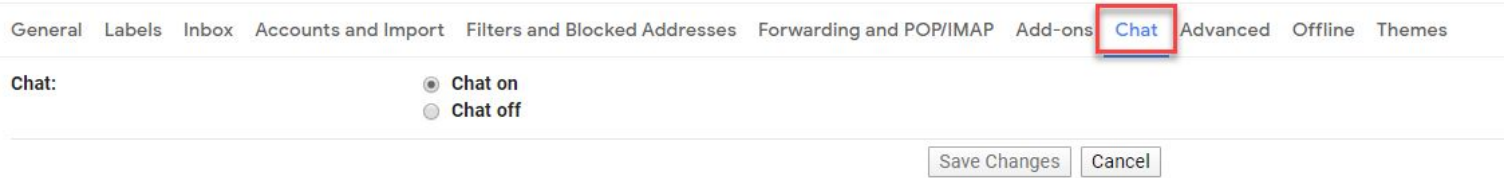
Insert signature before quoted text in replies and remove the "--" line that precedes it.

IV. Using Google Chat (GChat)

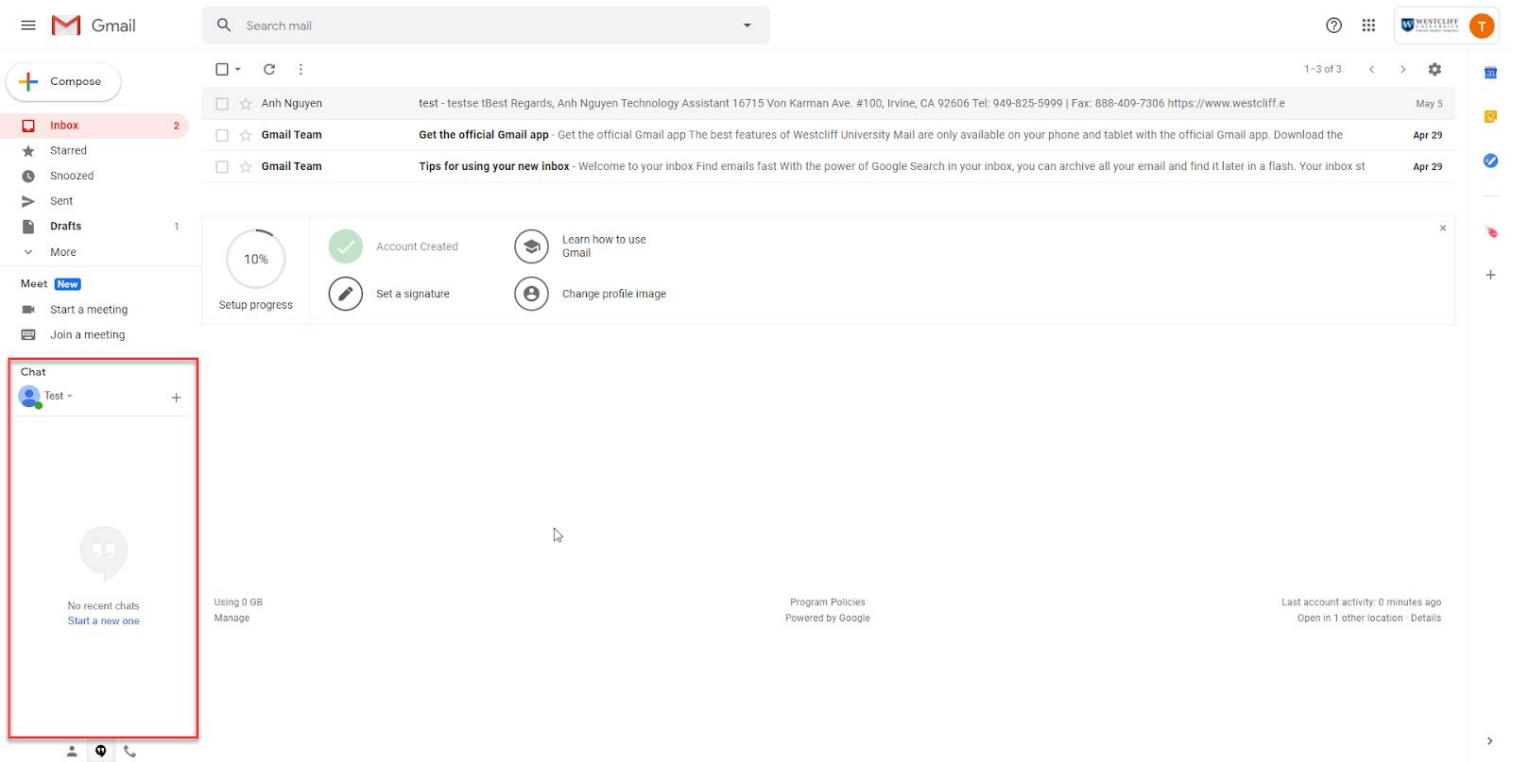
1. Click on the gear icon and select **Settings**



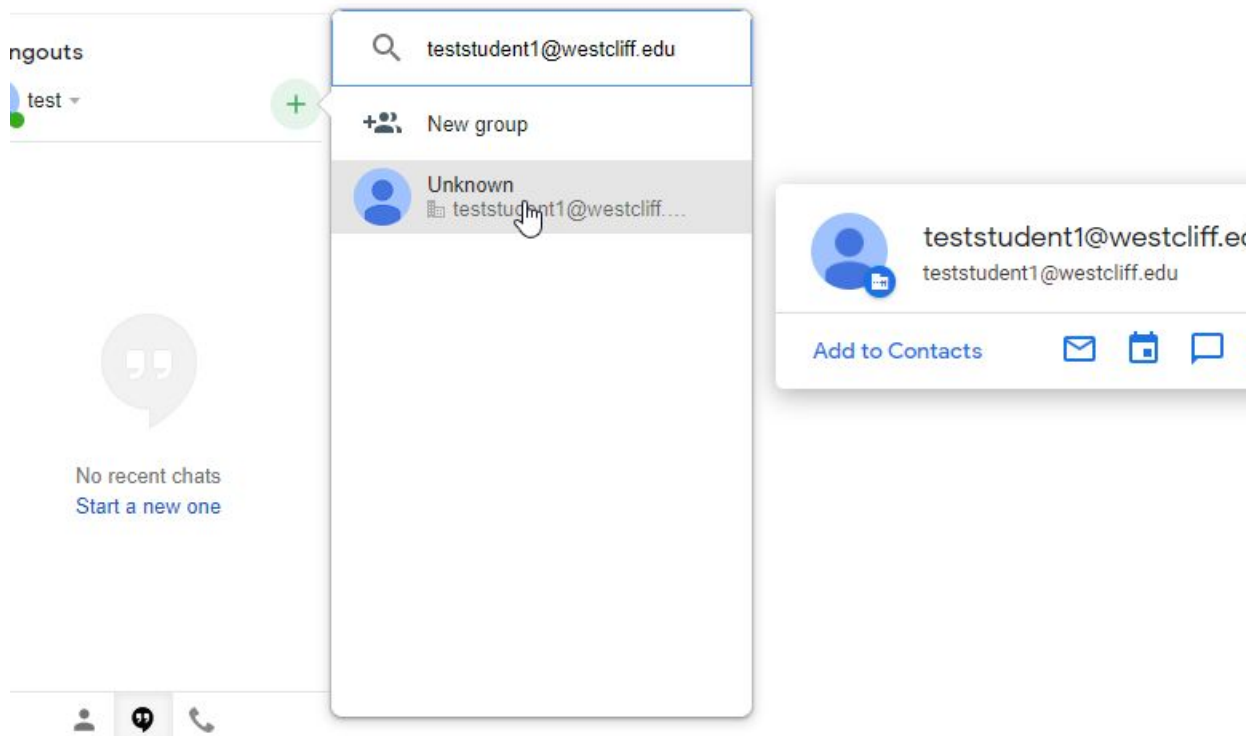
2. Click on Chat tab and make sure **Chat on** is selected and click **Save Changes**



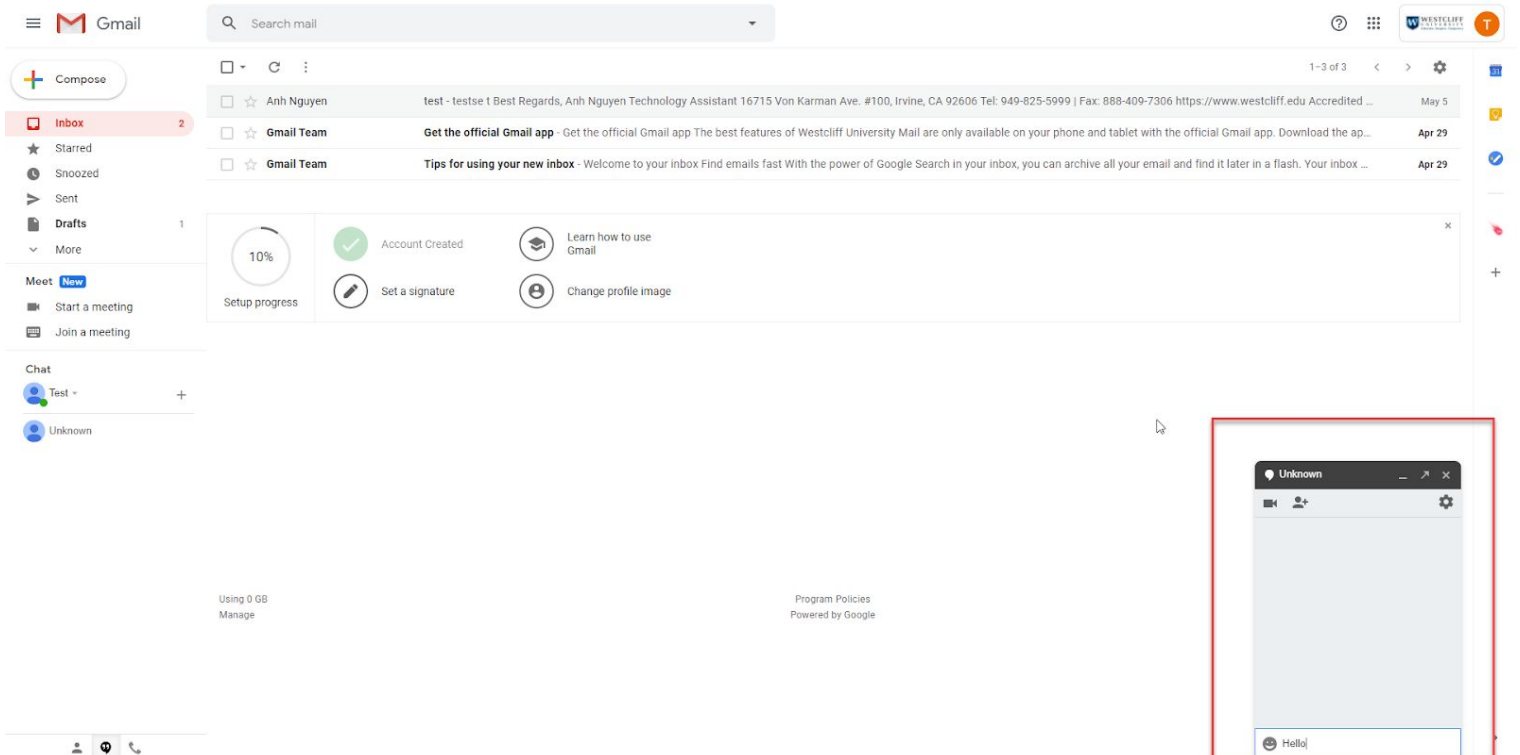
3. The Chat box will be in your bottom left corner.



4. Click on the plus sign (+) and type in the email you want to reach out to. Google will find the email and you can click on it.



5. Once you click on the name of the email, the chat window will appear at the bottom right corner. You can start your conversation or call your colleague. You can also make a group chat/call.



- (Optional) You can move your Chat box to the right side of your inbox. Simply go back to the Settings in step 1 and click on the **Advanced** tab. **Enable the Right-side chat**. And click **Save Changes**.

Settings

General Labels Inbox Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons Chat **Advanced** Offline Themes

Auto-advance
Show the next conversation instead of your inbox after you delete, archive or mute a conversation. You can select whether to advance to the next or previous conversation in the "General" Settings page. Enable Disable

Templates
Turn frequent messages into templates to save time. Templates can be created and inserted through the "More options" menu in the compose toolbar. You can also create automatic replies using templates and filters together. Enable Disable

Custom keyboard shortcuts
Enable the ability to customize your keyboard shortcuts via a new settings tab from which you can remap keys to various actions. Enable Disable

Right-side chat
Move the chat box to the right side of the inbox. Enable Disable

Unread message icon
See how many unread messages are in your inbox with a quick glance at the Westcliff University Mail icon on the tab header. Enable Disable

- Now your Chat box is on the right side of your inbox.

The screenshot shows the Gmail interface with the chat box positioned on the right side of the inbox. The chat box is highlighted with a red border and contains a "Meet" section with options to "Start a meeting" and "Join a meeting", and a "Chat" section with a "Test" contact. The main inbox area shows a search bar, a list of emails, and a "Setup progress" section with a 10% progress indicator. The bottom of the screen shows the "Using 0 GB" status and "Program Policies Powered by Google" text.

V. Helpful Links

1. How to Create and send email, organize your inbox, and other basic information.
<https://support.google.com/a/users/answer/9297685?hl=en>
2. How to use Google Drive to store your files securely and open or edit them from any device.
https://support.google.com/drive/answer/2424384?hl=en&ref_topic=14940
3. How to share files from Google Drive to your colleagues and control whether people can edit, comment on, or only view the file.
https://support.google.com/drive/answer/2494822?hl=en&ref_topic=7000947
4. How to use Google Docs, Sheets, and Slides on Google Drive
 - Google Docs:
<https://support.google.com/docs/answer/7068618?co=GENIE.Platform%3DDesktop&hl=en>
 - Google Sheets:
<https://support.google.com/docs/answer/6000292?co=GENIE.Platform%3DDesktop&hl=en>
 - Google Slides:
<https://support.google.com/docs/answer/2763168?co=GENIE.Platform%3DDesktop&hl=en>