



សាកលវិទ្យាល័យ ពុទ្ធិសាស្ត្រ

UNIVERSITY OF PUTHISAstra

Honor Self Respect Others Develop Society

PUTHISAstra EMAIL MANUAL

University of Puthisastra

Email User Manual

UNIVERSITY OF PUTHISAstra

Email User Manual

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Getting Start with Puthisastra email

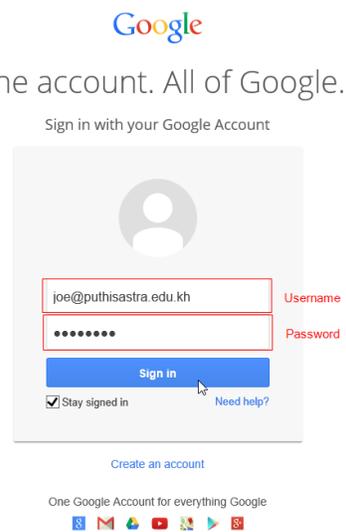
First time sign in to Puthisastra account

After received a username and password from the you can sign in to your email by going to <https://mail.google.com> website. Follow the instruction below to sign into your email:

1. Enter your <https://mail.google.com> address in your web browser bar then press enter to go to mail.google.com site.



2. After the sign page appeared, enter your username and password into the require box then click on Sign in button.



3. After successful log in to your account, the agreement page will appear, scroll down to the bottom to agree with term of using your email. Fill in the security number in the box and click on **I accept, Continue to my account** button

Google

Welcome to your new account

Welcome to your new account: joe@puthisastra.edu.kh. Your account is compatible with nearly all Google products, but your puthisastra.edu.kh administrator may decide which products are enabled for your account. For tips about using your new account, visit our [Help Center](#).

Google Terms of Service

Welcome to Google! By using Google's products, software, services or web sites ("Google services"), you agree to the following terms and conditions, and any policies, guidelines or amendments thereto that may be presented to you from time to time, including but not limited to Program Policies and Legal Notices (collectively, the "Terms"). We may update the Terms in the future, and you will be able to find the most current version of this agreement at <http://www.google.com/a/help/intl/en/users/terms.html>.

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Please be aware that when you use Google services, your domain administrator will have access to your joe@puthisastra.edu.kh account information, including your email. You can learn more [here](#), or by consulting your domain administrator'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, the username that appears at the upper right corner of most Google services will help you ensure that you're using the intended account.

The Additional Services are provided by Google to you under these [terms of service](#) and [privacy policy](#). Certain Additional Services may also have [service-specific terms](#). If your domain administrator enables any of the Additional Services, Google will treat your use of any of the Additional Services as acceptance of the applicable service-specific terms.

Click "Accept" below to indicate that you understand the changes to your account and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#) for your use of Additional Services.

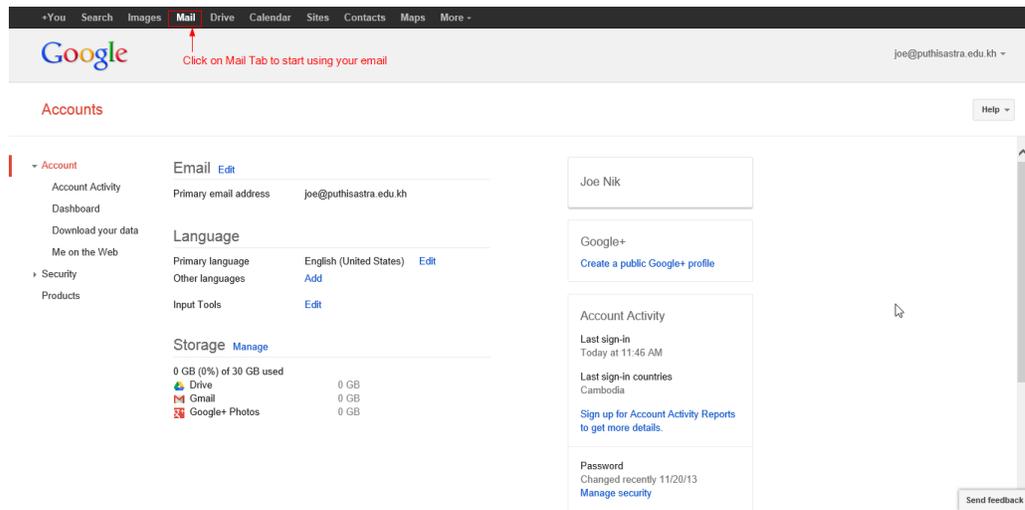
Enter the letters above

prowdtoel X

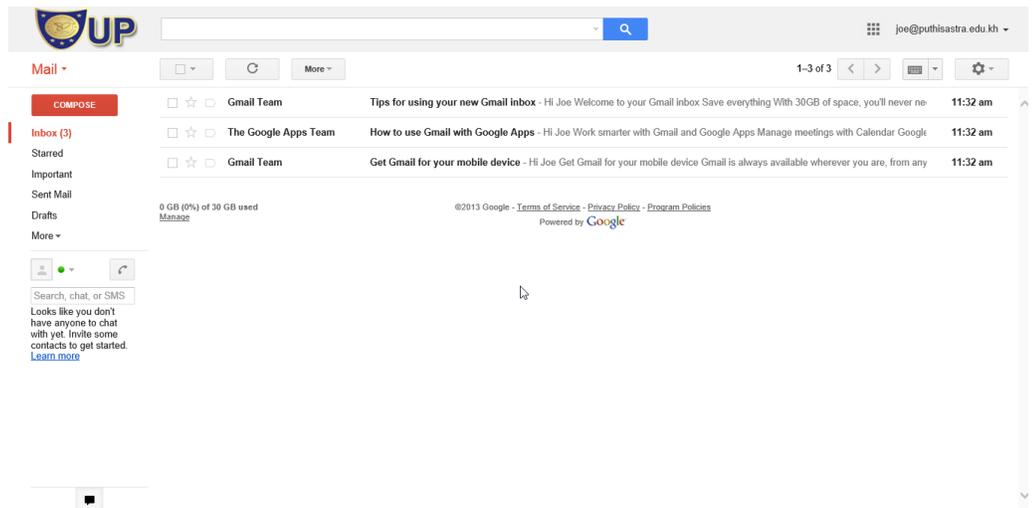
Letters are not case-sensitive

I accept, Continue to my account Cancel

4. After accepted the agreement, the dashboard of your account page appear, then click on your **Mail tab** to start using your email.



5. You will see your email dialog box with some emails from google team. You are complete the first step of using Puthisastra email account.



Change your password

1. Click the  gear in the top right.
2. Select Settings.
3. If you're on a mobile device, switch to desktop view for the full list of settings.
4. Open the Accounts tab.
5. In the 'Change account settings' section, click Change password.

6. In the new window, enter your current password and your new password.

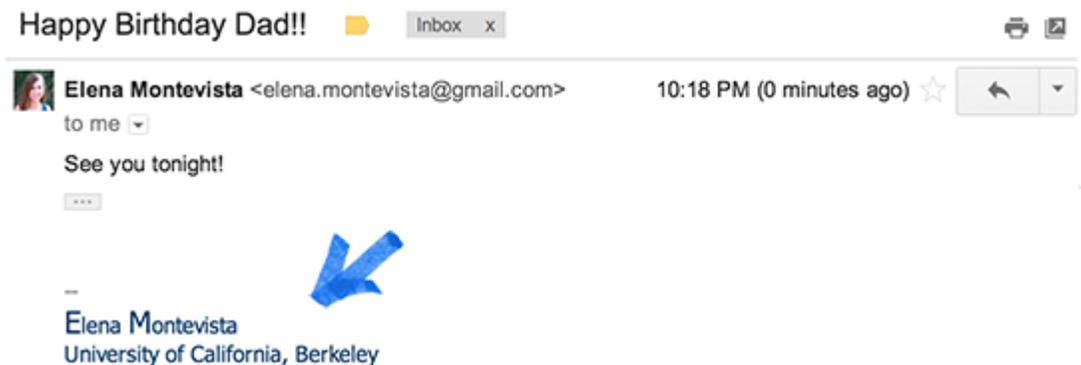
Make sure you create a unique password to help keep someone from breaking in to your account.

Change Display Name

1. Click the  gear in the top right.
2. Select Settings.
3. Click the Accounts tab.
4. In the “Send mail as:” section, locate the email address you'd like to edit.
5. Click edit info next to the address.
6. In the “Name:” section, specify what you'd like your name to be and click Save changes

Using signature

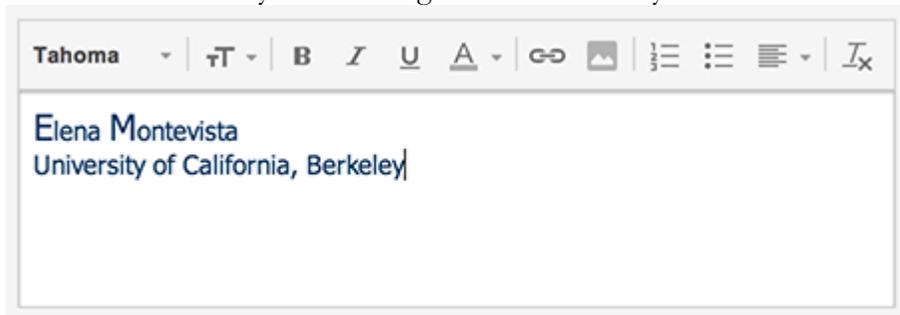
A signature is a bit of text (such as your contact information or a favorite quote) that’s automatically inserted at the bottom of every message you send. Here's a sample signature:



Signatures are separated from the rest of your message by two dashes. To see a signature in Gmail, click the  Show trimmed content button at the bottom of the message.

Create signatures

1. Open Gmail.
2. Click the  gear in the top right.
3. Select **Settings**.
4. Scroll down to the “Signature” section and enter your new signature text in the box. You can format your text using the buttons directly above the text box.



5. Click **Save Changes** at the bottom of the page.

Send Messages

Compose your messages

1. Click the **Compose** button on the left side of your Gmail page.
2. Type your recipient's email address in the "To" field.
3. As you type a recipient's address, Gmail will suggest addresses from your Contacts list using auto-complete.
4. Once you've entered a contact in the "To" field, hover over the contact's name to see the email address and other information associated with it. Double-click a contact's name to edit the email address or name.
5. We suggest using the carbon copy feature when you'd like to include additional recipients whose responses are welcome but not required. Display this field by clicking **Cc**. The blind carbon copy field (click **Bcc** to display) lets you hide recipients' addresses and names from one another.
6. Enter a subject for your message in the "Subject" field.
7. Write your message! Just click in the large field below the subject line and type away.
8. When you're done composing, click the **Send** button at the bottom of your compose window.

Reply to messages

To reply to a message, just click in the box below the message and type away! Or, you can click the arrow icon in the top right corner of the message you received. 

If there are multiple recipients of the message and you want to respond to all of them, click **Reply to all** in the box below the message and begin typing.

You can also click the down arrow next to the Reply button and select **Reply to**

all. 

If you'd like "Reply to all" to be your default option, click the gear icon and choose **Settings**. Locate the **Default reply behavior** setting to change the option. Click **Save Changes** at the bottom of the page. You can still choose to reply to just one person in each message, but **Reply to all** will be the first option.

When you reply, the previous text from the rest of the conversation can be seen by clicking the **Show trimmed content** icon .

Forward Messages

Forwarding lets you easily resend a message to other people, whether it's a special recipe from your mom or an important work email. You can forward an individual message or an entire conversation.

Forward an individual message

1. Open the message you want to forward.
2. Click the **Forward** link in the box below the message.
3. If you don't see the **Forward** link, click the down arrow next to Reply in the top-right corner of the message and select **Forward**.



4. Add the new recipient(s) and any additional text to your message.
5. If the message has attachments, you can choose not to forward them by scrolling to the bottom of the message text and clicking the **x** where the attachment is listed.
6. Older messages in the conversation may also be included in the text. You can simply delete the text if you don't want to forward it.
7. Click **Send**.

Forward an entire conversation

1. Open the conversation.
2. Click the **More** button in the toolbar above your messages and select **Forward all**.



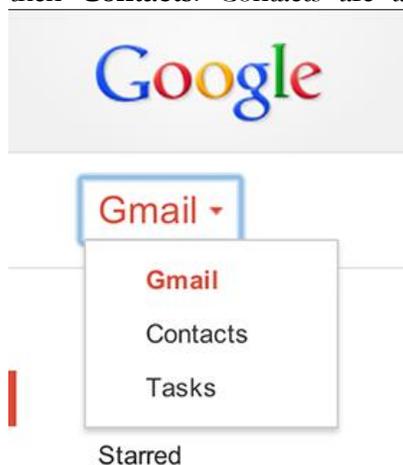
When you forward an entire conversation, all messages from the conversation are put into a single message. Each message is clearly marked and listed in chronological order, from oldest to most recent, so that the conversation is easy to read.

Contacts

Creating Contacts

To add a new contact, follow these steps:

1. Open your Contacts list by clicking **Gmail** in the top-left corner of your Gmail page, then choose **Contacts**. If you are a Google Apps user, click **Mail** and then **Contacts**. Contacts are also available at www.google.com/contacts.



2. Click the **New Contact** button in the top-left corner.
3. Enter your contact's information in the appropriate fields. Any information you add will save automatically.

Note: These instructions only work with the standard view of Gmail. If they don't match what you see, upgrade to a supported browser or go to the standard view by clicking **standard** at the bottom of your Gmail page.

Automatically added contacts

Email addresses are automatically added to your Contacts list each time you use the Reply, Reply to all, or Forward functions to send mail to addresses that don't already

exist in your Contacts list. Each time you mark a message as 'Not Spam,' your Contacts list is also automatically updated so that future messages from that sender are received in your inbox. Also, if you use Google+, adding a person to your circle will also add them to your Contacts list in Gmail. If these addresses don't appear immediately, try waiting a few minutes or signing out of your account and signing back in.

Look for automatically added contacts in the **Other Contacts** group on the left side.

If you don't want contacts to be automatically added, follow these steps:

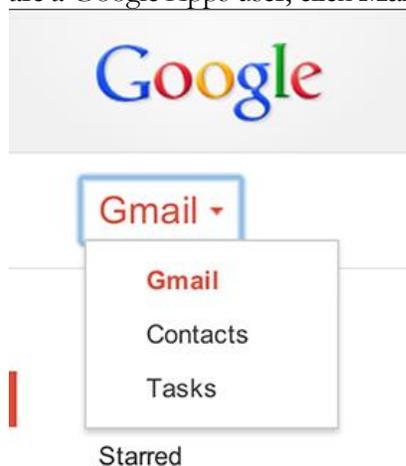
1. Click the  gear in the top right.
2. Select **Settings**.
3. In the **General** tab, find the “Create contacts for auto-complete” setting and choose **I'll add contacts myself**.

Editing Contact

To edit or delete contacts, you'll need to open your Contacts list.

Open your Contacts list

Click **Gmail** at the top-left corner of your Gmail page, then choose **Contacts**. If you are a Google Apps user, click **Mail** and then **Contacts**.



Contacts are also available at www.google.com/contacts.

Edit contact information

1. Find and click the name of the contact in the Contacts list.
2. Make any changes you'd like to make.
3. Exit the editing field to save automatically or click **Save now** in the upper right hand corner.

Add contact to contact groups

1. Select the contact in the Contacts list.
2. Click the **Groups** button .
3. Select the group you'd like to add the contact to, or select **Create new** to create a new group.

Remove contact from contact groups

1. Select the contact in the Contacts list.
2. Click the **Groups** button .
3. Select the group you'd like to remove the contact from (boxes will be checked next to the groups that contact is already in).

Delete contact

1. Select the contact in the Contacts list.
2. Click **More**, then click **Delete contact**.

To remove a Google+ contact, open Google+ and remove the person from all circles.

[Learn more about circles on Google+.](#)

If you change your mind or mistakenly delete a contact, you'll be able to recover deleted contacts for 30 days. But 30 days after you delete a contact, it will be removed permanently.

Note: These instructions work only with the standard view of Gmail. If they don't match what you see in your Contact Manager, we suggest that you upgrade to

a supported browser or go to the standard view by clicking **standard** at the bottom of your Gmail page.

Reference

GMAIL Support (User Manual)

<https://support.google.com/mail/?hl=en#topic=3394152>