

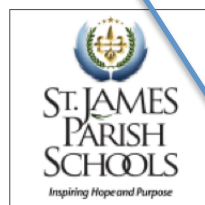
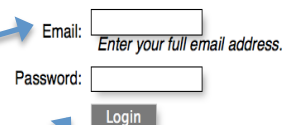
Quick Start Guide:

To log into your account:

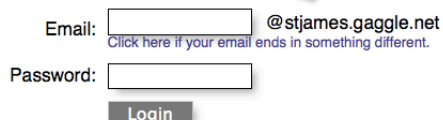
1. Go to www.gaggle.net
2. Click **Customer login** in the upper right corner
3. If this is your first time going to gaggle you will need to click on the link to change the email address to your address. Your address ends with **@stjames.gaggle.net**



4. You now must enter your entire username, email address, and password in the email space provided. Your email is your computer login account followed by **@stjames.gaggle.net**.
5. Your password is the same password you use to login into your computer.
6. Press enter or click login.
7. You will then be guided through steps to set up your account.
 - a. Accept the Gaggle terms of Service
 - b. Skip Mobile Phone registration. You may check **Don't Display Again** unless you want to set up a mobile phone in the future.
 - c. Begin your **Gaggle Cyber Safety Mini-Course**.
8. The next time you return to gaggle.net on your computer and click customer login, you will only need to enter your username and password. It will recognize that you are a St. James Parish student and will have part of your email address filled in so that you do not have to type that portion.



St. James Parish Schools



Check out Gaggle's
Free Webinars

Getting Started Guide

Signing into the System

1. Go to www.gaggle.net
2. Click **Customer Login**.
3. Login using your district username and password.

**Email accounts on the Gaggle system are not private. Email is subject to review by Gaggle personnel and your school, district or organization.*

Reading your Mail

1. On the left you will see the Mail Bar, directly below your Application Icons.
2. Click on the Mail Bar and your folders will appear on the screen.
3. Click on the Inbox folder to access your mail.
4. You can move the message to another folder by clicking the message line and dragging and dropping it into the desired folder.

Writing Email

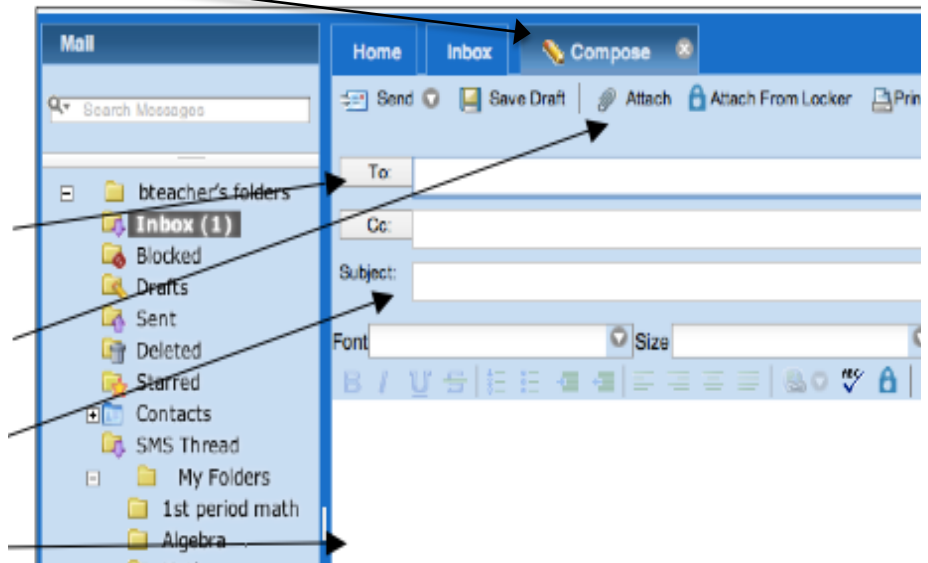
1. Click **Compose** under the Inbox tab to create a new message.

2. Type the address of the person you are writing to, or click the **To:** button to chose a contact.

3. Click **Attach** to locate any files you want to attach

4. Type the **subject** of your email.

5. Type your **message** here. Always put in salutations and sign your name. Click Send.

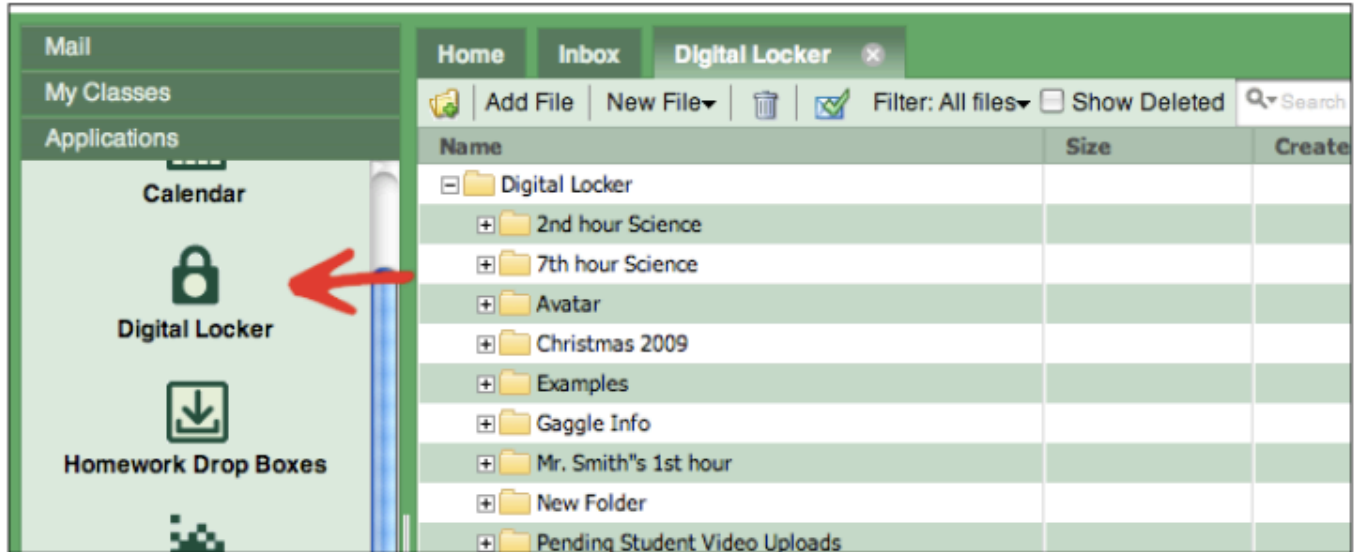


Using Your Digital Locker

Your digital locker is a place where you can store your files and access them from any computer. Keep copies of your school files in your digital locker as a backup.

Digital Lockers

The Digital Locker provides online file storage that can be accessed from home or school. Teachers and students can store files and share and collaborate with others directly in their school or district.



Uploading and Downloading Files:

1. Expand the **Applications** menu on the left and select the **Digital Locker** icon.
2. Click the **Add File** button to bring up a window for locating the desired file.
3. Double click on the desired file to upload the file into the Digital Locker.
4. To download files from a Digital Locker click on the file name.

How to Add Folders for Organization of Files:

1. Click on the **Add Folder** button.
2. Enter the name of the new folder and press enter on keyboard.