## How To View All CAS Email Address

- Sign into your gmail account
  Click Mail
- 3. Click Contacts

| Gmail                          |                                   | Q  It looks like your parking internet European Comparibility View  |                 |
|--------------------------------|-----------------------------------|---|-----------------|
| ail •                          | Canfiel                           | A Avenue School Mail works best if you turn this off. Learn how to do this Dismiss  | ¢-              |
| Mail                           | 🗌 📩 📄 Tzvetomir, me (8)           | [#03528868] How do I create groups so users can see? [ ref_00D00VNwG_50060TSyps.ref ] - Hello Michael, Thank you for conta              | Oct 8           |
| Tasks                          | □ ☆ □ me                          | Test - This is a test.  | Oct 7           |
| irrea                          | 🔲 🏠 📄 Tzvetomir, me (2)           | [#03528868] How do I create groups so users can see? [ ref_00D00VNwG_50060TSyps.ref ] - I created a group called Staff and o            | Oct 2           |
| nt Mail                        | Google Enterprise Sup. (2)        | [#03529677] Customer would like to add Google Vault for Education account [ ref:_00D00V Customer Feedback Survey Hello M                | Oct 1           |
| afts                           | Google Enterprise Support         | [#03528868] How do I create groups so users can see? [ref:_00D00VNwG_50060TSyps.ref] - Hello, We've received your report an             | Oct 1           |
| ougherty@canfield<br>tes       | 🗌 📩 📄 me, Michael (7)             | test - I currently have my current Canfield mail forwarded to my mhrd. On Monday I will have my Canfield                                | Sep 27          |
| •- 6                           | 🗌 📩 📄 me, Michael (2)             | test - Received Sent from my iPhone > On Sep 27, 2013, at 7:48 AM, Michael Dougherty <mdougherty@< td=""><td>Sep 27</td></mdougherty@<> | Sep 27          |
| arch people                    | 🗌 📩 📄 Michael Dougherty           | Test - Test MHRD is excited to inform you that our e-mail addresses have changed to our new domain name (                               | Sep 26          |
| mdougherty<br>Michael J. Donow | 🗌 📩 🕞 Gmail Team                  | Tips for using your new Gmail inbox - Hi Michael Welcome to your Gmail inbox Save everything With 25GB of space, you'll neve            | Sep 16          |
| michaeljdougherty1             | 🗌 🙀 🕞 Gmail Team                  | Get Gmail for your mobile device - Hi Michael Get Gmail for your mobile device Gmail is always available wherever you are, from         | Sep 16          |
|                                | 🗌 📩 📄 The Google Apps Team        | How to use Gmail with Google Apps - Hi Michael Work smarter with Gmail and Google Apps Manage meetings with Calendar Gc                 | Sep 16          |
|                                | 0 GB (0%) of 30 GB used<br>Manage | ©2013 Google - <u>Terms of Service</u> - <u>Privacy Policy</u> - <u>Program Policies</u><br>Powered by <b>Coogle</b> Last account act   | ivity: 1 hour a |

### 4. Click Directory

| <  | https://mail.goo  | gle.com/mail/u/0/?shva=1#contacts      | )<br>۵-۹-۹   | Solutions : Canfield Avenue Sc 🧭 Contact Manager - mdoug 🗴   |                       | i ⊡ x<br>A ☆ Ø         |
|----|---|--|--|--|-----------------------|------------------------|
| +) | You Search Images Mai   | il Drive Calendar Sites Groups M       | It looks like you have enabled Intern<br>Canfield Avenue School Mail works best if you ! | et Explorer Compatibility View.<br>turn this off. Learn herw to die this <u>Dismiss</u><br>mennel J. Donow - Michael J | mdougherty@minehillca | as.org - ✿             |
|    | NEW CONTACT<br>My Contacts (1)<br>Most Contacted (4)<br>Other Contacts (3)<br>Directory<br>New (Directory)<br>Import Contacts<br>Search people<br>Michael J. Donow<br>michaeljdougherty1<br>Tzvetomir lotov | Michael J. Donow                       | mdonow@optonline.net   |  |                       |                        |
| ht | ttps://mail.google.com/mail/u   | /0/?shva=1#contacts/group/27/Directory |  |  |                       |                        |
| C  | 9 6 📋   | 🜔 😽 🐏 👯                                |  |  | - 🏲 🛱 🙄 🌜 🍀           | 10:59 AM<br>10/10/2013 |

# 5. A list of all users will appear6. Click the Checkbox next to the user you would like to email

| A B https://mail.goog          | ole.com/mail/u/0/?shva=1#contacts/oroup/ | 27/Directory D - C ( S      | olutions : Canfield Avenue Sc. 🧖 Contact Managers indours 🗙 |                                |
|--------------------------------|--|-----------------------------|---|--------------------------------|
| +You Search Images Mail        | Drive Calendar Sites Groups Mor          | re •                        |   | mdougherty@minehillcas.org - 🌣 |
| GMail                          |  | Search Contacts             |   |                                |
| Contacts *                     | Add to My Contacts                       | More +                      | Adam Zygmunt - Zorina Carte                                 | r-Munson < >                   |
| NEW CONTACT                    | Adam Zygmunt                             | azygmunt@minehillcas.org    |   | ^                              |
| My Contacts (1)                | Amanda Riley                             | ariley@minehillcas.org      |   |                                |
| Most Contacted (4)             | Angela Sabatino                          | asabatino@minehillcas.org   |   |                                |
| Other Contacts (3)             | Angelina Catalan                         | acatalan@minehillcas.org    |   |                                |
| New Group                      | Annette Conciatori                       | aconciatori@minehillcas.org |   |                                |
| Import Contacts                | Barbara Walsh                            | bwalsh@minehillcas.org      |   |                                |
| • · · C                        | Beth Ondish                              | bondish@minehillcas.org     |   |                                |
| Search people                  | Betty Lou Minno                          | bminno@minehillcas.org      |   |                                |
| mdougherty<br>Michael J. Donow | Bridget Mauro                            | bmauro@minehillcas.org      |   |                                |
| michaeljdougherty1             | Carol Manger                             | cmanger@minehillcas.org     |   |                                |
| Tzvetomir lotov                | Caryn Battaglia                          | cbattaglia@minehillcas.org  |   |                                |
|                                | Charlene Leary                           | cleary@minehillcas.org      |   |                                |
|                                | Cindy Pyrzynski                          | cpyrzynski@minehillcas.org  |   |                                |
|                                | Cindy Trowbridge                         | ctrowbridge@minehillcas.org |   |                                |
|                                | Colleen Quinn                            | cauinn@minehillcas.org      |   | ~                              |
|                                |  |                             |   | ▲ 🖿 🛱 🛱 🍫 🏶 10/10/2013         |

## 7. Click the Email icon

| No. of Concession, Name        |  | States of Street            | Marriel State                  | No. of Concession, Name            |               |                          |
|--------------------------------|--|-----------------------------|--------------------------------|------------------------------------|---------------|--------------------------|
| 🗲 🕑 🥖 https://mail.goog        | le.com/mail/u/0/?shva=1#contacts/group/2 | 7/Directory P → 🔒 C         | Solutions : Canfield Avenue Sc | <i>©</i> Contact Manager - mdoug × |               | 6 🛱 😳                    |
| +You Search Images Mail        | Drive Calendar Sites Groups Mor          | e <del>-</del>              |                                |                                    | mdougherty@mi | nehillcas.org - 🔅        |
| Gmail                          |  | Search Contacts             |                                |                                    |               |                          |
| Contacts *                     | Add to My Contacts                       | More +                      |                                | Adam Zygmunt - Zorina Carter-Mi    | inson < >     | <b>\$</b>                |
| NEW CONTACT                    | Adam Zygmunt                             | azygmunt                    |                                |                                    |               | ^                        |
| My Contacts (1)                | Amanda Riley                             | ariley@minehillcas.org      |                                |                                    |               |                          |
| Most Contacted (4)             | Angela Sabatino                          | asabatino@minehillcas.org   |                                |                                    |               |                          |
| Other Contacts (3)             | Angelina Catalan                         | acatalan@minehillcas.org    |                                |                                    |               |                          |
| New Group                      | Annette Conciatori                       | aconciatori@minehillcas.org |                                |                                    |               |                          |
| Import Contacts                | Barbara Walsh                            | bwalsh@minehillcas.org      |                                |                                    |               |                          |
| <u>+</u> • •                   | Beth Ondish                              | bondish@minehillcas.org     |                                |                                    |               |                          |
| Search people                  | Betty Lou Minno                          | bminno@minehillcas.org      |                                |                                    |               |                          |
| mdougherty<br>Michael J. Donow | Bridget Mauro                            | bmauro@minehillcas.org      |                                |                                    |               |                          |
| michaeljdougherty1             | Carol Manger                             | cmanger@minehillcas.org     |                                |                                    |               |                          |
| I zvetomir lotov               | Caryn Battaglia                          | cbattaglia@minehillcas.org  |                                |                                    |               |                          |
|                                | Charlene Leary                           | cleary@minehillcas.org      |                                |                                    |               |                          |
|                                | Cindy Pyrzynski                          | cpyrzynski@minehillcas.org  |                                |                                    |               |                          |
|                                | Cindy Trowbridge                         | ctrowbridge@minehillcas.org |                                |                                    |               |                          |
|                                | Colleen Quinn                            | cauinn@minehillcas.org      |                                |                                    | - P 🛱 🗔 🌾     | * 11:00 AM<br>10/10/2013 |

## 8. A new message box will open

9. Type your message and click Send

