

CWRU Google Mail: Getting Started

New to CWRU Google mail? No problem!

1. If you're new to CWRU, make sure you've activated your CWRU network ID.

[Network ID Activation page](#)

2. Go to webmail.case.edu.

3. Agree to the terms and conditions of using CWRU Google Mail.

4. Start sending and receiving CWRU Google Mail!

[Watch videos about optimizing your CWRU Google Mail](#)

Here are a few important features to help you get started:

Searching your emails is fast and easy.

Use [Gmail search](#) to find the exact message you want, no matter when it was sent or received. Don't spend time sorting your email -- simply search, and let Gmail do the rest.

Related messages are grouped together.

Each message you send is [grouped together](#) with all the responses you receive, so you can always see your messages in context.

The chat feature is built-in.

[Chat](#) with your Gmail contacts with just one click. Or, use Gmail voice and video chat to hear or see them -- all you need is a webcam and a few seconds to install the program.

Labels and filters help you organize and manage your emails.

[Labels](#) do all the work folders do, but with more flexibility; you can apply more than one label to any conversation. [Filters](#) can be used to automatically label, archive, delete, or forward messages.

Getting your email on the go means you're not stuck at your desk computer.

[Gmail on your mobile device](#) means you can access your email wherever you are.

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