

Gaggle.net – Accessing your old e-mail

Overview

By default, the district keeps a copy of all e-mails to or from district e-mail accounts for three years. You can search for, print and retrieve any e-mail you have sent or received.

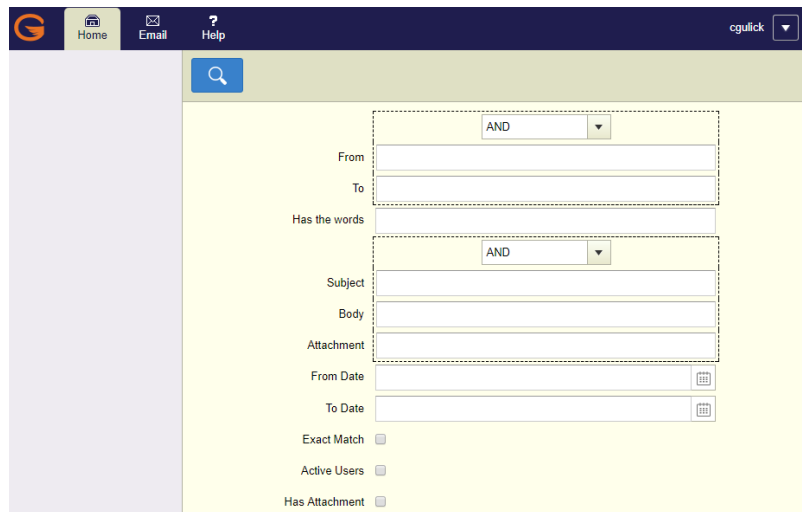
Logging In to the Archive

1. Go to <http://www.gaggle.net> with any current Web Browser
2. Click on the 'Login' button near the top right corner of the page
3. If you see anything other than @WLS4Kids.org at the end of the Username box please click on 'click here if your email ends in something different' Username box please click on 'click here if your email ends in something different'
4. Enter your email address (if the @wls4kids.org part is there no need to enter) and password.
5. Click on 'Login'



Default (Home) Screen

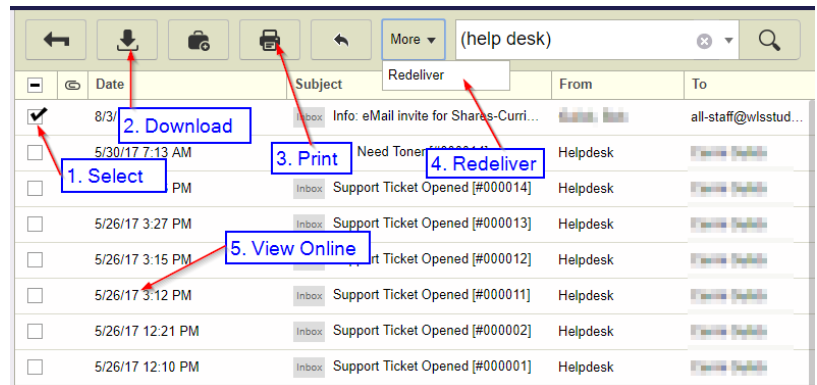
- By default, you start in the 'Home' tab which is where you can search for emails.
- Click on the 'Mail' tab to get a simple listing of all emails in the archive. You can use the simple search at the top of the 'Mail' tab to quickly find items.



Searching (all options)

1. Enter any desired search terms – partial information is fine, capitalization is ignored, all fields are optional:
 - a. From: Are you looking for items from a specific e-mail address
 - b. To: Was is sent to you or to a group like 'WLS-Everyone@wls4kids.org'
 - c. Has the Words: System will look for these words everywhere
 - d. Subject: One or more words from the subject line
 - e. Body: One or more words contained in the body
 - f. Attachments: One or more words in the actual attachment (if a text readable file)
 - g. From Date: Oldest date for e-mail, leave blank for as far back as available
 - h. End Date: Newest date for e-mail, leave blank for today
 - i. Click on the magnifying lens at the top.
2. After a few seconds (depending upon the complexity of your search terms) you will see a list of matching messages.

- If you click on a message you will be able to view the message in the bottom window. You can even open any attachments.
- You can sort by clicking on the headers such as 'To,' 'From,' etc.
- Once you have selected one or more messages you can do the following:



Redeliver – Send a fresh copy to your Inbox

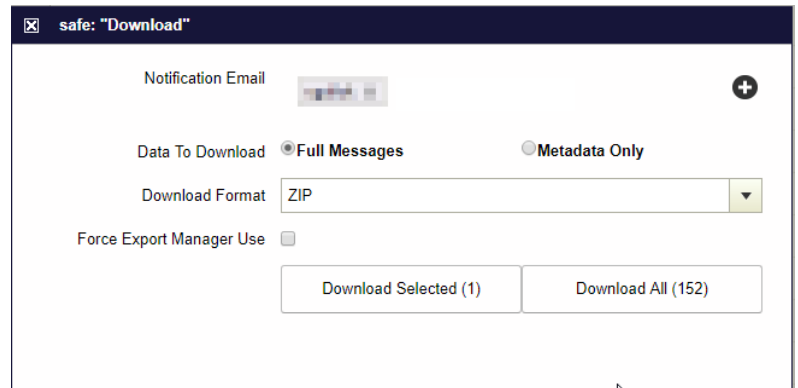
- Click on More > Redeliver
- After a second or two a window will appear letting you know that the message is on the way.
- It may take several minutes to an hour for the fresh copy of the e-mail message(s) to appear in your inbox. The redelivered e-mails will have the current date as opposed to the original date.

Printing

- Click on the Printer Icon and a print preview of the email(s) will appear.

Download

- Click on the Disk Icon to see your options
 - Options with 'PST' will save the messages as an Outlook file.
 - Options with 'PDF' will save the messages as a PDF.
 - All other options save as an EML file which can only be read by an e-mail program such as Outlook.



Log Out

- Click on 'Logout' in the top right-hand corner.