THE SCHOOL DISTRICT OF
PHILADELPHIA

Nurse Training

Today's Agenda

- Intro to computers
    - Browsers
    - How to Scan Documents from a Copier
- Zimbra
    - Reply v. Reply All
    - BCC
    - attachments
    - Email signature
    - Calendars and scheduling
- G-Suite
    - Sign into drive with SDP (not personal)
    - Using SDP email NOT personal
    - Opening new doc or sheet
    - View, comment, edit shared settings
    - How to make a copy, but why not to always do this
- Health Services Website
    - How to access

Browsers

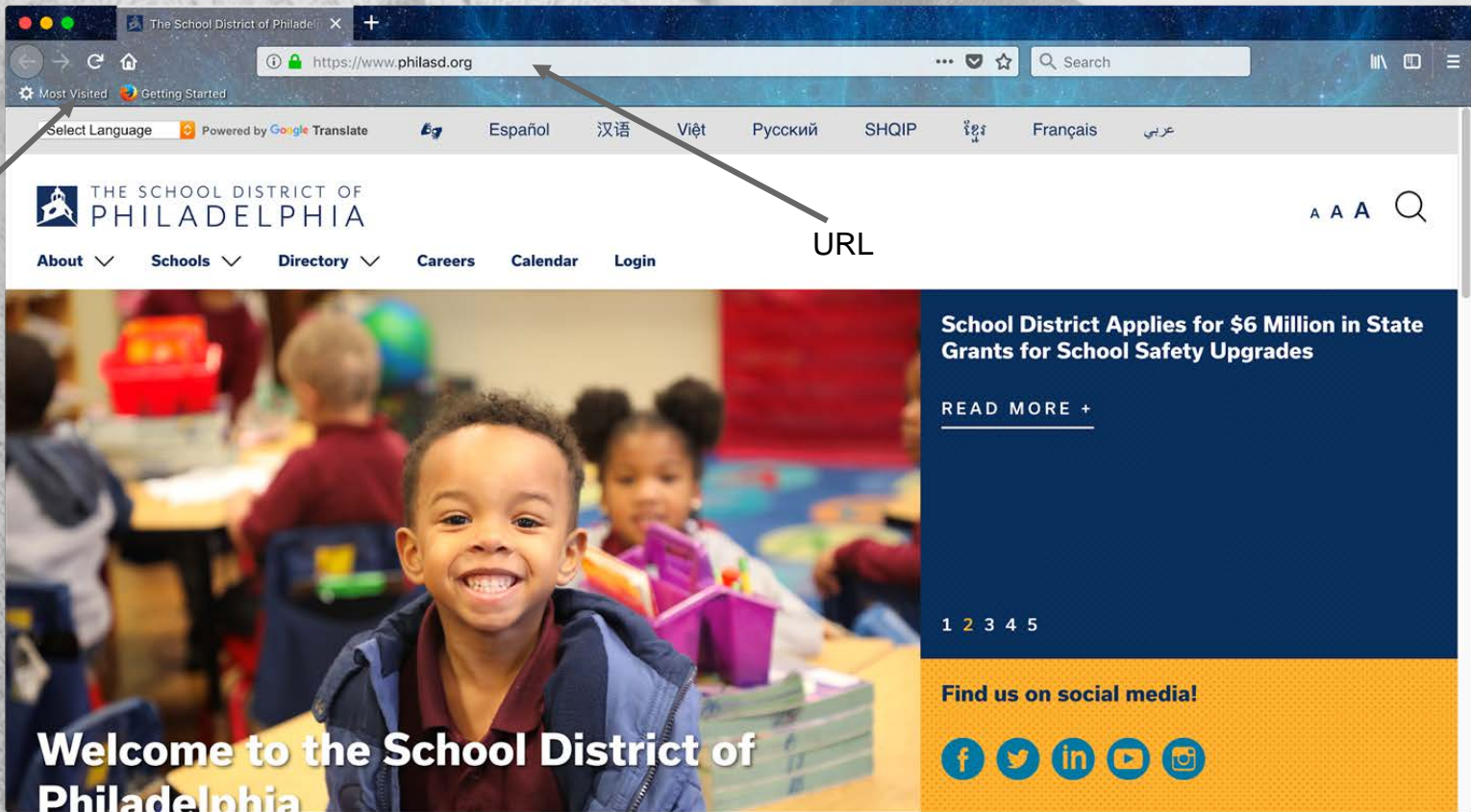A **browser** is software that is used to access the internet.
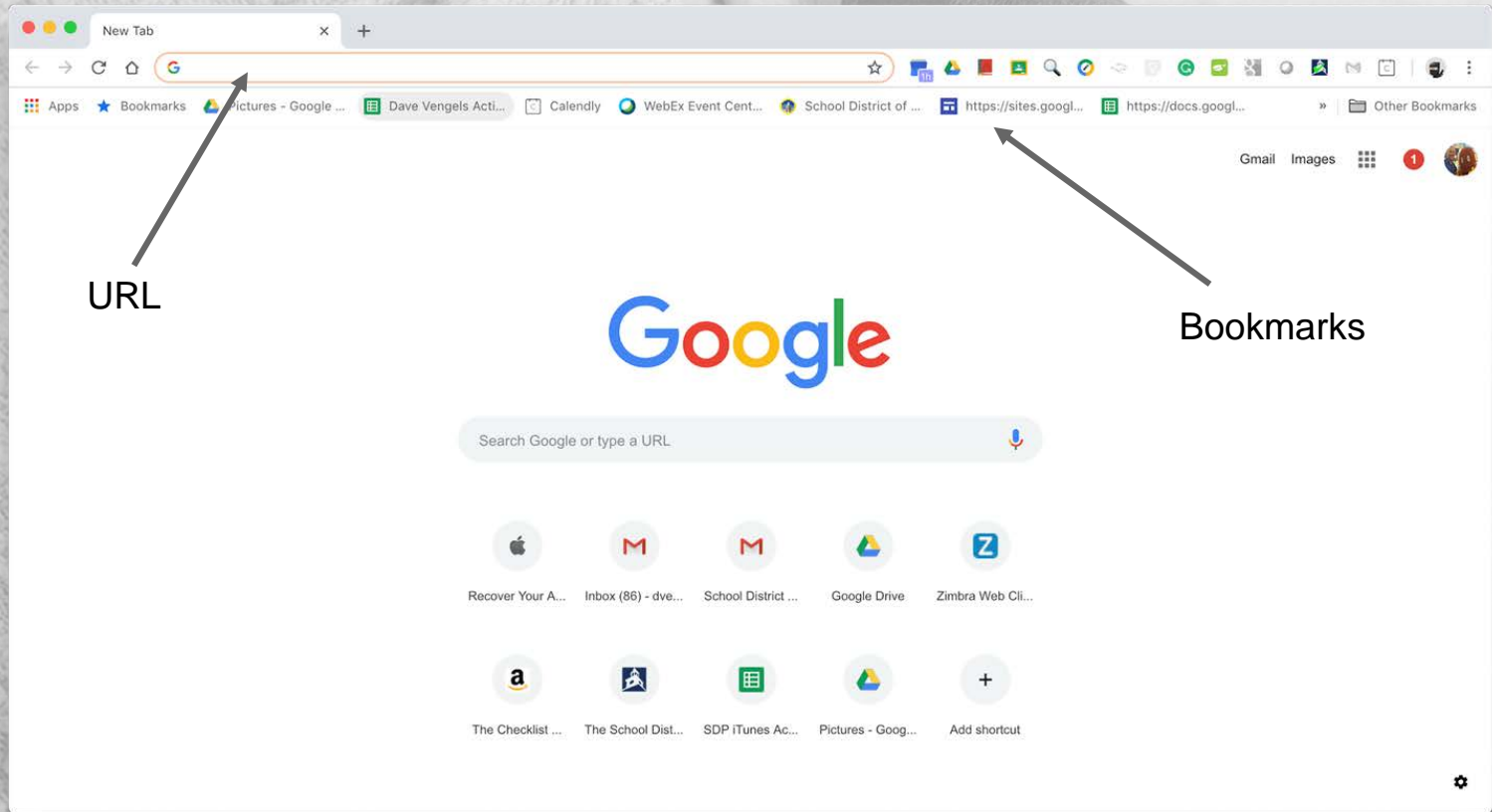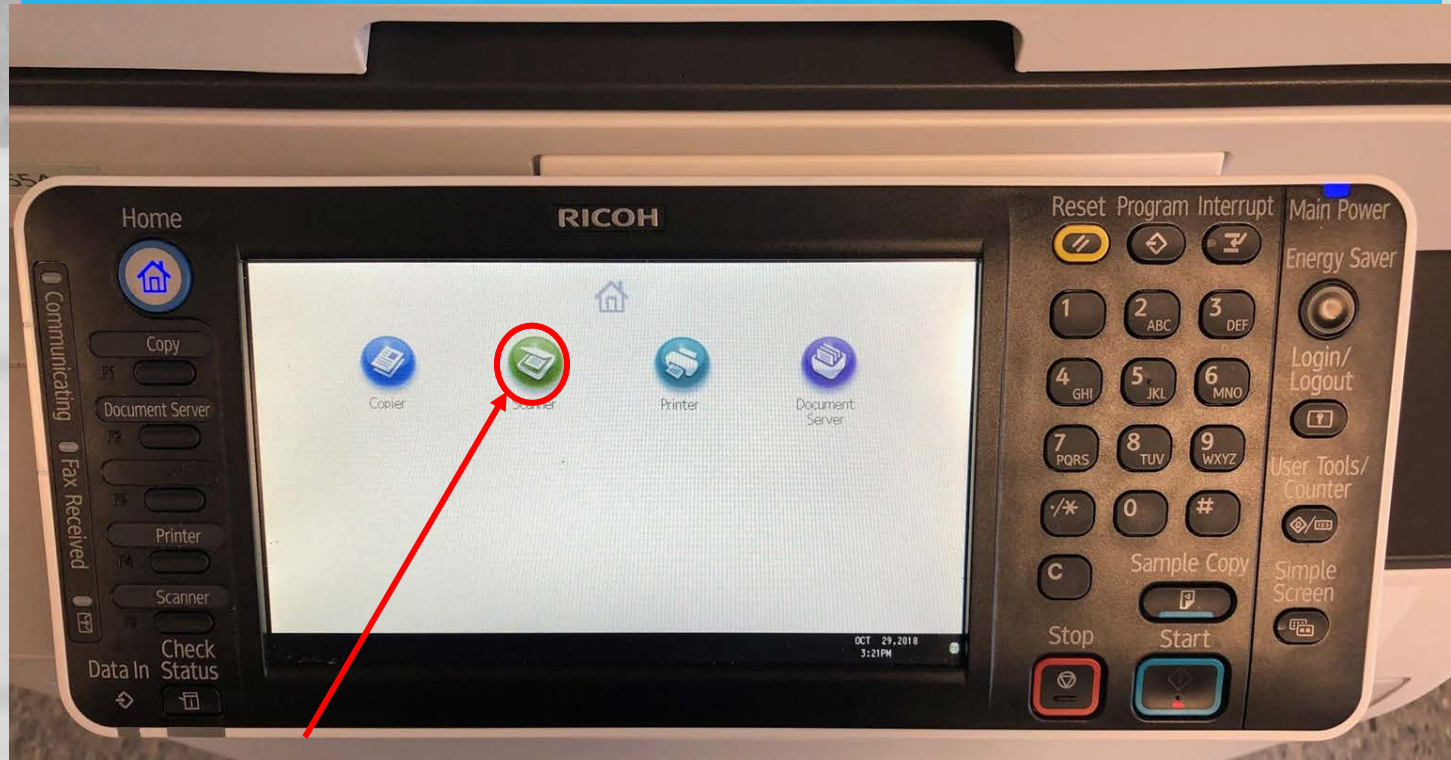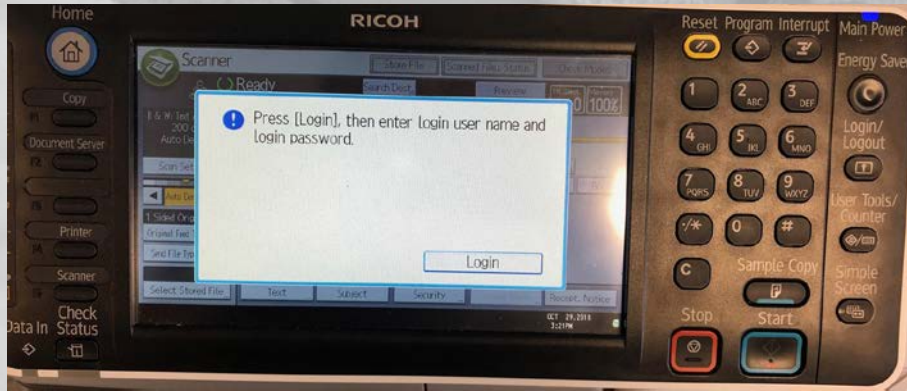
URL

Bookmarks

Google Chrome

Bookmarks

URL

Firefox

SCANNING DOCUMENTS

How to Scan Documents from a Copier
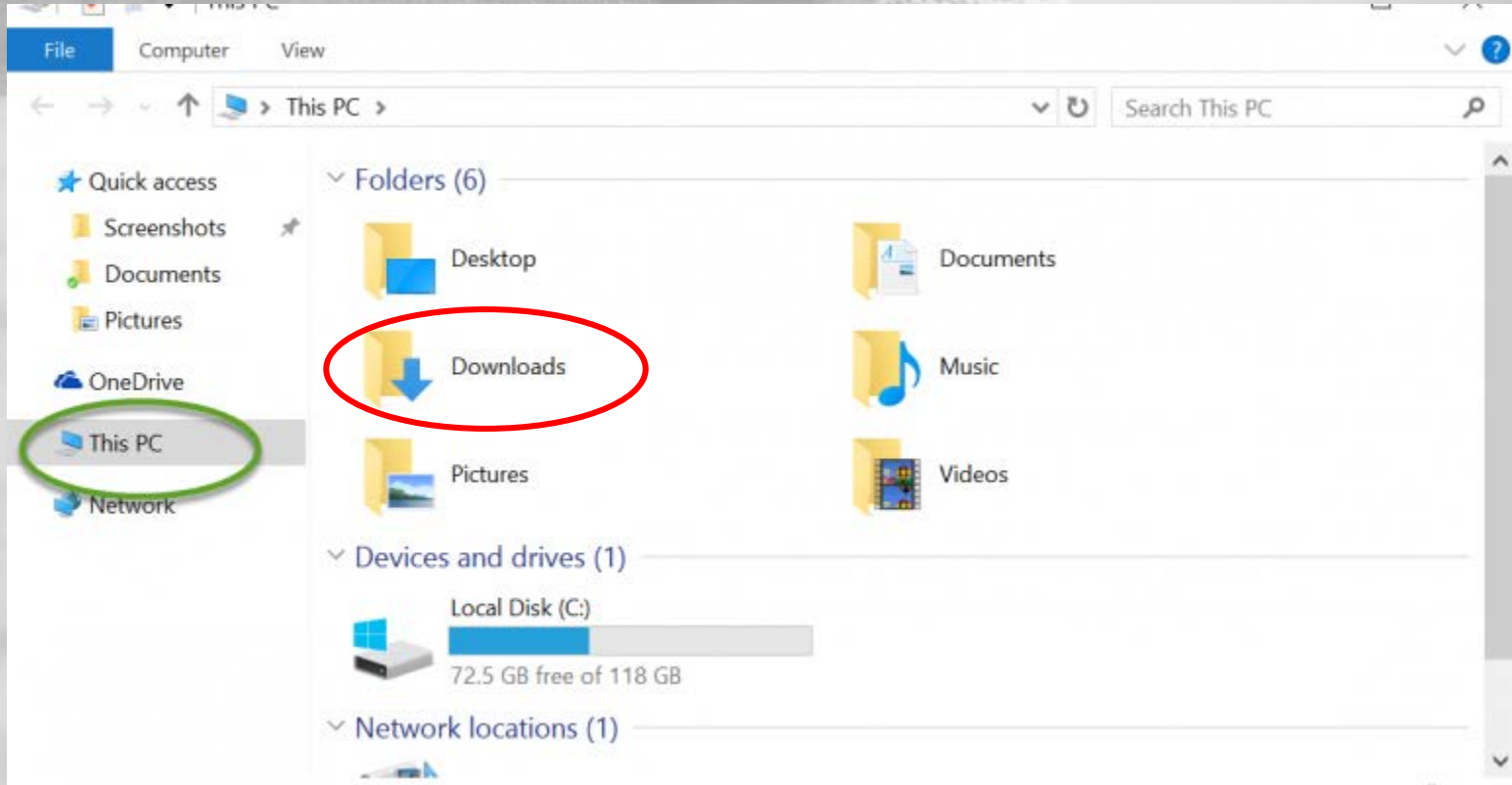

1. Select Scanner

Login to Scanner

Login to scanner using email username without the @Philasd.org

Scan Document to Yourself

Where does the file go after I download it?

Upload Documents to the SIS

Collaboration Center / Zimbra
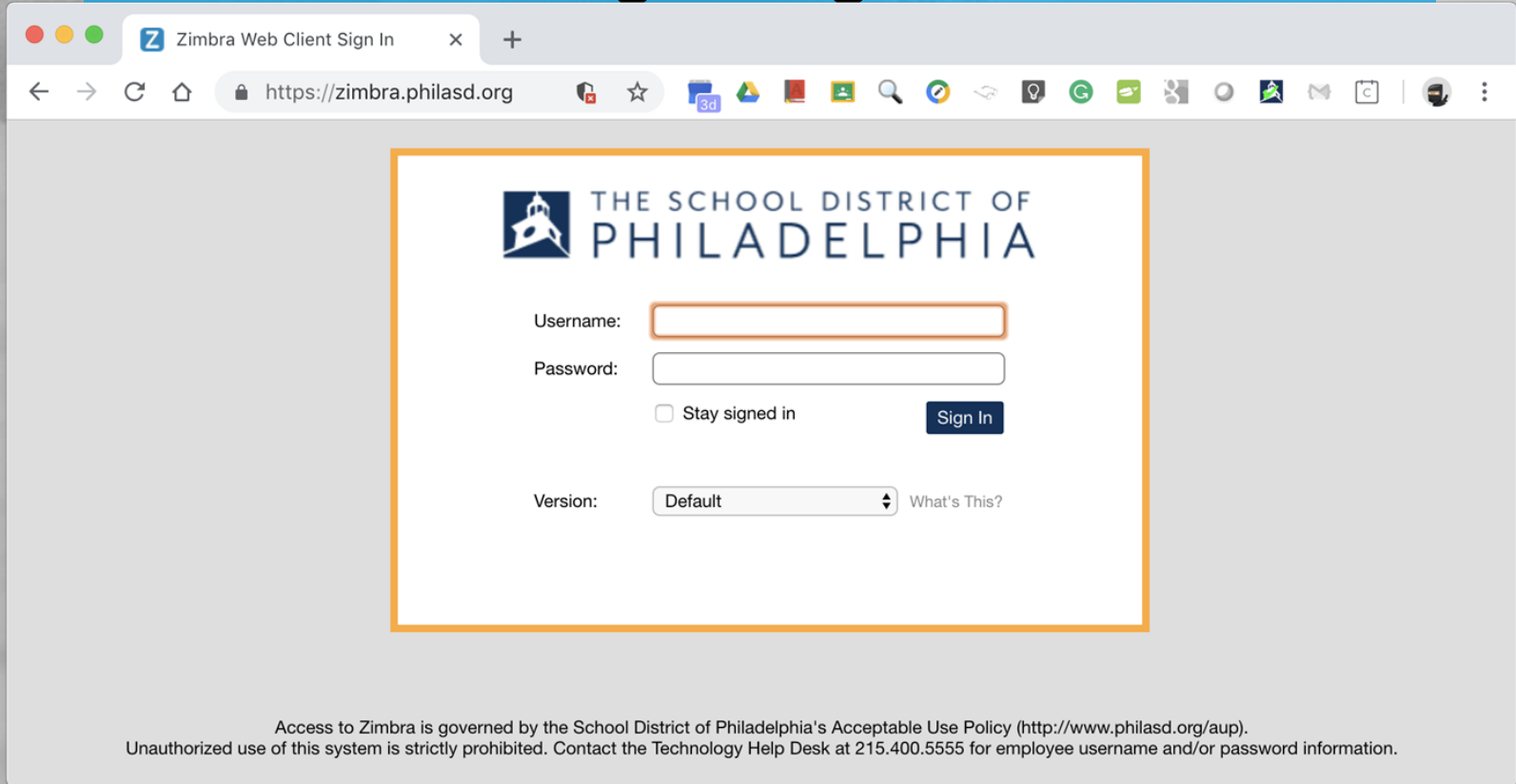
- Linked at Resources for Educators
  - zimbra.philasd.org
  - cc.philasd.org

Password Reset - 215.400.5555

Login Page

Zimbra Resources

Zimbra resources and videos:
https://wiki.zimbra.com/wiki/Help/videos/8x.

This will give you information about:
- Creating a distribution/group email list
- Creating signatures
- Setting an out of office message
- Using the calendar

e-mail

Composing Email

When you start to type an employee's name, our system will try to find them.

https://cc.philasd.org/zimbra/#2

Search

Vengels, David ▾

| Mail | Contacts | Calendar | Tasks | Briefcase | Preferences | Compose ☓ |

Send ▾   Cancel   Templates ▾   Save Draft   Abc   Options ▾

From: Primary Account (Vengels, David <dvengels@philasd.org>) ▾

To:

Cc:

Subject:

Attach ▾   Tip: drag and drop files from your desktop to add attachments to this message.

Sans Serif ▾ 12pt ▾ Paragraph ▾ **B** *I* U S̶ I̶ₓ A ▾ A ▾ ≡ ≡ ⋮≡ ▾ ⋮≡ ▾ ❝ ≡ ≡ ≡ ≡ 🖼 🔗 ☺ Ω — ⊞ ▾ ↰ ↱ <>

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Follow us on Twitter: @EdTechSDP

Reply or Reply All?
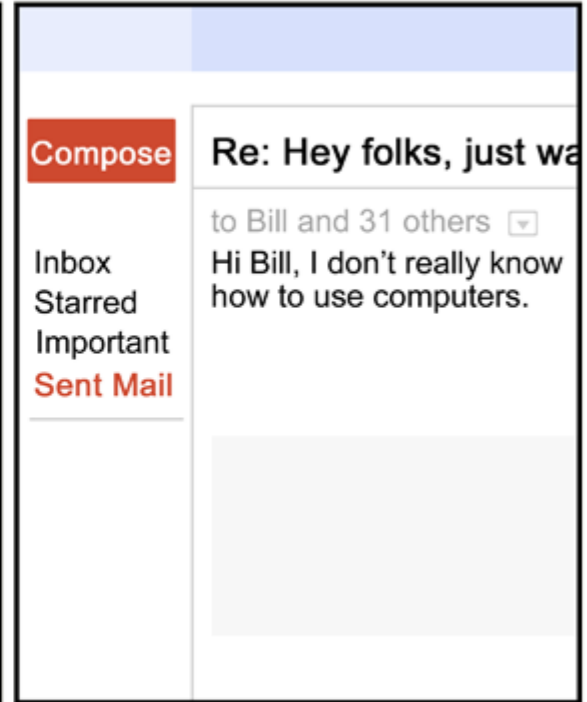
Reply or Reply All?

'Reply' sends your response only to the person that sent you the mail. Therefore, anyone to whom the mail was also sent or CC'd will not receive your reply. 'Reply All' sends your response to everyone the mail was sent to or were CC'd

Reply or Reply All?

BCC - Blind Carbon Copy

For security and privacy reasons, sometimes it is best to use the Blind Carbon Copy (BCC) feature when sending an email message to a large number of people. When you place email addresses in the BCC field of a message, those addresses are invisible to the recipients of the email.

Add an Attachment

An **attachment is** an additional piece of information, such as a document or photo, that you **add** to your email. **Attachments** are useful for sharing extra materials that will help the email recipient understand your message or make it more fun.

Add an attachment

Email Signatures

Having an email signature is like handing a person a business card every time you send an email. It also allows for faster response when you need assistance.

Create an Email Signature

Create an Email Signature

Calendar

Calendar

Google Drive Overview

For more information visit
http://www.google.com/a/edu

G-Suite Accounts

District Account

- @philasd.org
- Administered by the school district (some features may be altered or disabled)
- Unlimited cloud storage

Personal Account

- @gmail.com
- Administered by Google
- 15GB free cloud storage
- Data mining
- Advertising

Google Drive Online

- In the "Cloud"- free storage
- All documents accessible with any internet connection
- Searchable
- Automatically saves documents
- Ability to share files

Google Drive

Accessing Drive

➔ Access your drive at drive.google.com
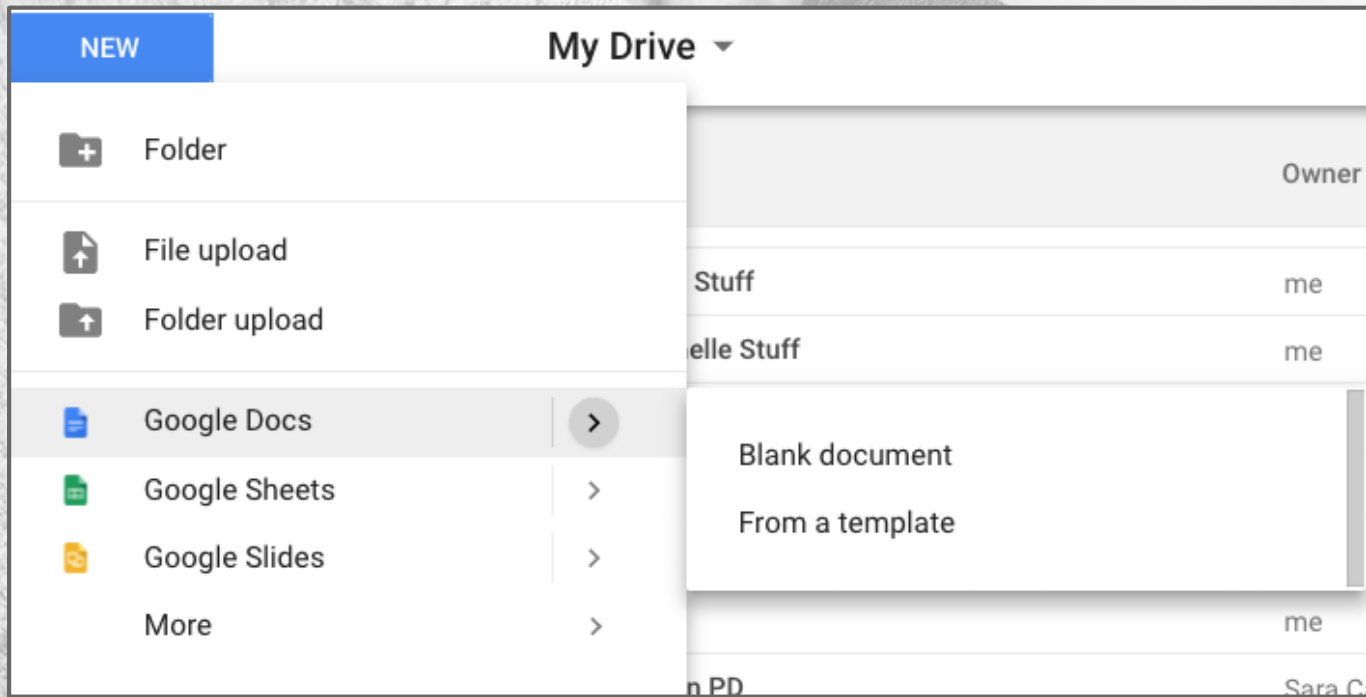➔ Sign in to Drive with your district email address and password

Google Drive Layout
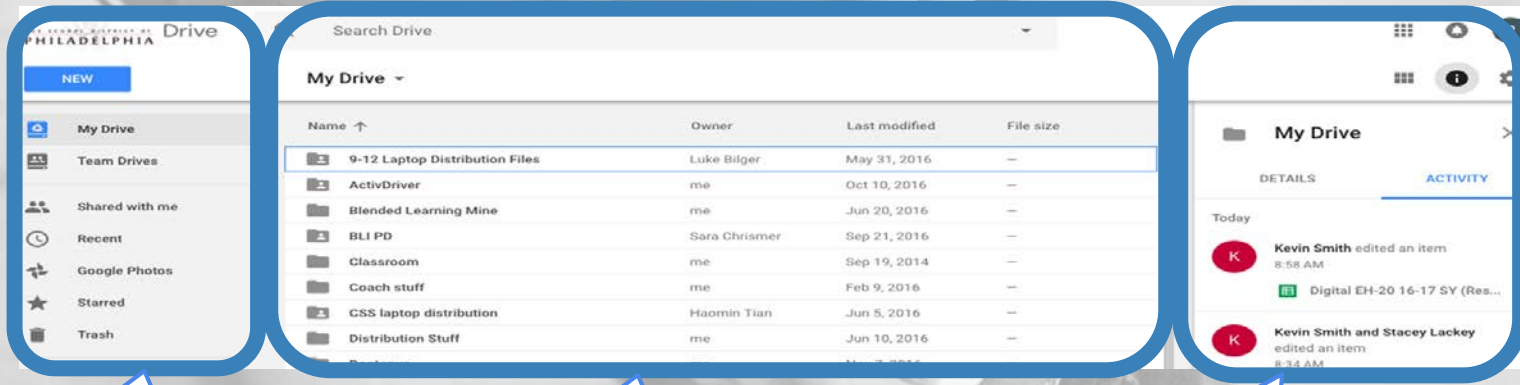
Create, Upload, & Organize
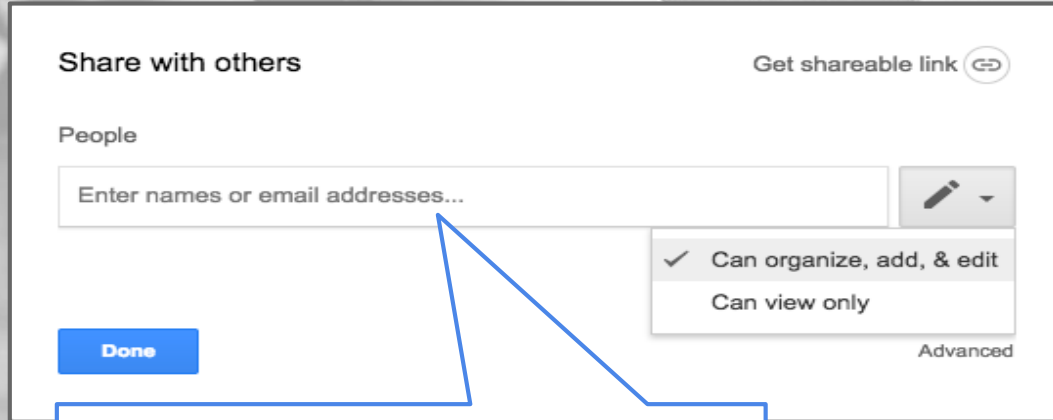
Files, Folders & Search

Details, Activity and Settings

New > Google Docs >
Blank Document

Create a Doc

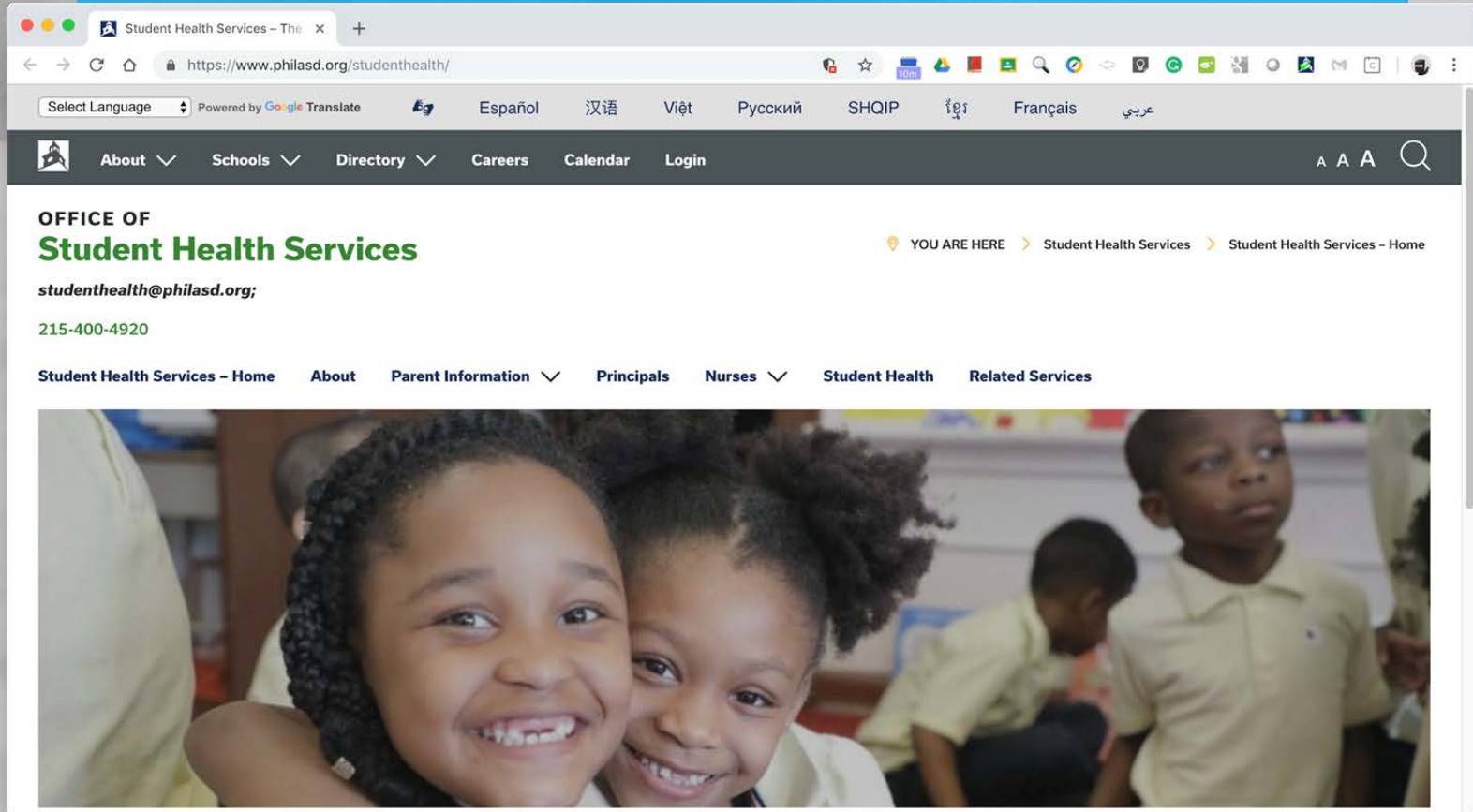Naming a Google Doc

Sharing in Google Drive

Title Goes Here

File   Edit   View   Insert   Format   Tools   Add-ons   Help   All changes saved in Drive

Draftback (1revs)

🔒 SHARE

100%   Normal text   Arial   11   **B** *I* U A

Share with others   Get shareable link 🔗

People

Enter names or email addresses...

✓ Can organize, add, & edit
Can view only

Done   Advanced

Enter the email address of the person you want to share it with and select permissions.

Make A Copy

Student Health Services

Thank You!!!

Help Desk & Password Reset

215 - 400 - 5555

Good Luck!!!