

Logging In

This is the link you will be given to access your new GAA Email account, you can see there are a number of options available to you.



Welcome to the new GAA email system

[Welcome Letter](#)

[Yes.](#)
[I know my](#)
[account details](#)

[No.](#)
[I don't know my](#)
[account details](#)

[Would You like](#)
[Help?](#)

If you have completed the registration form you will by now have received your log in details so you can click **Yes. I know my account details**. If you have not completed a registration form and you fall within the criteria to receive one click **No. I don't know my account details**.



Welcome to Cumann Lúthchleas Gael

Sign into your account at
Cumann Lúthchleas Gael

Username:

gaa@gaail.ie

Password:

Remember me on this computer.

[Forgot your password?](#)

Less spam, plenty of space and access from anywhere.

Welcome to your email for Cumann Lúthchleas Gael powered by Google, which is a more intuitive, efficient and useful.

- Keep unwanted messages out of your inbox with Google's powerful spam blocking technology.
- Keep any message you might need close at hand, and then find it fast with Google search.
- Send mail, read new messages and search your address instantly from your phone.

Now! One stop information starting with [Google Sites](#).
Editing a site is as simple as editing a document, and you don't need anyone's help to get started.
Check out these examples: [Company intranet](#), [learn project](#), [employee profile](#), [Discussion](#)

If you know your account details you will be brought to your log in screen.

To proceed to your GAA email account enter you **Username** and **Password**. If you experience any difficulty logging in please contact mail.support@gaamail.ie or 076-66154932.

If you have no login details but fall within the criteria to receive a new email account you will be brought to a registration form, which you must complete. Once completed our engineers will create your account and contact you with your login details.

There is also a welcome message from an Uachtarán if you click on the link "Welcome Letter".

If you require assistance you can access the help section by clicking on the link "Would You Like Help?"

Getting Started

First, you may want to take a minute to familiarize yourself with the navigation links on the left hand side of the screen as they are different from those within the old GAA Email system:



[Compose Mail](#)

Compose Mail allows you to write/compose a new email.

[Inbox](#)

Inbox shows you your emails and how many emails are unread in your inbox.

[Starred](#) ★

Starred shows emails you have marked with a star.

[Chats](#) 🗨️

Chats list your previous chat conversations.

[Sent Mail](#)

Sent Mail shows messages you have sent

[Drafts](#)

[All Mail](#)

[Spam](#)

[Bin](#)

[Contacts](#)

Drafts store messages you have started but not finished.

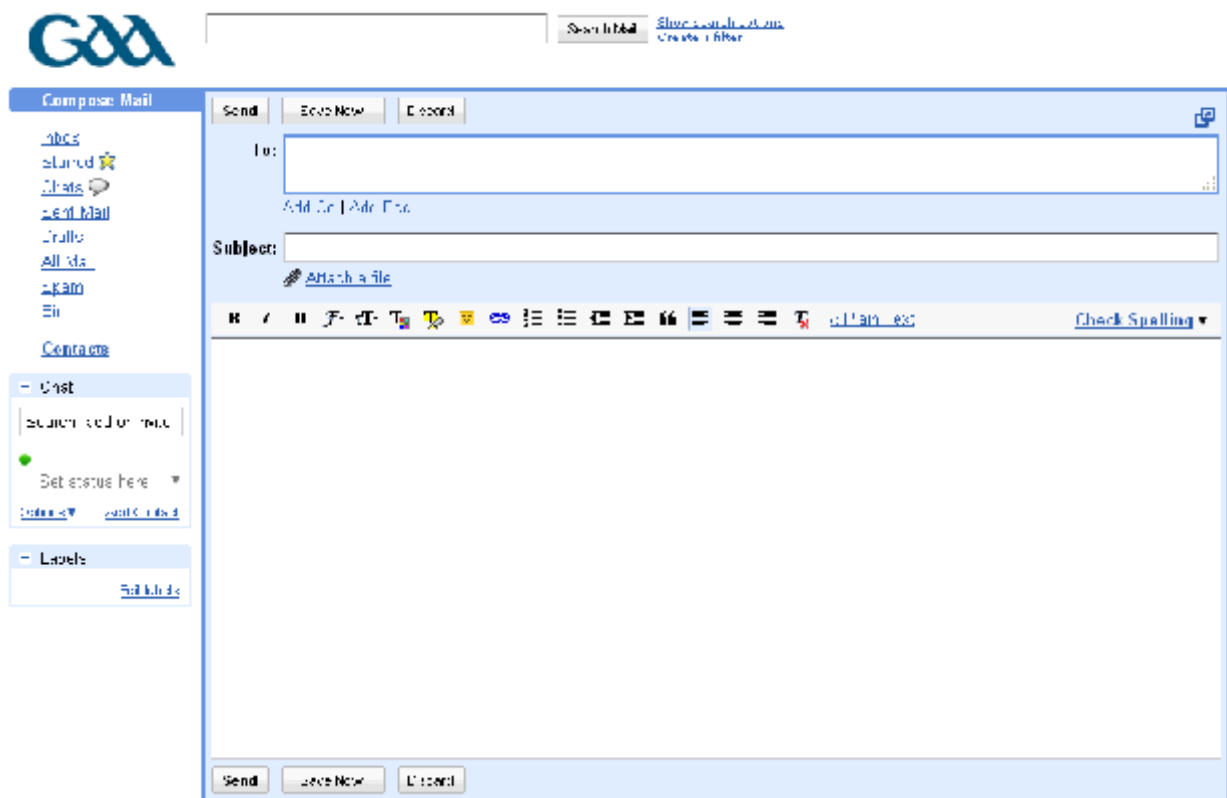
All Mail shows all mail in your - Inbox, Starred, Chats, Sent, Drafts

Spam is where we send the messages we think are suspicious.

Bin is where messages you delete end up; you can empty the trash whenever you feel like it.

Contacts lists the email addresses of people you've corresponded with; you can add more details as you see fit.

Composing and Sending



- Click **Compose Mail** on the top left hand side of your email screen just under the GAA logo.
- Enter your recipient's email address in the To: "field".
- You can enter a **Subject** for your message in the next field. So for example if you wish to send a fixture list you can title the email **Fixtures**.
- You can also add an attachment to your email simply by clicking on the **Attach a file** icon, then click on the **Choose File** icon and search for the file that you wish to send.
- Once you have found the file you wish to send just click open this will add your file to the email.
- You can add more than one attachment by clicking the **Attach another File** icon.
- When you finish composing your email click **Send**. Once the message has been sent you will see a confirmation at the top of the window.

- All mail sent by you will be saved automatically in the “Sent Mail” folder.
- You can also format your email through the following toolbar which is located above the field where you enter your text.

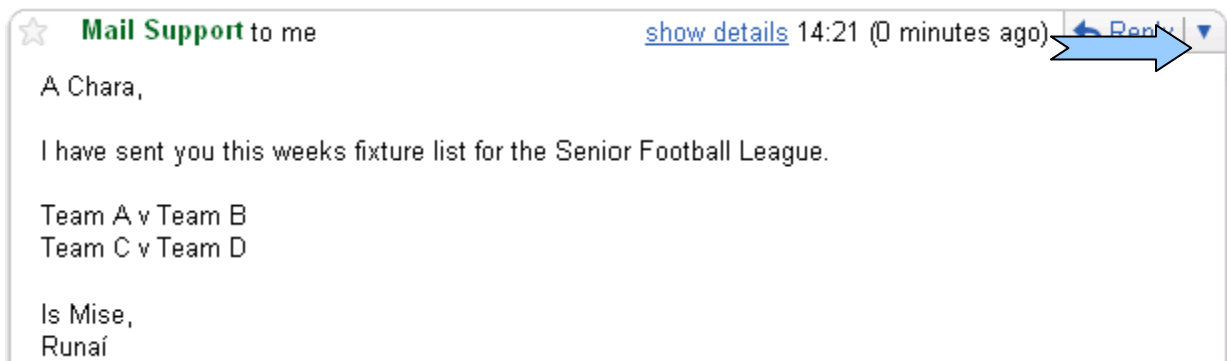


- If you do not see this toolbar simply click **Rich Formatting >>** and the toolbar will appear

Forwarding Emails

If you wish to forward an email:

- Open the email you wish to forward.
- Click on the drop down menu beside **Reply**.



- Select **Forward** from this menu.
- Now you can send the email to the desired email address by following the steps from “Composing and Sending”.

Receiving Mail

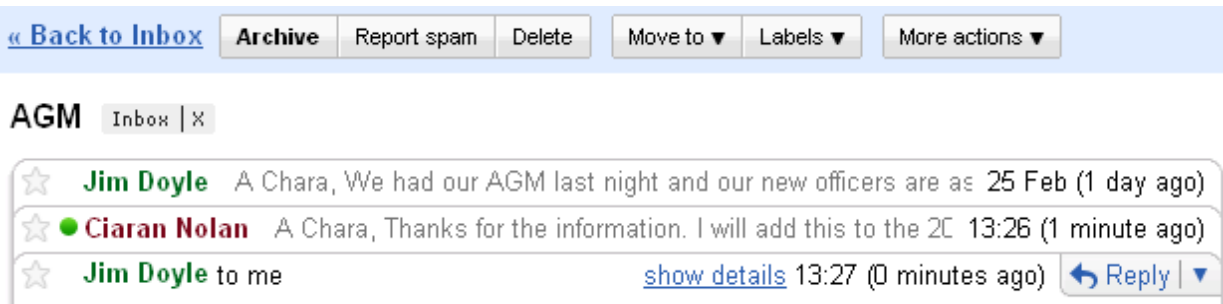


[Compose Mail](#)

Inbox (2)

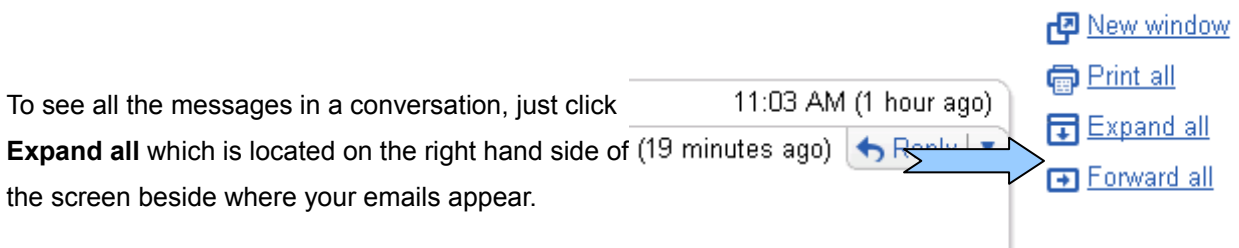
Your GAA mail displays the total number of new messages in your inbox next to the “**Inbox**” link, as well as in your browser's title bar.

Conversations



GAA mail will group all replies with their original message, creating a single conversation or thread in your inbox. In other email systems, responses appear as separate messages in your inbox, forcing you to search through all your mail to follow the conversation. In GAA mail, replies to replies (and replies to those replies) are displayed in one place, in order, making it easier to understand the context of a message or to follow the conversation.

When you open one message in a conversation, all of your related messages will be stacked neatly on top of each other. This is called **Conversation View** (an example of this can be seen above). In **Conversation View**, each new message is stacked on top of the ones that arrived before it, so that the newest message is always the one you see first.



Spam

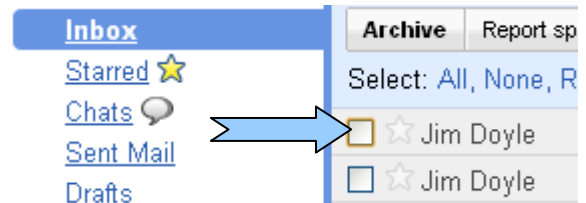
If you get an unwanted email into your inbox simply select the email and click the **Report Spam** button located beside the delete button above your emails.

Labels

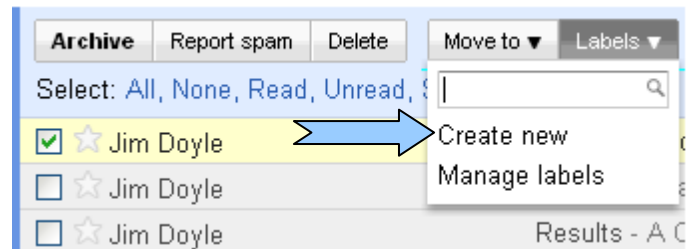
Your new GAA mail account does not use folders. To help you organize your mail more effectively, it uses labels instead. Labels do the same work that folders do.

To create a label:

- Select an email by checking the box next to the senders name in your inbox.



- Next click on the **Labels** drop down menu which is located above your inbox and select **Create New**.



- In the text box enter the name of the new label for example, **Results** and click **OK**.

New Label

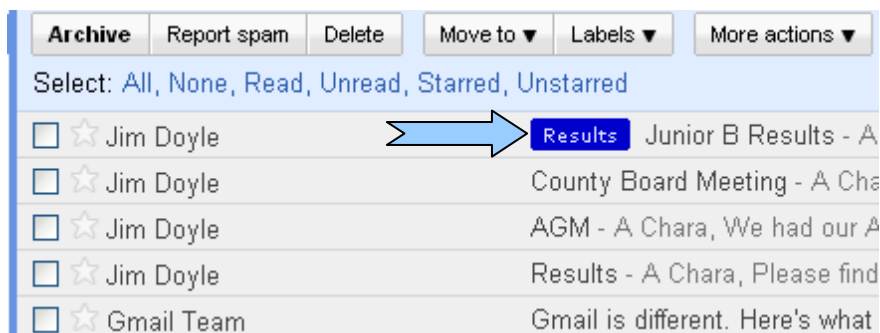
Please enter a new label name:

Results

OK Cancel

- The email you have selected will now be categorized under this new label, much like a folder would do.

- You can see that your labels are added to the emails in your inbox and they are easy to identify



- To view all your emails contained under one label simply click on the desired label, in the labels box which is located on the left hand side of the screen under your contacts.




- To add one of your labels already created to an email simply check the box to the left of the recipients name and click on the **Labels** drop down menu, from this menu you will see there is a list of the labels you have created previously, simply choose which label you want and your email will be categorized under the specified label. You can also add more then one label to an email.
- To edit labels, click edit labels at the bottom of your Labels list, form here you can rename or remove your labels.
- To change the colour of a label click the square to the right of a label in the labels list, here you can see the selection of colours available to you.
- Deleting a label does not delete the email(s) contained within that label.

Filters

In your new GAA mail account you can filter your incoming emails, this means you can automatically label emails before they arrive in your inbox, which will help you keep track of your inbox more effectively.

To create a filter:

- Click **Create a filter** next to the search **Search the Web** button 
- Next you must enter the filter criteria. So for example if you wish to create a filter for emails that contain results, simply enter this in either the **Subject** field or the **Has the words** field. If you wish to filter emails that you receive from certain people you can enter their username or email address in the **From** field.

Choose search criteria Specify the criteria that you'd like to use for determining what to do with a message as it arrives. Use "Test Search" to see which messages would have been filtered using these criteria. Messages in Spam and Bin will not be searched.

From: <input type="text"/>	Has the words: <input type="text" value="Results"/>
To: <input type="text"/>	Doesn't have: <input type="text"/>
Subject: <input type="text" value="Results"/>	<input type="checkbox"/> Has attachment

[Show current filters](#)

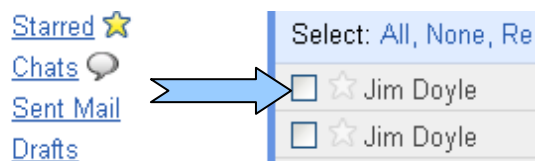
- You can run a **Test Search** to check the emails that match your filter terms. Once happy with this you can click **Next step**.
- Now select one or more of the actions from the list. These actions will be applied to messages matching your filter criteria for example, you can choose to apply the label results to the emails you have chosen.
- Click **Create Filter**, now all emails that arrive in your inbox and that match the filter criteria will have the label Results added to it.

Archiving

The increased space in your new GAA email account means that you don't have to delete emails once you have read them or dealt with them, having all your received emails in your inbox can lead to having a cluttered email account. However with your new GAA email account you can **Archive** your emails. This means that you can move emails out of your inbox without actually deleting them, which leads to you having a less cluttered inbox but allows you to still find those old emails when you need to.

To archive an email:

- Select an email by checking the box next to the senders name.



- Next, click **Archive**.

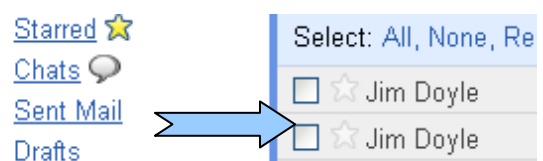


- The email you selected will be removed from your inbox and a message will appear over your inbox to tell you this. If at this stage you want to undo the last action simply click on **Undo**.

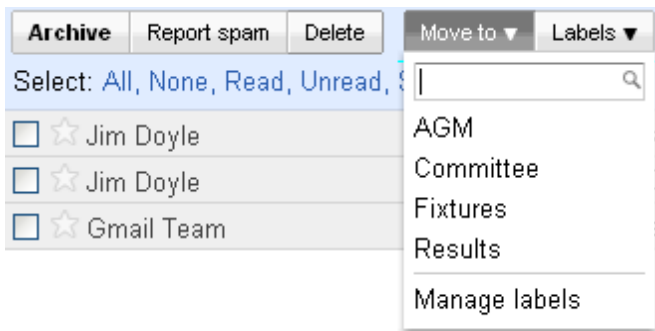
The conversation has been archived. [Learn more](#) [Undo](#)

- Emails that are archived can be found in **All Mail** which is one of your navigation links.
- You can also use **Labels** and **Archiving** together, which means you can move an email out of your inbox and into a **Label** rather than just **Archive** it.

- To do this select the email you wish to move by selecting the box next to the senders name.



- Next, click on the drop down menu **Move to**.



- Select the **Label** you wish to move your email to. Your email will be removed from your inbox and can be found within the assigned **Label**.

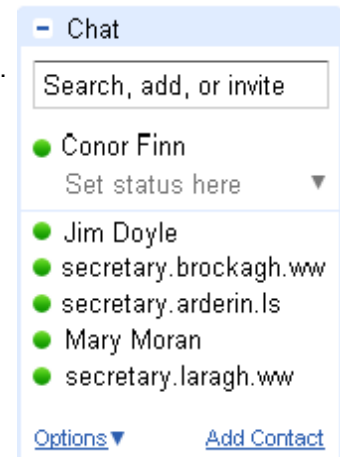


Chat

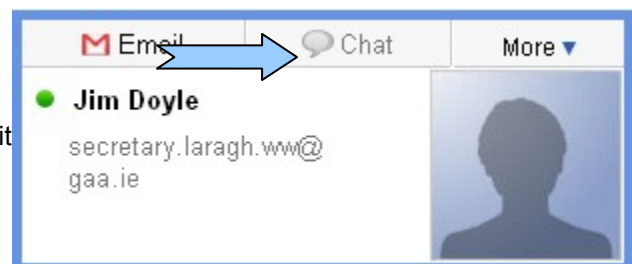
With Chat you can talk to people within your contact list that have a new @gaa.ie email address.

To Chat with someone:

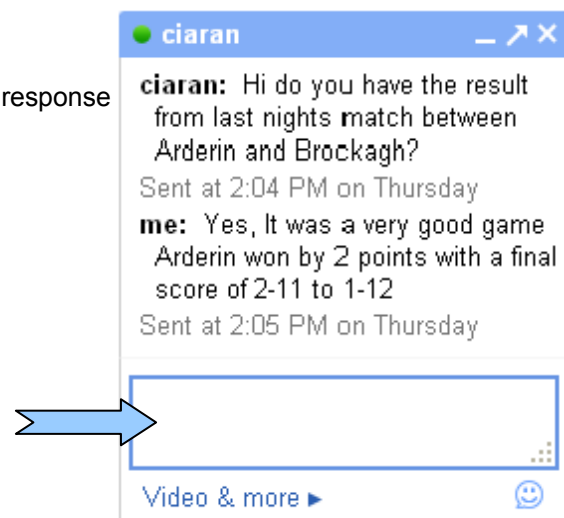
- Search for the name of the person you want to chat to in the **Chat** list.
- If a contact is available to chat a green ball will appear beside the contacts name.
- Contacts who are busy will have a red ball beside their name.
- Contacts who are offline will have a grey ball beside their name.



- Move the mouse over the contact and do not click anything until a box appears, in this pop up box you will see an option to Chat, click on it



- Enter your message in the text field and wait for a response

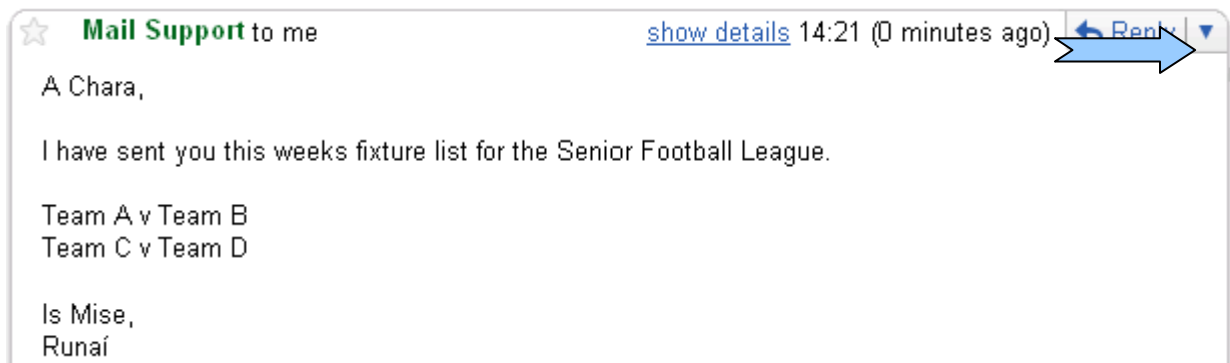


Printing

If you wish to print an email there are 2 options:

If you wish to print a single email:

- Open the email you wish to print.
- Click the down arrow next to **Reply**, at the top right of the message

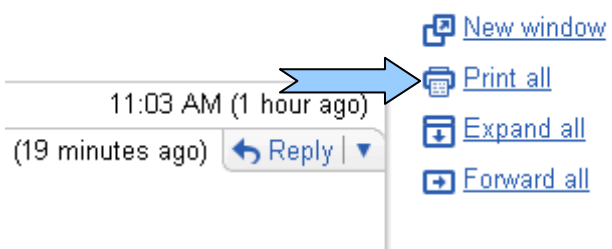


- When you click this arrow you will get a drop down menu, from this choose **Print**



If you wish to print an entire conversation:

- Open the conversation you want to print, a conversation is when all replies are grouped with their original email.
- On the right hand side of the screen beside where your message appears you will see a **Print All** icon, click here and the entire conversation will be printed.



Contacts

New email addresses are added to your **Contacts** list each time you reply to somebody who is not already in your **Contacts**. However if you wish to create a new contact:

- Click **Contacts** along the left side of your page underneath your navigation links.



[Compose Mail](#)

Inbox

[Starred](#) ★

[Chats](#) ☰

[Sent Mail](#)

[Drafts](#)

[All Mail](#)

[Spam](#)

[Bin](#)

➔ [Contacts](#)

- Click on the **New Contacts icon** at the top left of your contact manager.

The screenshot shows the top of the contact manager interface. On the left, there are two icons: a person icon and a plus sign with a person icon. A blue arrow points to the plus sign icon. To the right of these icons is a search bar labeled 'Search contacts'. Below the search bar is a table of contact groups:

Group Name	Count
My Contacts	29
All Contacts	51
Most Contacted	20

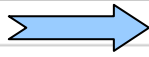
To the right of the table, there is a '+ Add to this group' button and a 'Select: All, None' dropdown menu.

- Enter your contacts information in the fields that you are presented with, all fields are not mandatory. Once you have entered the information click **Save** to add your contact.

The screenshot shows the contact creation form. At the top, there are 'Save' and 'Cancel' buttons. Below them are input fields for 'Name', 'Title', and 'Company'. The 'Email' section has an 'Email' input field and a 'Home' dropdown menu. The 'Phone' section has a phone number input field and a 'Mobile' dropdown menu. The 'Address' section has an address input field and a 'Home' dropdown menu. The 'Instant Messaging' section has a 'Username or email' input field and a 'Google Talk' dropdown menu. At the bottom, there is a '+ More Information' link.

Searching Your Mail

Google makes your new GAA email system easy to use and easy to locate and organise your emails through **Filters**, its unique **Label** system and its **Search** option.



Search Mail

[Show search options](#)
[Create a filter](#)

You can use it the same way as Google search, by entering a word or multiple words that appear anywhere within the email you want to locate, and clicking **Search Mail**. Your search results will be displayed with your search words highlighted in yellow.

In the example below the search word was “results”. We can see the matches highlighted.

Results Inbox X

☆ **Ciaran Nolan** to me [show details](#) 12:11 (3 hours ago) [Reply](#)

A Chara,

I need the **results** for the matches last night

Is Mise,