

# Clark Mail Quick Start Guide

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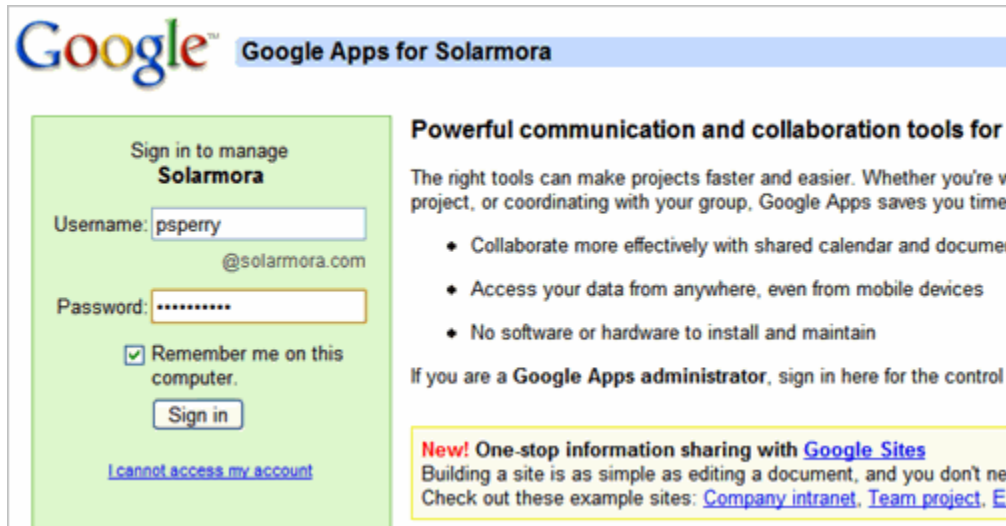
## Log in to Clark Mail

1. Go to your Clark Mail page: <http://mail.google.com/a/clarkalc.net>

2. On the Sign In page:

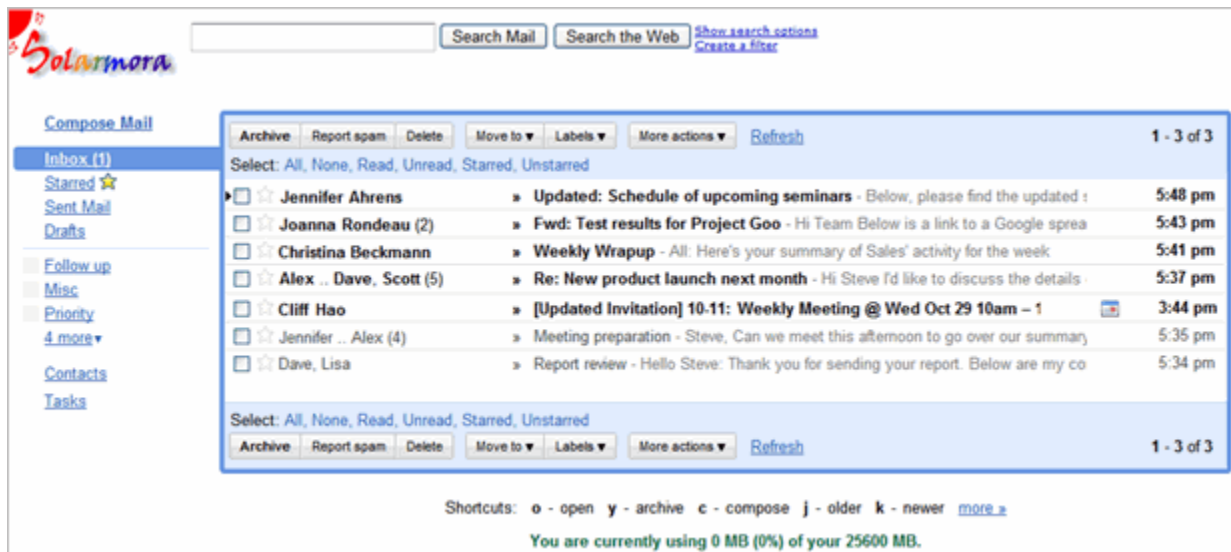
New students - Enter your user name first name, underscore (\_), last name (i.e. Joe\_Smith) and password (4300#)

Then click Sign In:



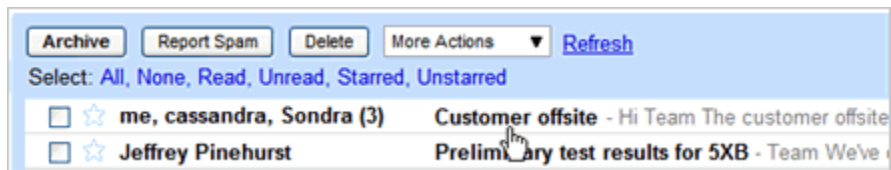
The screenshot shows the Google Apps for Solarmora sign-in interface. On the left, there is a sign-in form with the following elements: the text "Sign in to manage Solarmora", a "Username:" label with a text input field containing "psperry" and "@solarmora.com" below it, a "Password:" label with a password input field containing "\*\*\*\*\*", a checked checkbox for "Remember me on this computer.", a "Sign in" button, and a link for "I cannot access my account". On the right, there is a promotional section titled "Powerful communication and collaboration tools for" followed by a paragraph and a bulleted list of features: "Collaborate more effectively with shared calendar and documents", "Access your data from anywhere, even from mobile devices", and "No software or hardware to install and maintain". Below this is a line of text: "If you are a Google Apps administrator, sign in here for the control". At the bottom right, there is a yellow highlighted box with a red "New!" icon, containing the text "One-stop information sharing with Google Sites" and a paragraph describing the ease of building a site, with links to "Company intranet" and "Team project".

3. If this is your first time logging in, follow the on-screen instructions to activate your account. Your Clark Mail Inbox appears. For example:

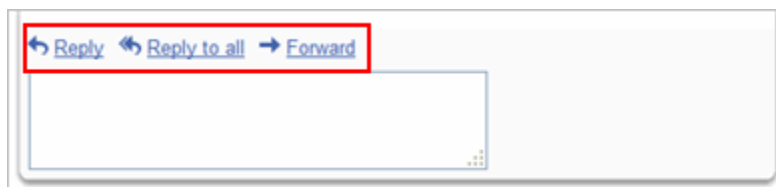


## To Use Clark Mail

**To read a message:** Click it to open it:



**To reply to or forward a message:** Open it, and then click an option at the bottom of the message card:



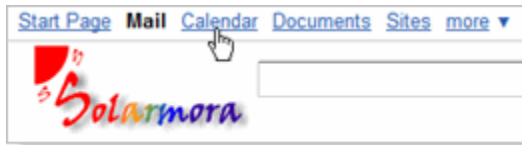
**To compose a new message:** Click **Compose Mail**:



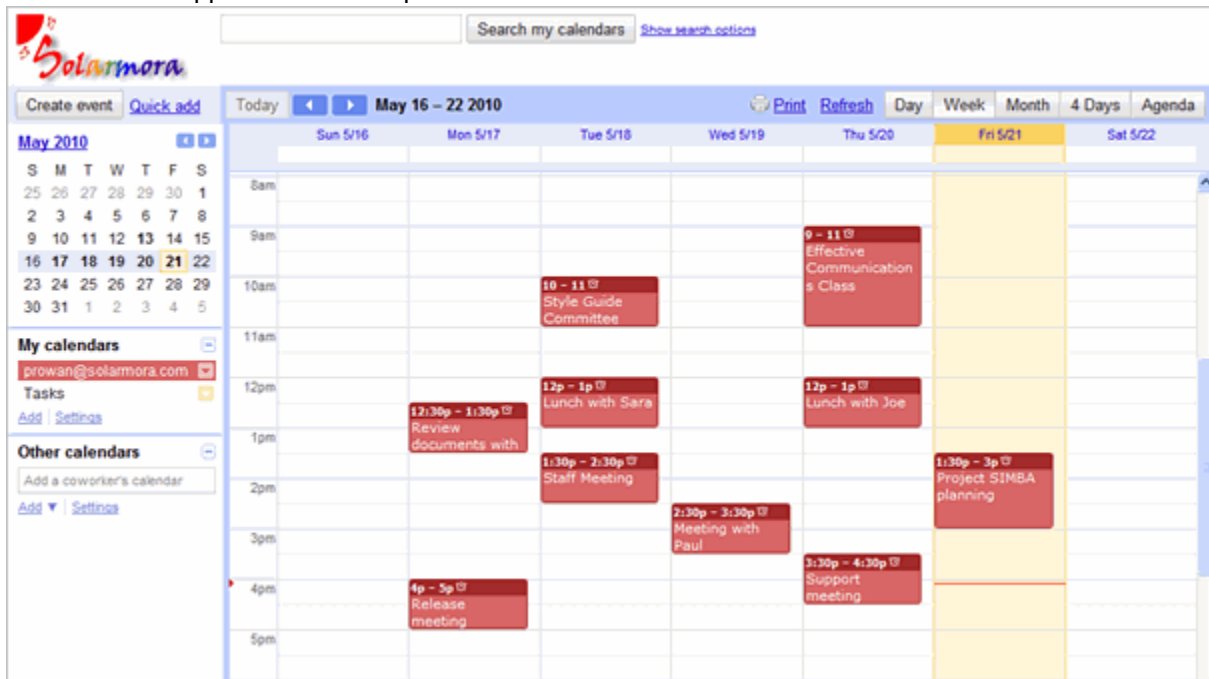
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## Open Your Calendar

To open your calendar: Click the **Calendar** link at the top of your Mail window:



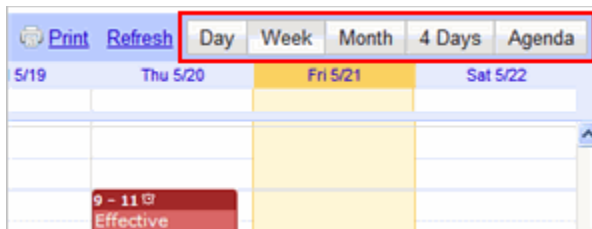
If this is the first time you've opened your calendar, you'll be asked to set your time zone. Your calendar appears. For example:



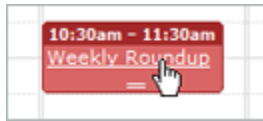
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## Use Your Calendar

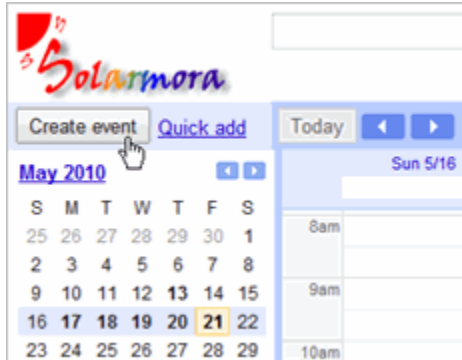
To change your calendar view: Click the tabs in the upper-right corner of the view:



To view or edit details about an event: Click its name:



To create an event: Click **Create Event**:



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## If You Need Help

Contact [cmccrory@irsc.edu](mailto:cmccrory@irsc.edu)