



Greenfield Public Schools
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Greenfield’s School Technology Department Welcomes You
 Please set up your email without delay.

General introduction to GPS email

All teachers, administrators, and instructional staff in the Greenfield Public Schools receive an email address to use for work-related electronic communications.

Usernames for Greenfield schools email accounts have the following **characteristics**:

First 3 letters of someone’s first name; first 3 letters of the last name; followed by 1@gpsk12.org.
 Carol Holzberg's username becomes: carhol1@gpsk12.org. Mary Jones’ username becomes marjon1@gpsk12.org.
 If two people in district have the same name, we will ask the 2nd person to use “2” as in carhol2@gpsk12.org.

Setting Your Email Password

Your new password must have: **1 upper case letter; 2 lower case letters; 2 numbers; 1 symbol**
 More of any of these is fine; less is not.

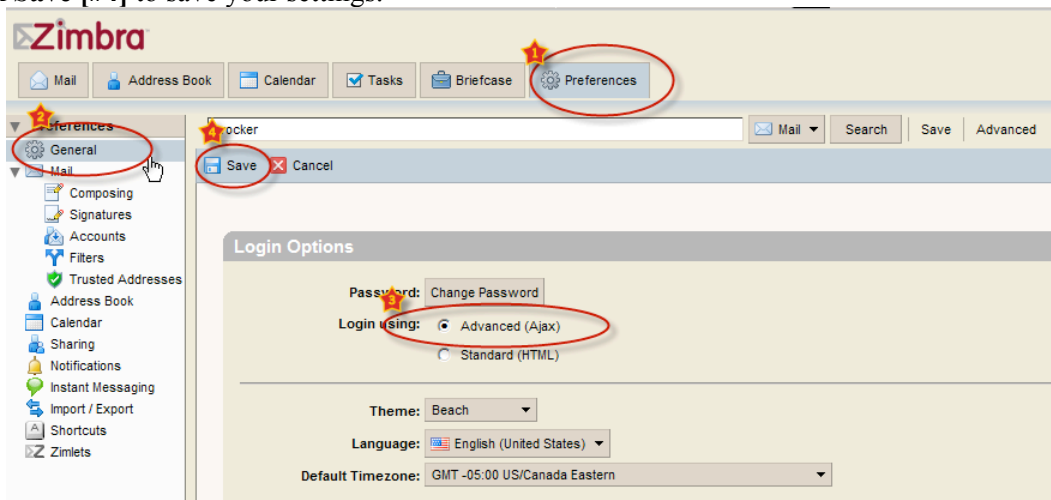
At first login, use the **temporary password: Abc123!!!** (which is case sensitive).

Login to your email account. Click the GPS Email link available in the Table of Contents at the left side of every Greenfield District Web page or visit <http://webmail.gpsk12.org/> directly.

Choose Your Zimbra Version

Zimbra is the name of our Email client. For more features and flexibility, be sure to set its default to **Advanced** version.

- Here's how:
- 1) Once logged in, click the **Preferences** [#1] button,
 - 2) Click **General** [#2] in the Zimbra Table of Contents at the left,
 - 3) Make sure **Login Options** are set to **Login using: Advanced (AJAX)** [#3],
 - 4) Click **Save** [#4] to save your settings.



For a more details, visit the GPS Web site (<http://www.gpsk12.org/emailstuff/ZimbraTutorialrevised.doc>).
 Teaching personnel in every school can assist a new teacher with our Zimbra email system.
 For additional help, send an email request to: help@gpsk12.org or call 413.772.1328.