

ACCESSING HDSB MAIL AND CONFERENCES

1. Instructions say to use Google Chrome but it works with Firefox and other browsers. Maybe Chrome has most features and possibly fewer glitches.

2. **To access your MAILBOX:**
 - Go to <http://mail.hdsb.ca> and it asks for your email address. Type your CHATT email address.
 - Enter the password you use at a school to logon to the HDSB network. This is often NOT your CHATT password. It depends how you set up your network access.
 - Your new mail server is Gmail. The board has sent out instructions on how to use Gmail.

3. Your Mailbox contents from CHATT up to Feb 12, 2016 will move over to your mailbox in Gmail within the next week or so.

4. **To view CONFERENCES(now called GROUPS)**
 - Once you are in your Gmail account(mailbox), Click on an icon of nine dots found in the upper right area of your screen to the left of a Bell icon
 - Click "Groups" and then click on "My Groups" which is a big icon in the body of the screen you are seeing
 - All Conferences that you can access are listed. For the Groups (Formerly Conferences) that you need to access regularly, Click on the STAR to make them your Favourites. Those Groups now appear in the list on the left side of the screen for quick access.
 - For Groups you may wish to see occasionally, Click on the Group name to open them.
 - NOTE: Postings to some(all??) Conferences in CHATT up to the switchover on Feb 12 are NOT being migrated to the Groups. You can see the CHATT postings until August 31, 2016 but CAN'T reply via CHATT. You will have to email the person who posted in CHATT by using your new Gmail system.
 - ***IMPORTANT: When replying in a Group posting unclick the CC so your reply goes only to the sender.***

5. **Accessing the Halton Cloud**
 - Access the Cloud by logging into your myHDSB account:
<https://www.myhdsb.ca/Resources/apps/HaltonCloud/Pages/default.aspx>

If you have questions please contact the Information Centre -
informationcentre@hdsb.ca or [905-333-4372](tel:905-333-4372)