

HƯỚNG DẪN SỬ DỤNG EMAIL

PHÒNG CÔNG NGHỆ THÔNG TIN EIU



NỘI DUNG



HƯỚNG DẪN KÍCH HOẠT EMAIL



HƯỚNG DẪN ĐỔI NGÔN NGỮ

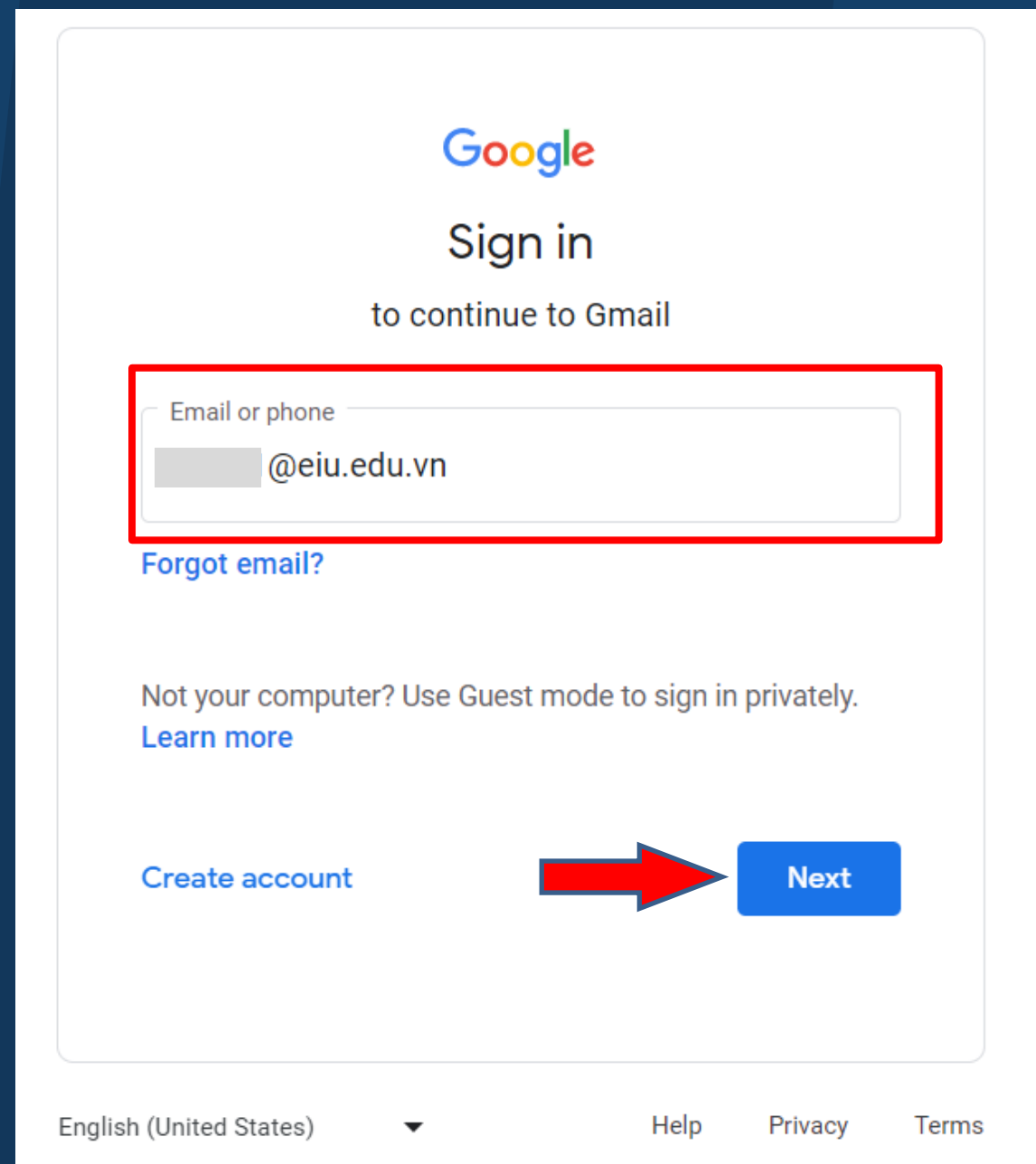


HƯỚNG DẪN CÀI ĐẶT CHỮ KÝ EMAIL

Bước 1: Mở trình duyệt web, truy cập vào địa chỉ:

<https://mail.google.com/>

Tại cửa sổ đăng nhập, nhập vào địa chỉ email được Trường cung cấp. Sau đó click chọn **Next**



Google

Sign in

to continue to Gmail

Email or phone

@eiu.edu.vn

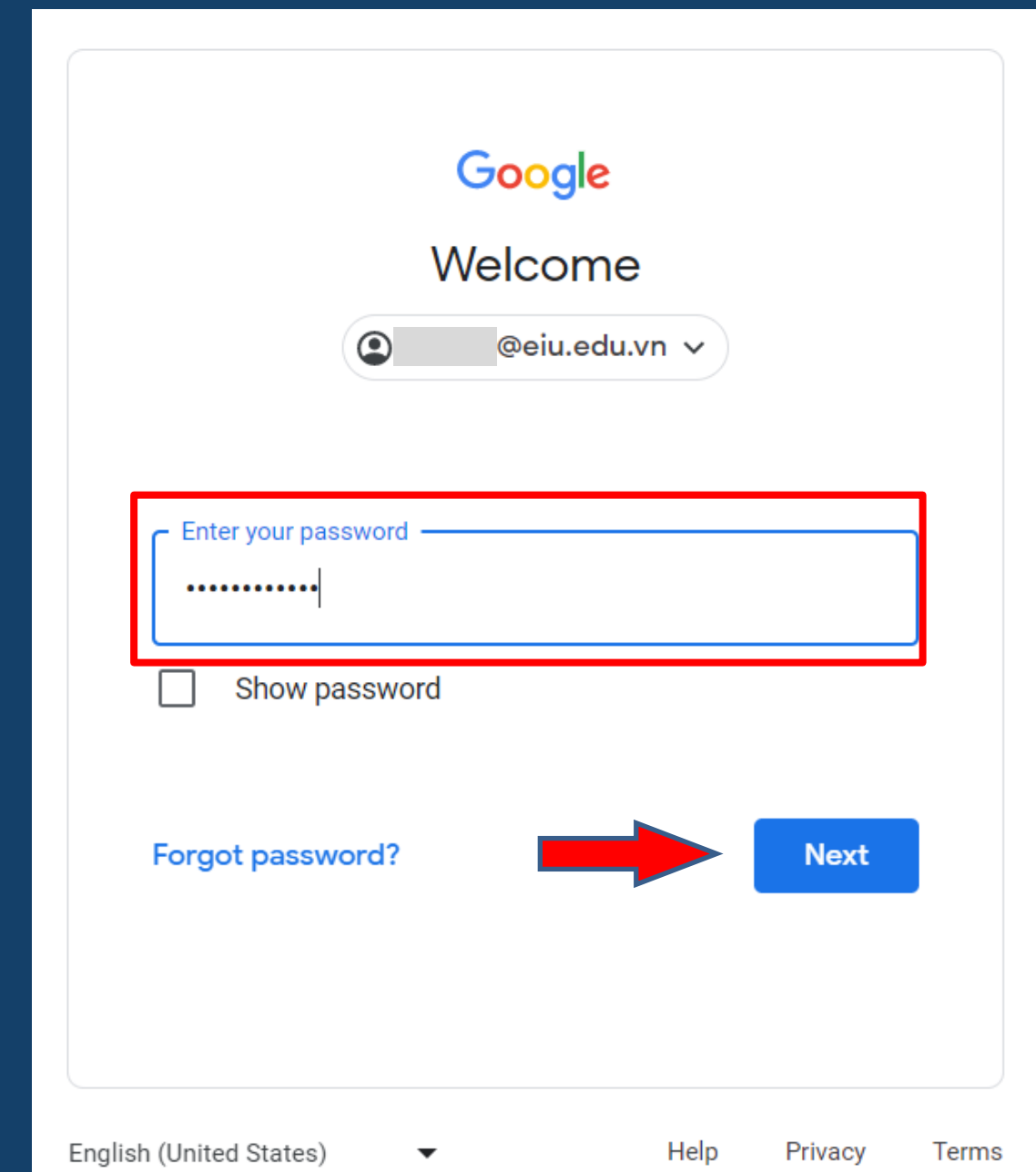
[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

[Create account](#) **Next**

English (United States) Help Privacy Terms

Bước 2: Nhập mật khẩu, sau đó tiếp tục click chọn **Next**



Google

Welcome

@eiu.edu.vn

Enter your password

.....

☐ Show password

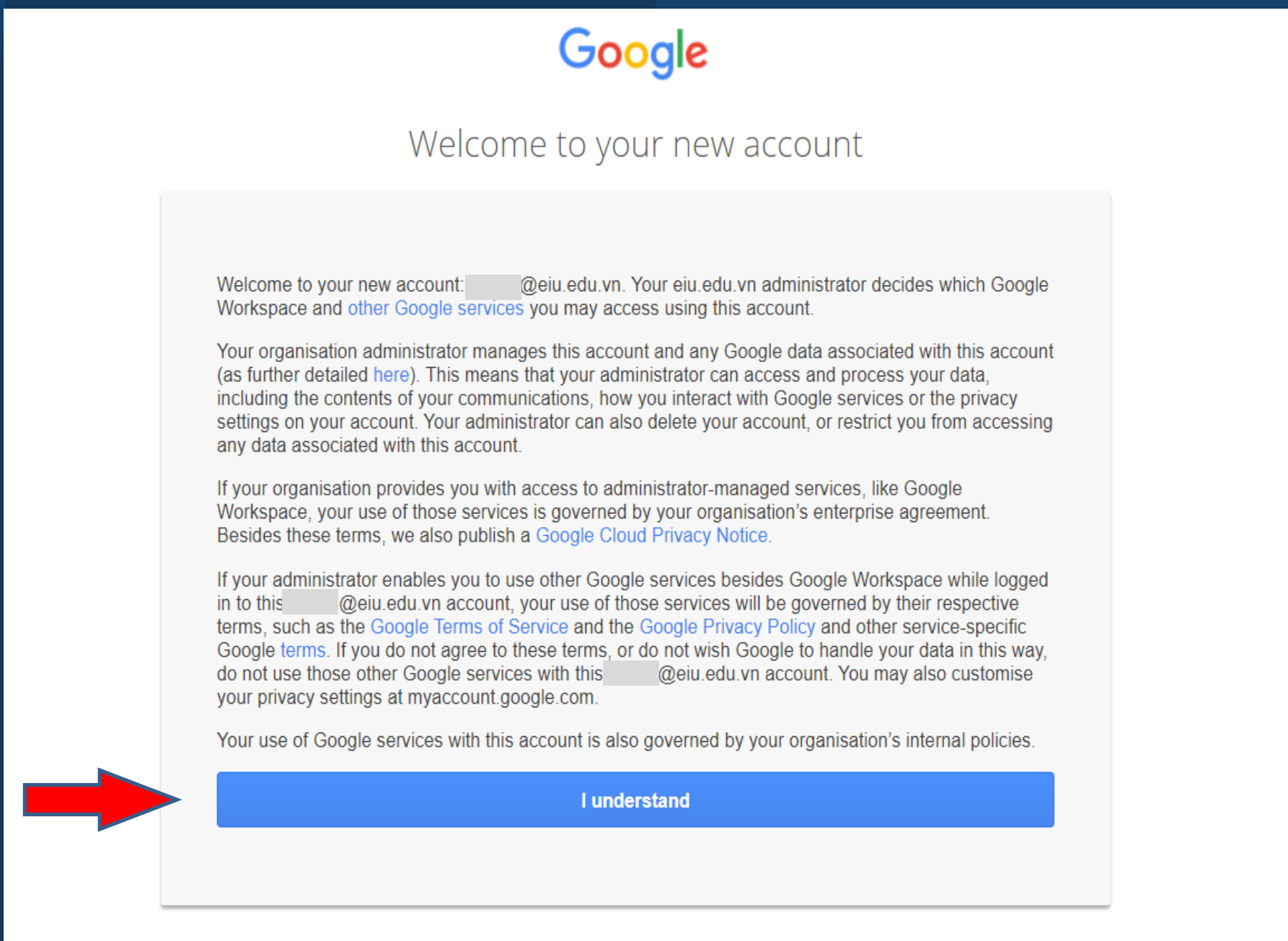
[Forgot password?](#) **Next**

English (United States) Help Privacy Terms



HƯỚNG DẪN KÍCH HOẠT EMAIL

Bước 3: Chọn **I understand**



Google

Welcome to your new account

Welcome to your new account: [redacted]@eiu.edu.vn. Your eiu.edu.vn administrator decides which Google Workspace and [other Google services](#) you may access using this account.

Your organisation administrator manages this account and any Google data associated with this account (as further detailed [here](#)). This means that your administrator can access and process your data, including the contents of your communications, how you interact with Google services or the privacy settings on your account. Your administrator can also delete your account, or restrict you from accessing any data associated with this account.

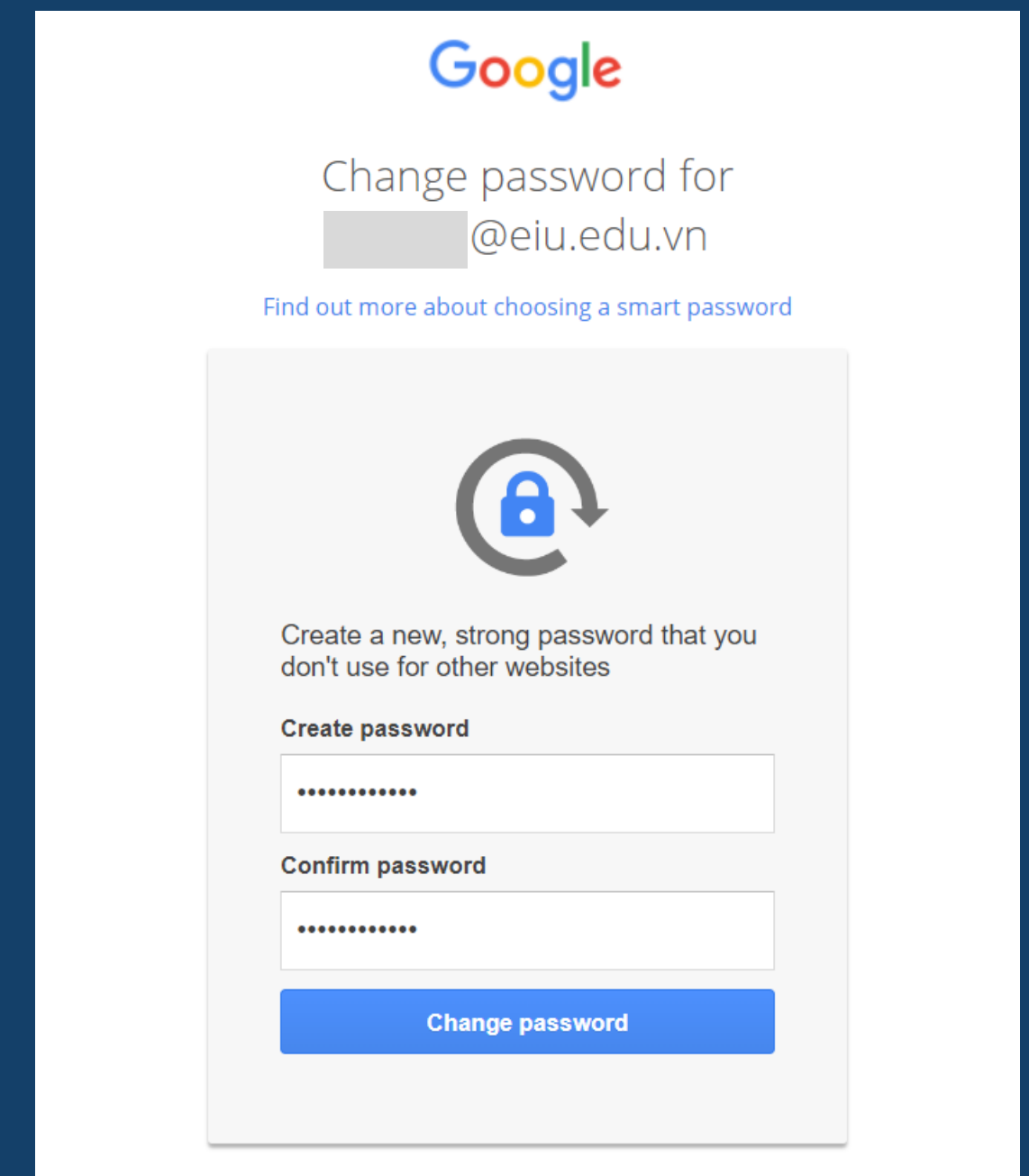
If your organisation provides you with access to administrator-managed services, like Google Workspace, your use of those services is governed by your organisation's enterprise agreement. Besides these terms, we also publish a [Google Cloud Privacy Notice](#).

If your administrator enables you to use other Google services besides Google Workspace while logged in to this [redacted]@eiu.edu.vn account, your use of those services will be governed by their respective terms, such as the [Google Terms of Service](#) and the [Google Privacy Policy](#) and other service-specific Google [terms](#). If you do not agree to these terms, or do not wish Google to handle your data in this way, do not use those other Google services with this [redacted]@eiu.edu.vn account. You may also customise your privacy settings at [myaccount.google.com](#).

Your use of Google services with this account is also governed by your organisation's internal policies.

I understand

Bước 4: Hệ thống yêu cầu đổi mật khẩu mới khi nhân sự đăng nhập lần đầu. Nhập vào mật khẩu mới và chọn **Change password**



Google

Change password for [redacted]@eiu.edu.vn

[Find out more about choosing a smart password](#)

Create a new, strong password that you don't use for other websites

Create password

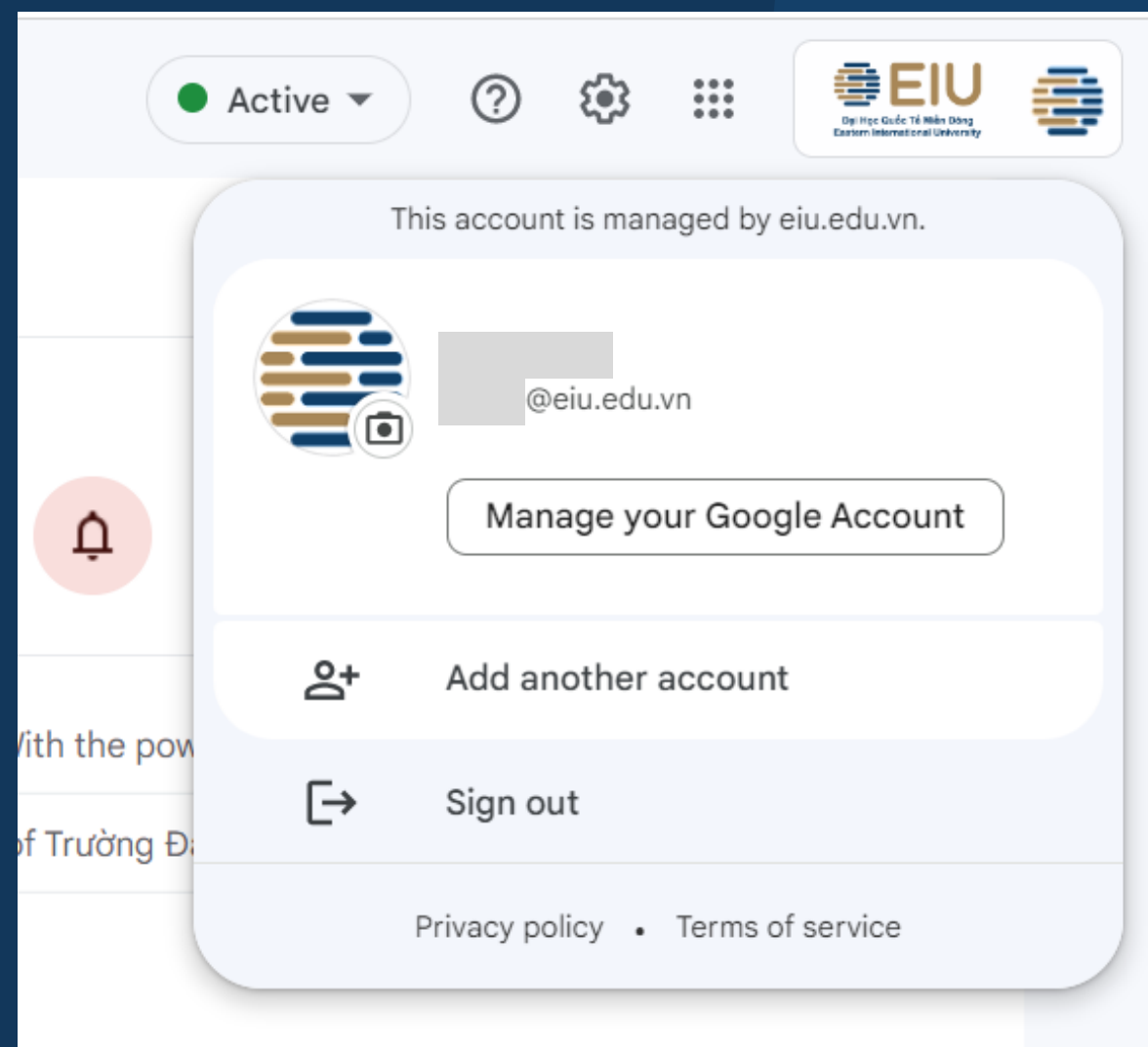
.....

Confirm password

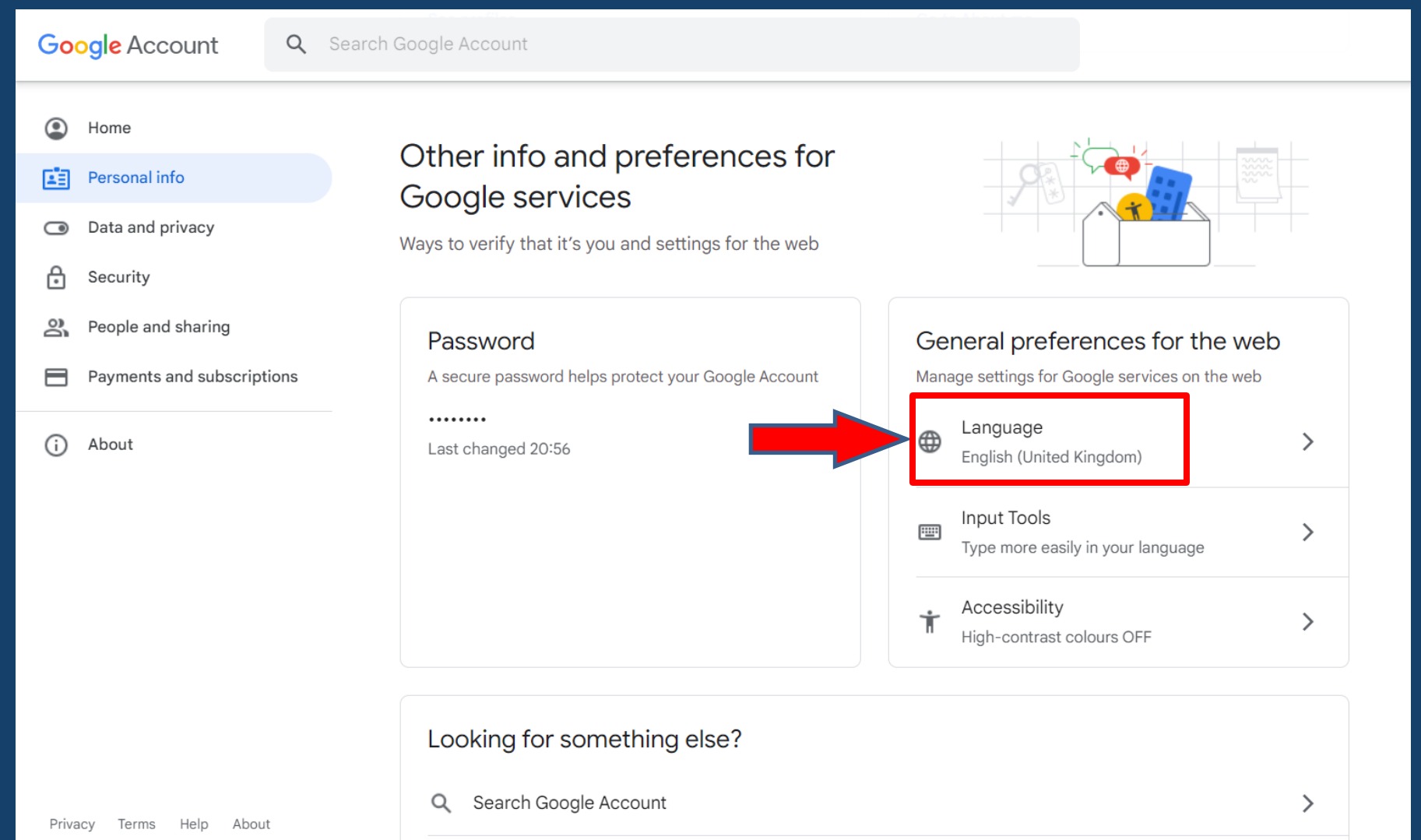
.....

Change password

Bước 1: Click chọn logo EIU góc trên bên phải. Sau đó chọn **Manage your Google Account**

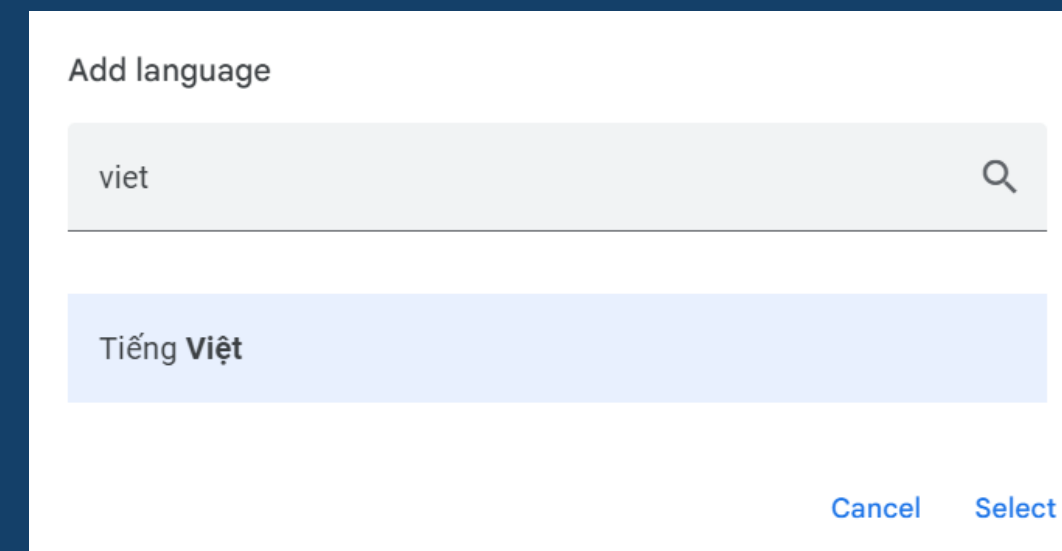
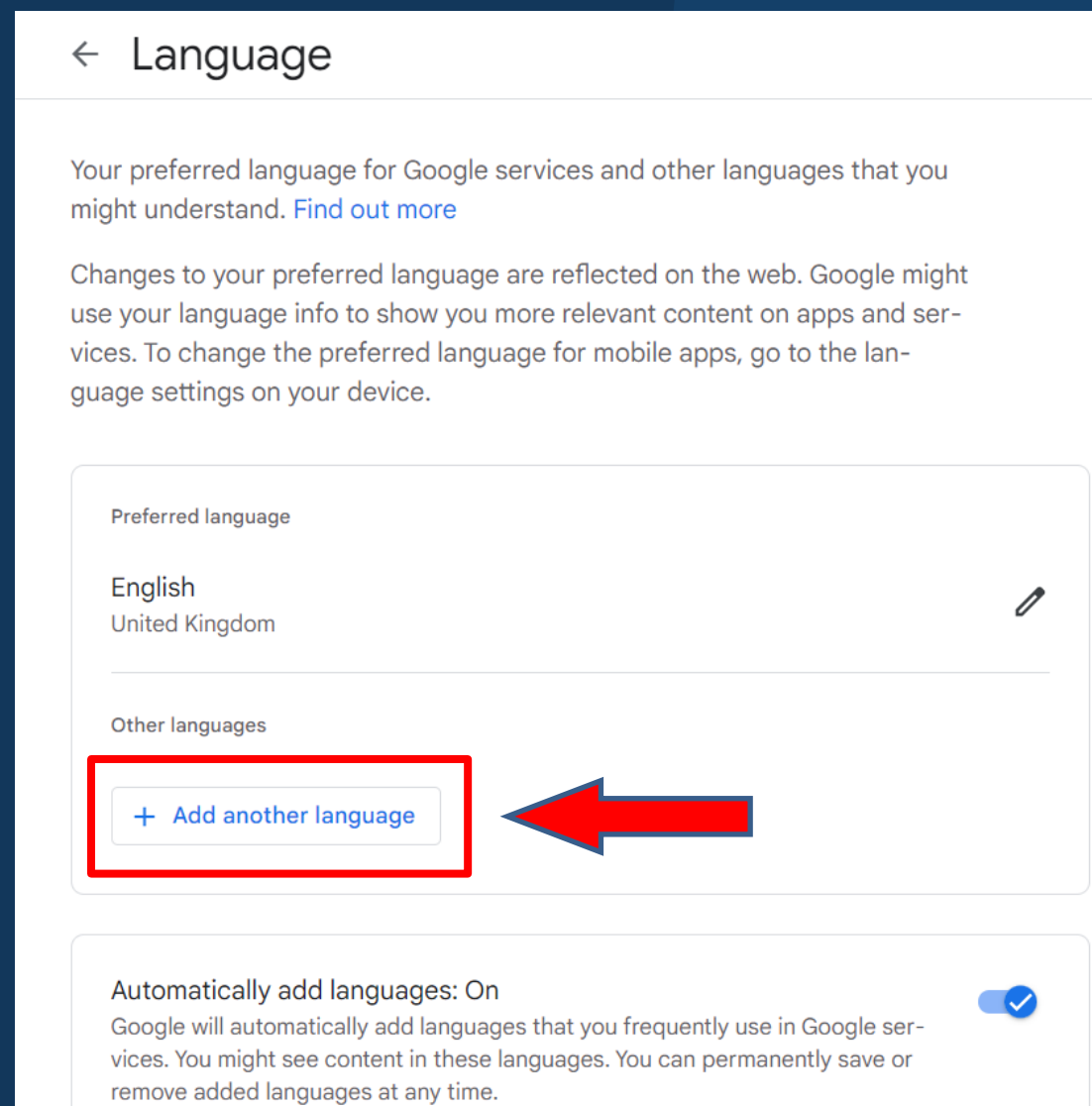


Bước 2: Chọn **Personal info**, sau đó chọn **Language**

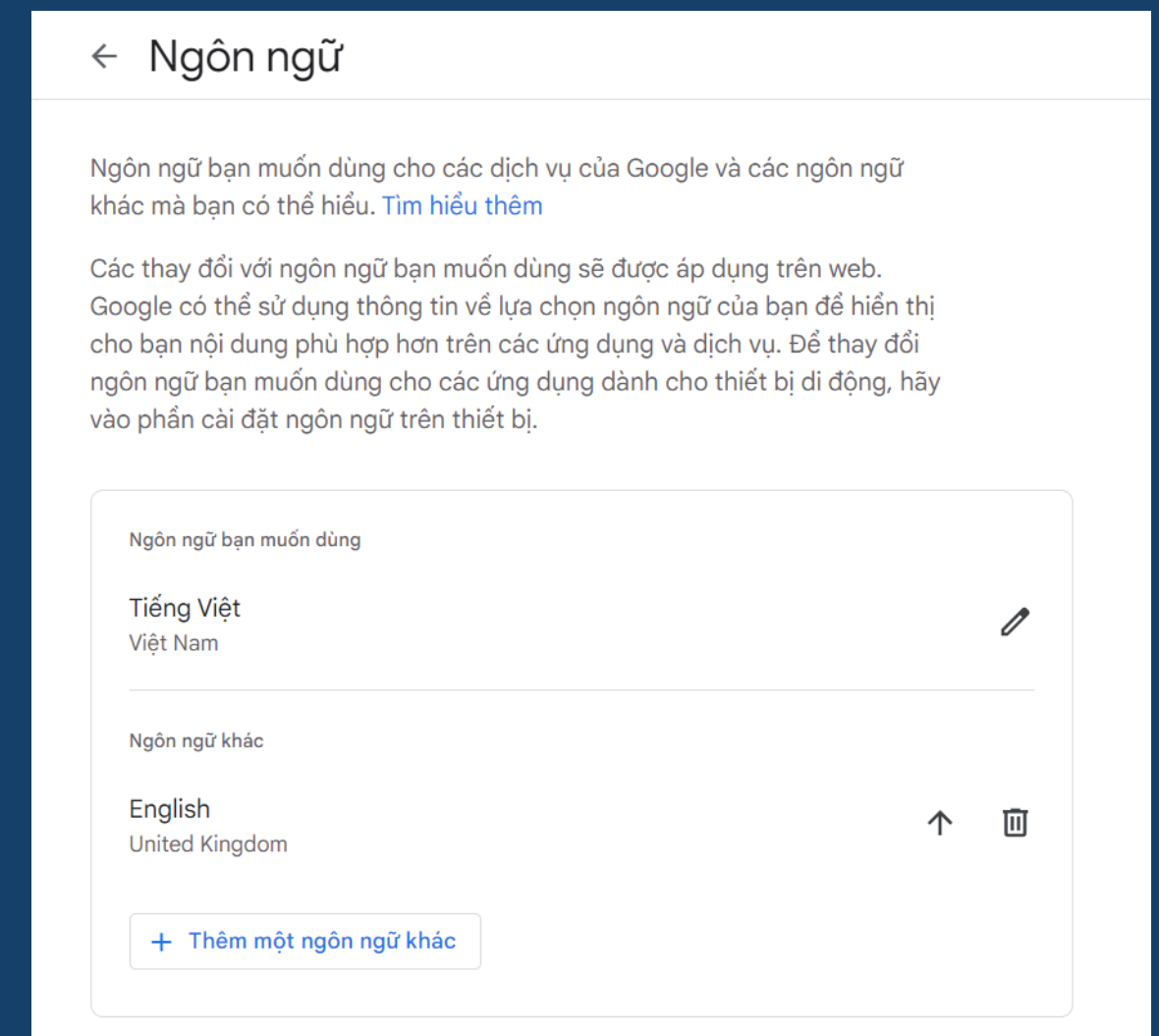
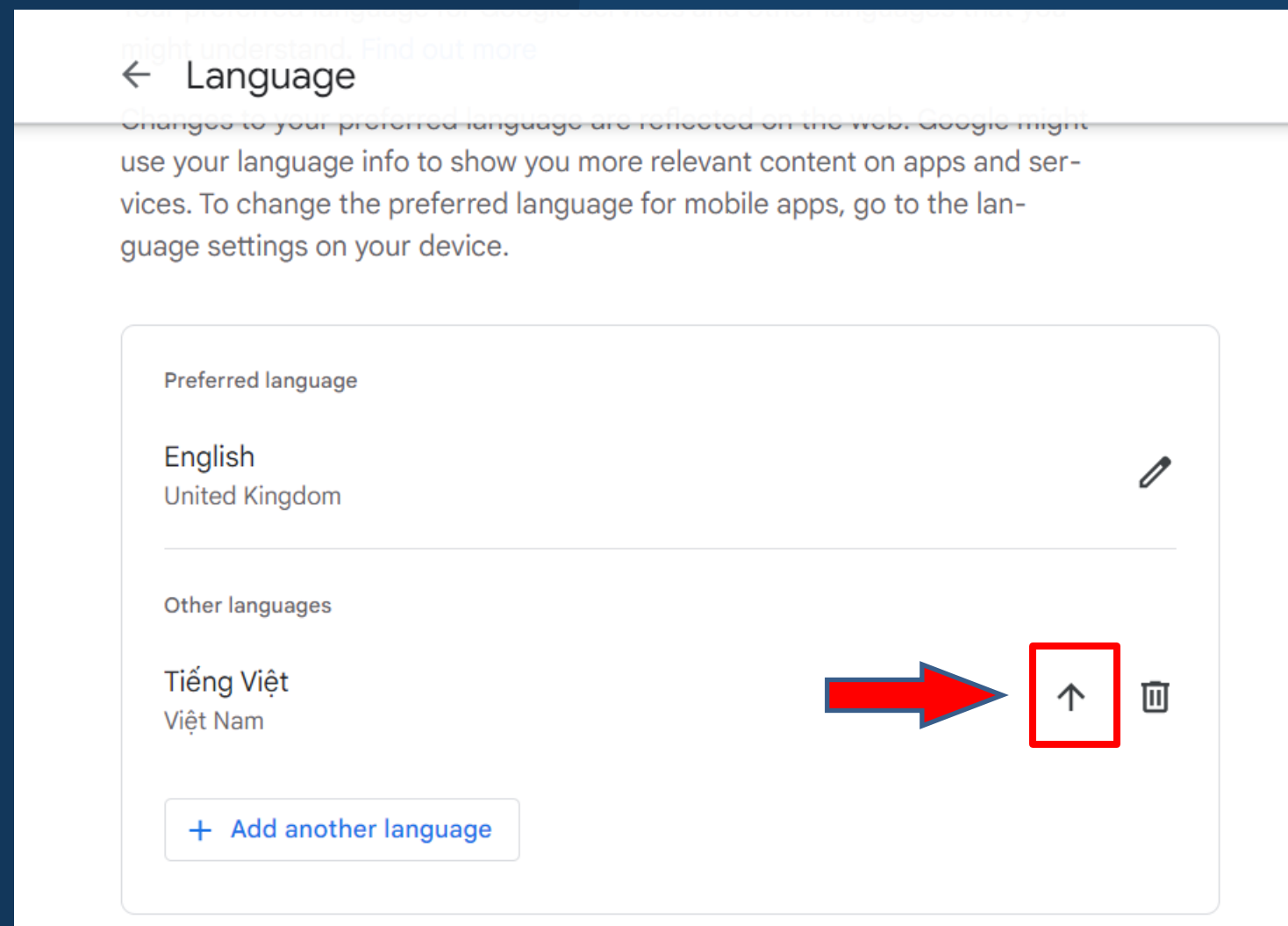


Bước 3: Chọn **Add another language**

Lựa chọn ngôn ngữ



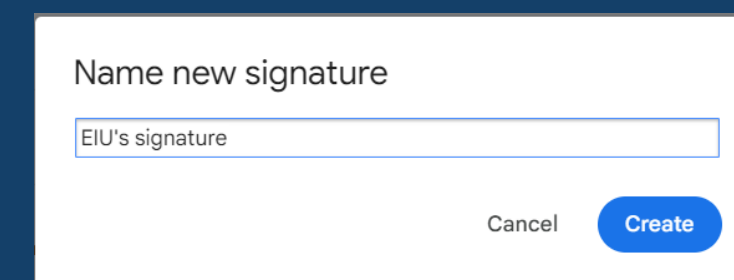
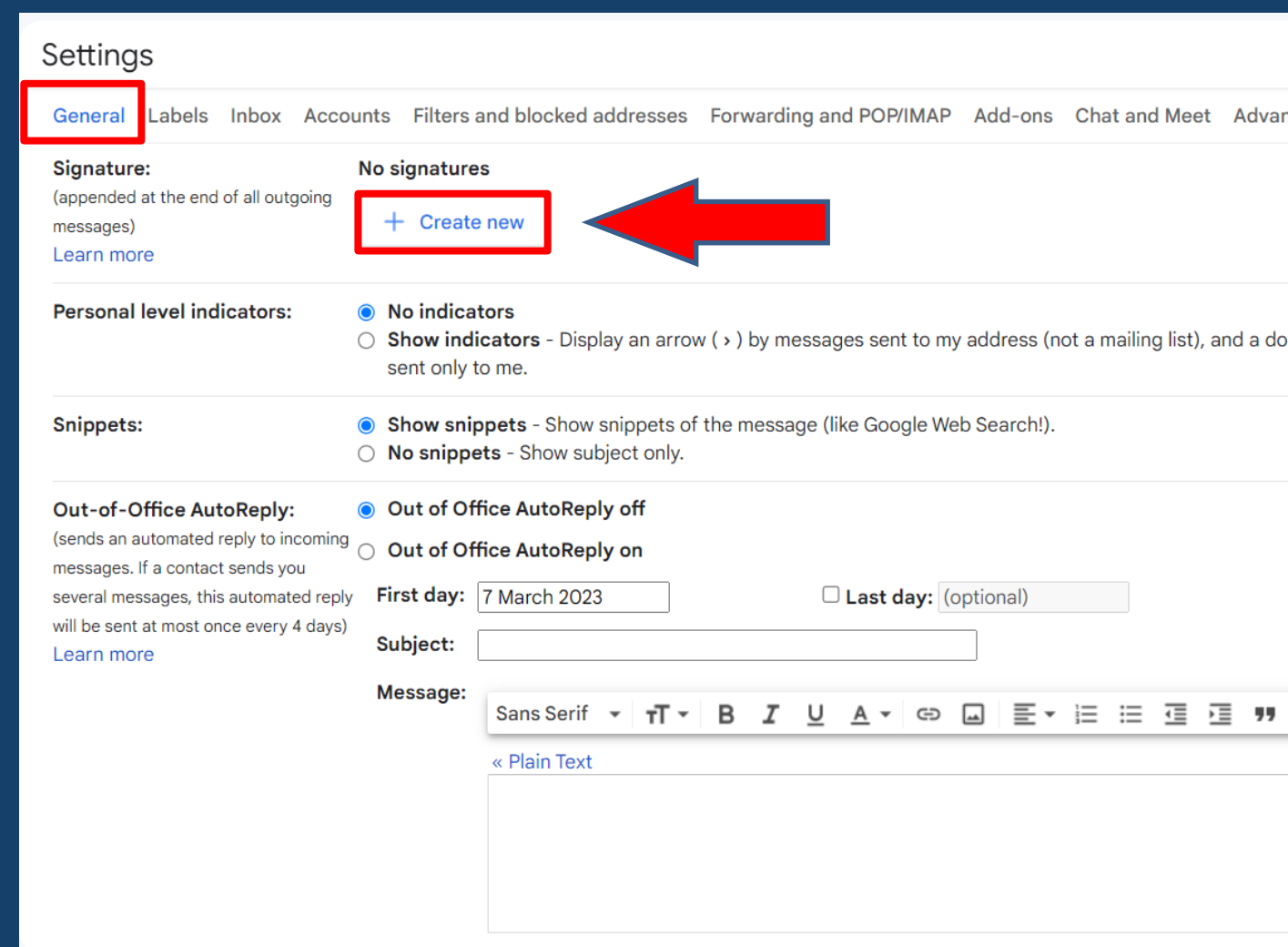
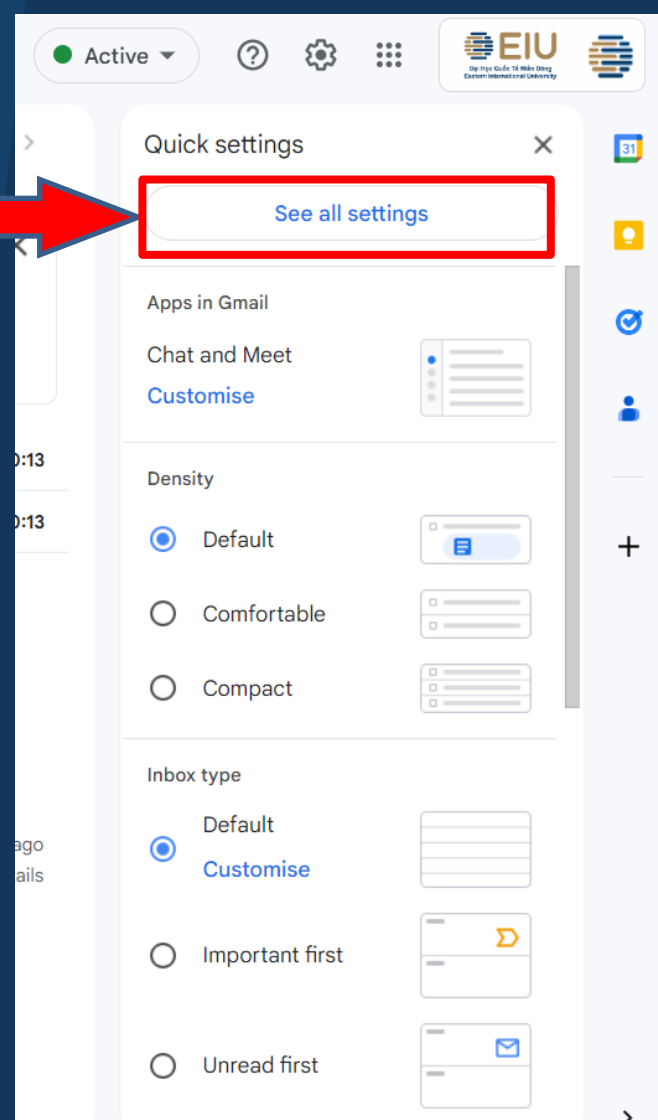
Bước 4: Chọn ngôn ngữ muốn đổi lên trên làm ngôn ngữ chính (ví dụ đổi sang tiếng Việt)



Bước 1: Chọn biểu tượng  sau đó chọn **See all settings**

Bước 2: Chọn tab **General**. Tại chức năng **Signature**, chọn **Create new**

Đặt tên cho chữ ký





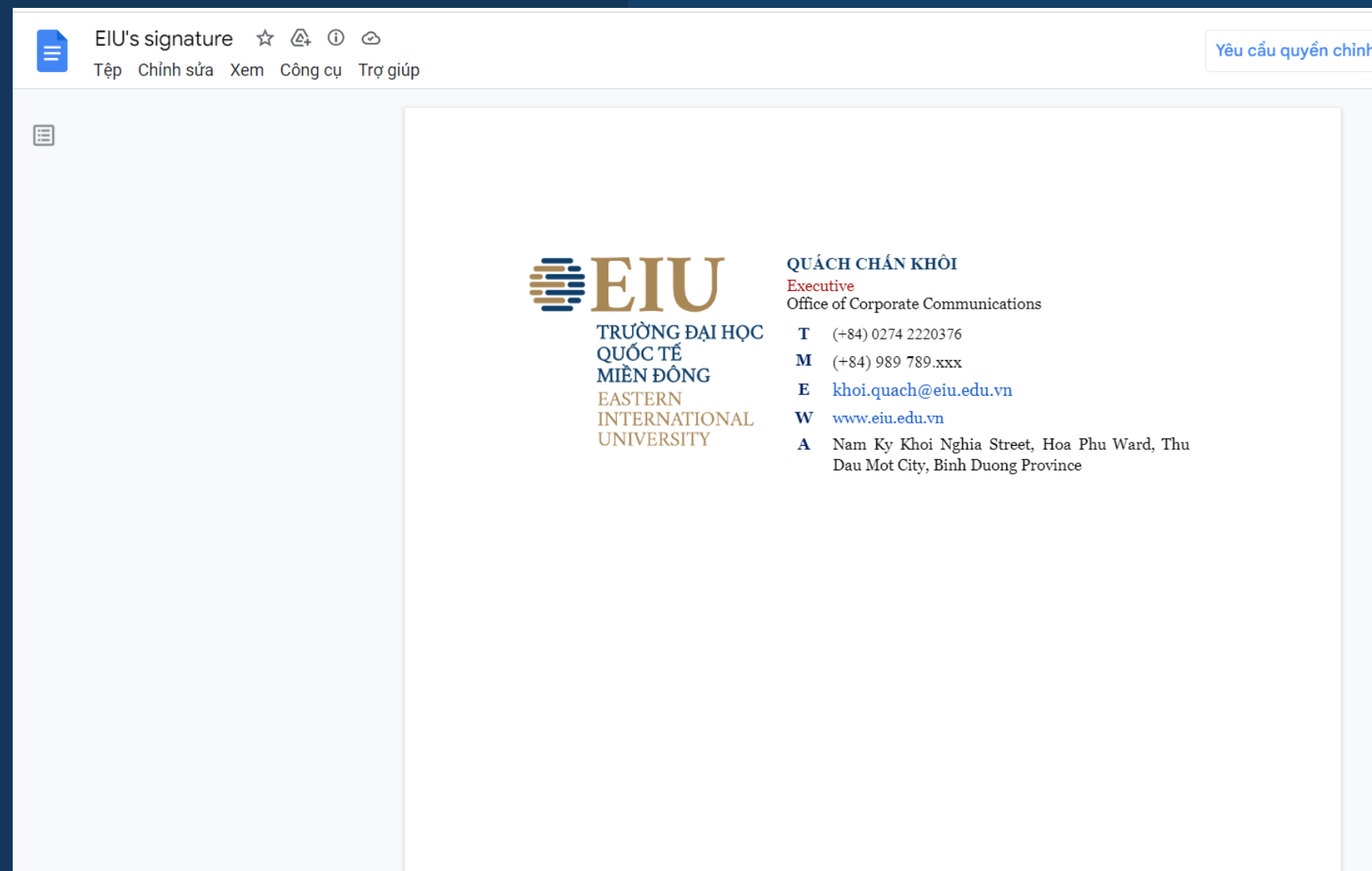
HƯỚNG DẪN CÀI ĐẶT CHỮ KÝ EMAIL

Bước 3: Mở file chữ ký mẫu tại đường dẫn

<https://bit.ly/eiu-signature>

Chỉnh sửa lại nội dung cho phù hợp

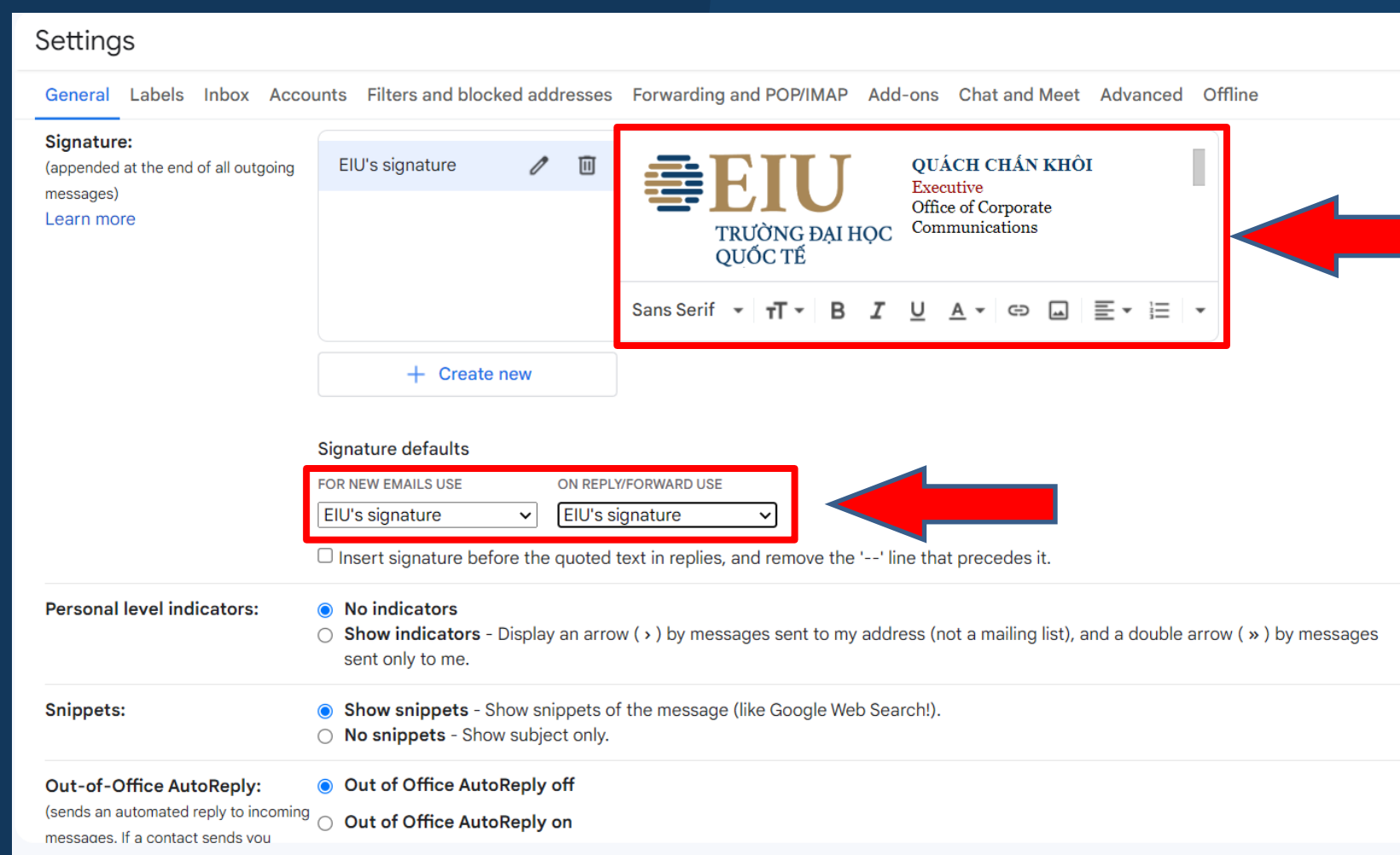
Nhấn Ctrl + A chọn tất cả và chọn sao chép chữ ký mẫu



Bước 4: Dán (Paste) chữ ký mẫu vào khung chữ ký.

Tại mục **FOR NEW EMAILS USE:** chọn sử dụng chữ ký khi gửi thư



Xuống dưới cùng chọn **Save Changes** để lưu lại thiết lập










Settings

[General](#) [Labels](#) [Inbox](#) [Accounts](#) [Filters and blocked addresses](#) [Forwarding and POP/IMAP](#) [Add-ons](#) [Chat and Meet](#) [Advanced](#) [Offline](#)

Signature:
(appended at the end of all outgoing messages)
[Learn more](#)

EIU's signature  



 **QUÁCH CHẤN KHÔI**
Executive
Office of Corporate Communications

Sans Serif  **B** *I* U     

[+ Create new](#)

Signature defaults

FOR NEW EMAILS USE **ON REPLY/FORWARD USE**

EIU's signature  EIU's signature 

☐ Insert signature before the quoted text in replies, and remove the '--' line that precedes it.

Personal level indicators:

☒ **No indicators**

☐ **Show indicators** - Display an arrow (>) by messages sent to my address (not a mailing list), and a double arrow (>>) by messages sent only to me.

Snippets:

☒ **Show snippets** - Show snippets of the message (like Google Web Search!).

☐ **No snippets** - Show subject only.

Out-of-Office AutoReply:
(sends an automated reply to incoming messages. If a contact sends you









☒ **Out of Office AutoReply off**

☐ **Out of Office AutoReply on**

First day: 7 March 2023 ☐ **Last day:** (optional)

Subject:

Message:

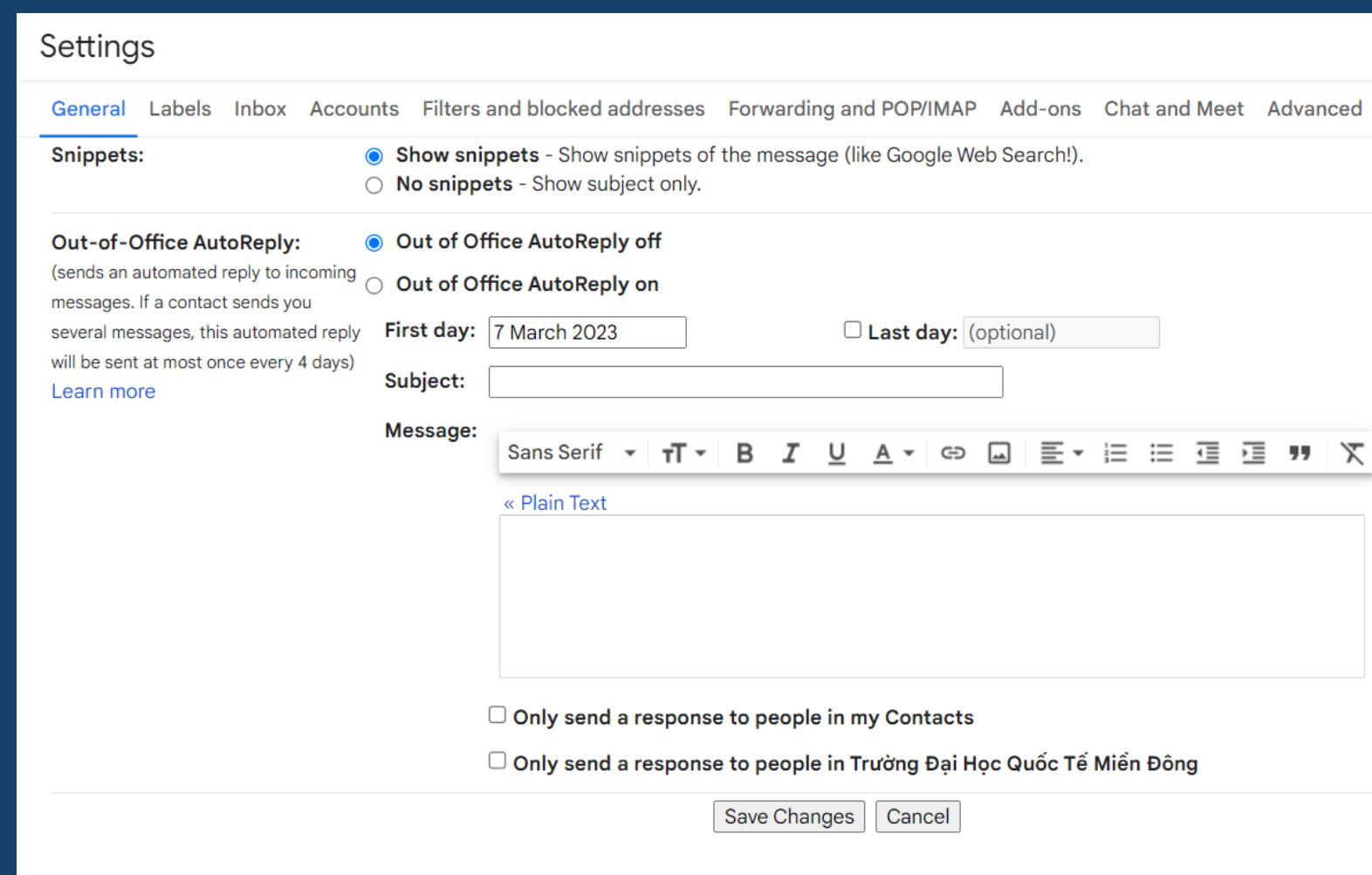
Sans Serif  **B** *I* U       

[« Plain Text](#)

☐ Only send a response to people in my Contacts

☐ Only send a response to people in Trường Đại Học Quốc Tế Miền Đông

[Save Changes](#) [Cancel](#)



Settings

[General](#) [Labels](#) [Inbox](#) [Accounts](#) [Filters and blocked addresses](#) [Forwarding and POP/IMAP](#) [Add-ons](#) [Chat and Meet](#) [Advanced](#) [Offline](#)

Snippets:

☒ **Show snippets** - Show snippets of the message (like Google Web Search!).

☐ **No snippets** - Show subject only.

Out-of-Office AutoReply:
(sends an automated reply to incoming messages. If a contact sends you several messages, this automated reply will be sent at most once every 4 days)
[Learn more](#)









☒ **Out of Office AutoReply off**

☐ **Out of Office AutoReply on**

First day: 7 March 2023 ☐ **Last day:** (optional)

Subject:

Message:

Sans Serif  **B** *I* U       

[« Plain Text](#)

☐ Only send a response to people in my Contacts

☐ Only send a response to people in Trường Đại Học Quốc Tế Miền Đông

[Save Changes](#) [Cancel](#)



HƯỚNG DẪN CÀI ĐẶT CHỮ KÝ EMAIL


Lưu ý: Người dùng cần điều chỉnh thông tin cá nhân trên Chữ ký email sau khi được cài đặt thành công

New Message – ↗ ✕

Recipients

Subject

--



TRƯỜNG ĐẠI HỌC
QUỐC TẾ
MIỀN ĐÔNG
EASTERN
INTERNATIONAL
UNIVERSITY

YOUR NAME
Executive
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A Nam Ky Khoi Nghia Street, Hoa Phu Ward,
Thu Dau Mot City, Binh Duong Province

Send ▼ 🔗 📎 🔗 😊 📎 📎 🔒 ✎ ⋮ 🗑

THÔNG TIN LIÊN HỆ HỖ TRỢ

PHÒNG CÔNG NGHỆ THÔNG TIN



Số ĐT: 0274 222 0375 (0907)



Email: oit@eiu.edu.vn