

Usage Agreement & Instructions
for
NTA Email

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The Nunavut Teachers' Association's Usage Agreement for NTA Email

Introduction

The purpose of **NTA Email** is to give the teachers of Nunavut a means that allows for collaboration, communication, and the sharing of information under the following pretenses:

- 1) it will be more reliable than the present First Class system;
- 2) it provides for a uniform means of communicating with members who use the email, particularly with NTA sponsored committees and groups;
- 3) it is easy to set up and is user friendly;
- 4) it does not have the same privacy concerns associated with it as does First Class¹;
- 5) emails are managed by the user. Keep and organize them for as long as you are an active member of the NTA;
- 6) it is easily administered by the NTA;
- 7) it is a 'free' service that does not cost the NTA any money;
- 8) it is a fiscally responsible service. Cost savings are realized through a reduction of long distance calls, faxes and use of regular mail: and
- 9) using email promotes environmental responsibility through the reduction of paper usage.

Management

The Nunavut Teachers' Association (NTA) creates and manages user accounts and mailing lists within the NTA email under the Gmail system. It does not have direct access to emails and conversations and therefore can not read your emails. The NTA can create email lists, change user names and passwords upon request, delete users accounts, manage "Google Apps" within the domain, and a few other management tools that are offered for free under the service.

The NTA reserves the right to delete the users account 2 weeks after the NTA member ceases employment. It is therefore the users responsibility to migrate/back-up any information (contacts, emails, calenders, etc...) contained within the account within this two week period.

¹ The First Class email system as used by the Department of Education, records and archives all communication in the system and can be simply retrieved by a request by an authority within the department. Privacy issues are thus a concern.

User Guidelines

As with any email, its usage entails some responsibility by the user. By activating your account (logging-in and using it) the user agrees that they will follow the NTA's Code of Ethics guidelines and not use it for the following limited list of inappropriate activities:

- 1)** Distributing material containing nudity or pornographic material of any kind;
- 2)** Providing material that is grossly offensive to the NTA community, including blatant expressions of bigotry, prejudice, racism, hatred or excessive profanity;
- 3)** Distributing material that exploits children;
- 4)** Promoting or providing instructional information about illegal activities, promoting physical harm or injury against any group or individual, or promoting any act of cruelty to animals;
- 5)** Committing acts of copyright, trademark, patent, trade secret or other intellectual property infringement;
- 6)** Defaming any person or group;
- 7)** Using NTA email for the purpose of gathering personal identifying information from individuals for commercial or unlawful purposes;
- 8)** Using NTA email to send unsolicited email ("spam");
- 9)** The transmission of any unlawful, harassing, libelous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material of any kind or nature;
- 10)** The transmission of any material that encourages conduct that could constitute a criminal offense, give rise to civil liability or otherwise violate any applicable local, territorial, national or international law or regulation.

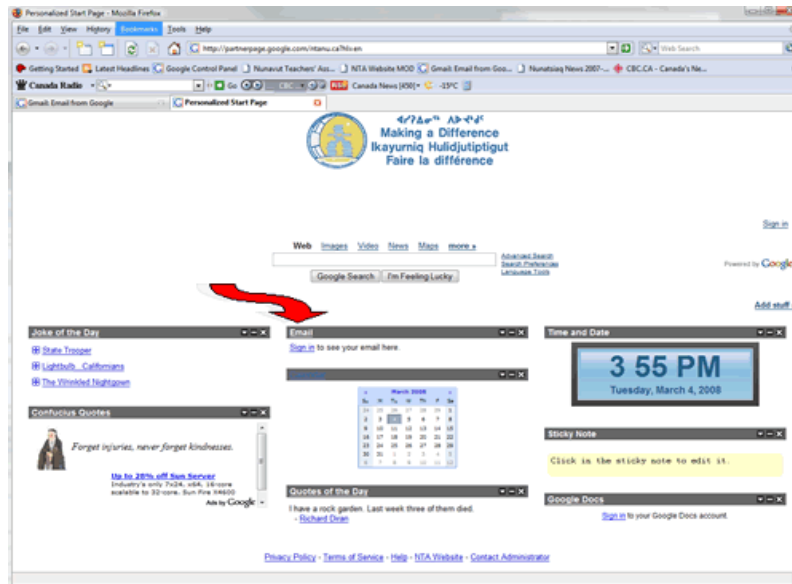
Any NTA email account users who are in violation of the User Agreement or Code of Ethics will have their accounts suspended. Violations of this agreement may also be investigated by the NTA and any third party organizations that would have a vested interest.

The NTA is not responsible or liable for any loss of data resulting from the use of NTA email.

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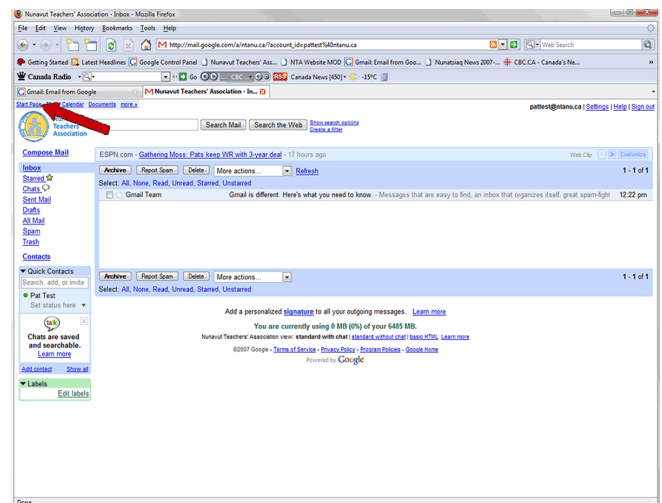
B. Activating/Signing in to NTA Email

1. Go to <http://www.teachers.ntanu.ca/> and book mark the page. This may be a good 'Start Page' for you. Placing it in your 'bookmarks tool bar' may also be convenient.
2. Log into your email by clicking on the **Sign in** link under **Email** in the top center column of the 'widgets'.



3. Use the user name and password that has been emailed to you. At the setup page, follow the account activation process (choose a password, read terms of service, etc...)
4. You are now ready to receive and send email using Gmail. The next time that you login this way you will be returned to your start page with a link to your **Inbox** and **Compose Mail** links. Clicking on either of these will bring you to your regular Gmail page.

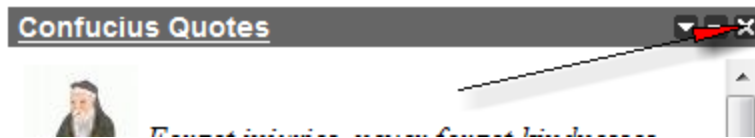
To get back to your **Start Page** at any time, click on the **Start Page** link in the upper left most corner of the page.



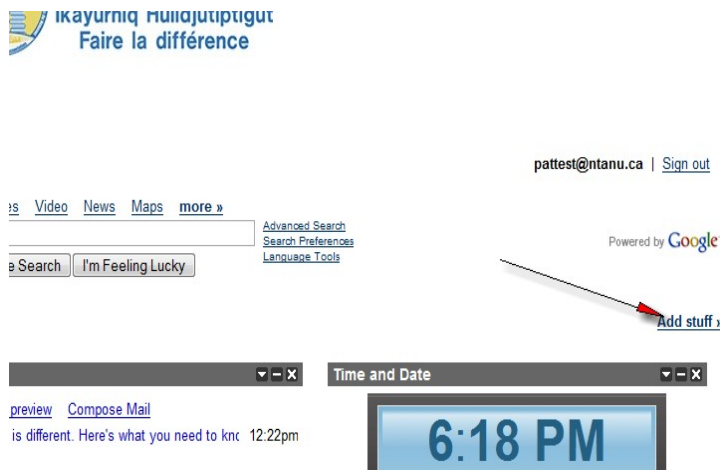
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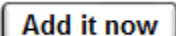
C. Start Page – Adding and deleting Apps/Widgets

1. To delete a 'Widget', click on the “X” of the widget bar.



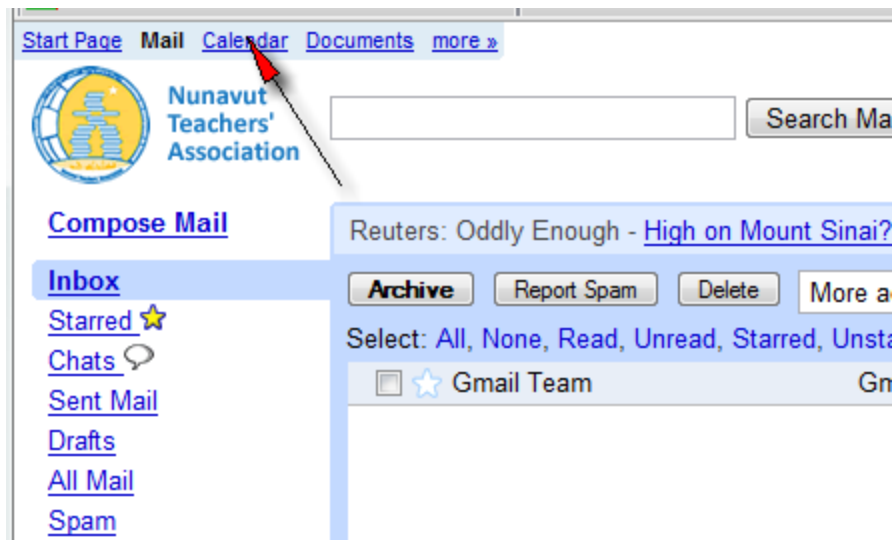
2. To add other widgets to your start page, click on the 'Add stuff' link.



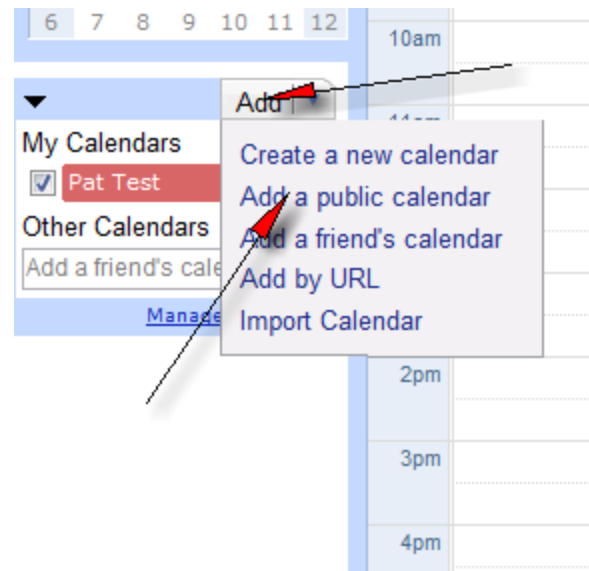
3. Find the 'widget you like and click the  button.

4. To add items to your **Calendar**, click on **Calendar** in either your start page or from your Gmail Page:





- Change your view from week, month, etc... on the upper left. Add a new item by simply clicking in a box and start adding items.
- You can add public calenders to your own calender such as the **NTA calender**. Go to '**Add**' on the left side of the frame (see bellow) and click '**Add a public calendar**'.



D. **Contact Information**

Please contact me with any questions or concerns you may have at pid@ntanu.ca or – pmcdermott@teachers.ntanu.ca or 867-979-0750 ext 5 or 867-222-1999

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