



# GAA Email System

- The GAA email system is based on the Google mail system, which is also known as Gmail. It is a webmail service that combines the best features of traditional email with Google's search technology. Gmail makes locating messages so easy that you'll never need to shuffle mail in your inbox again. Besides offering an entirely new way of reading and tracking messages, it comes with a powerful spam filter and much more space than your old system, so you can keep all those important emails.
- This page details some general information relating to the GAA email system, and provides links relating to either obtaining access to the email account for the first time or restoring access via a password reset, whereas the page "[Using the Google GAA mail system](#)" deals with the actual use of the email system once you access is obtained.
- Access to the other Google applications such as Sites, Calendars and Documents, is controlled via the username@gaa.ie password, which means that once you have access to your email account you will be able to access the other applications without having to log in again.
  - [Procedure for Logging in to the GAA Email system](#)
  - [Password Reset for the Email system Information](#)
  - [Using the Google GA email system](#)

## GAA Club Email Addresses

- Each club is entitled to four @gaa.ie email addresses for the four officer roles of Chairperson, Secretary, Treasurer and PRO.
- The format for these email addresses is
  - chairperson.clubname.county@gaa.ie
  - secretary.clubname.county@gaa.ie
  - pro.clubname.county@gaa.ie
  - treasurer.clubname.county@gaa.ie
- We would strongly recommend that all clubs take up this allocation.
- If you want to activate one of these accounts for your club, email [mail.support@gaamail.ie](mailto:mail.support@gaamail.ie) with your request.

# Gmail's new look

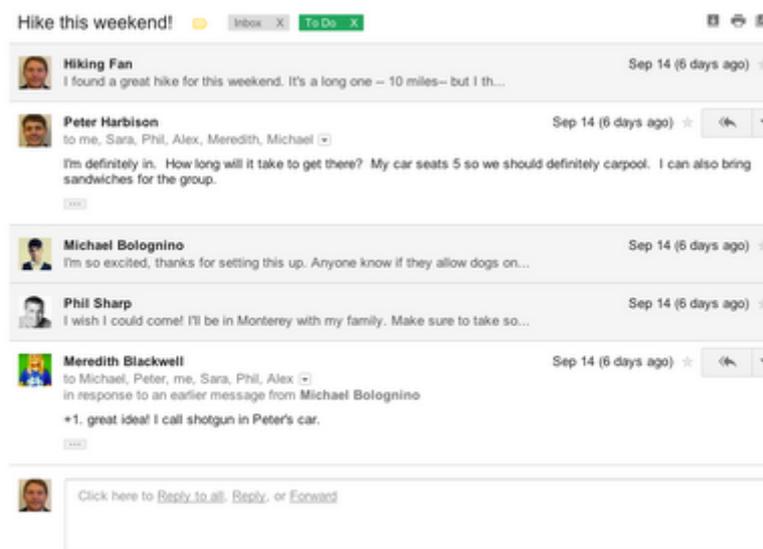
Google have been working on updating and improving Gmail.

You can switch over to the new look by clicking on Switch to the new look link in your account.

Some of the changes that have been made include.

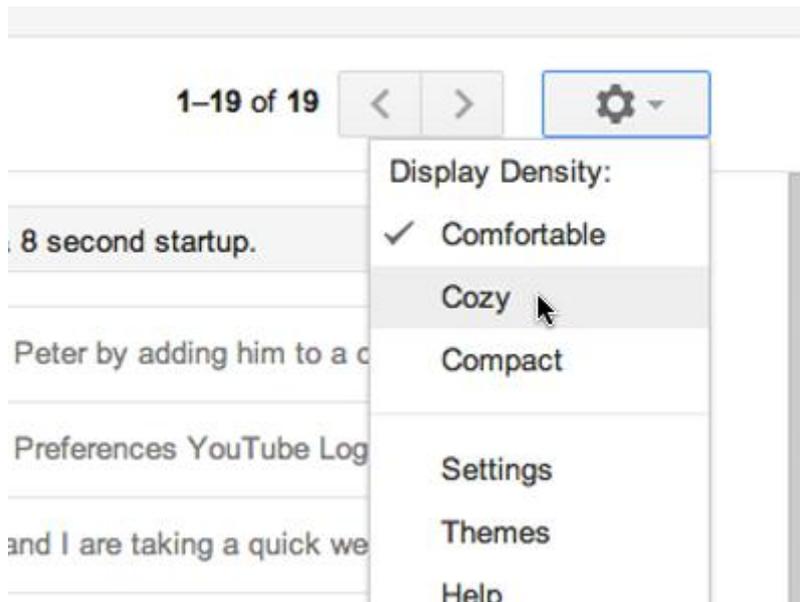
## **Streamlined conversations**

Conversation view has been completely redesigned to help you read through your email threads. You'll now see profiles pictures for your contacts, so it's easier to keep track of who said what. Google have also stripped out as much as possible so you can focus on communicating with your friends and colleagues.



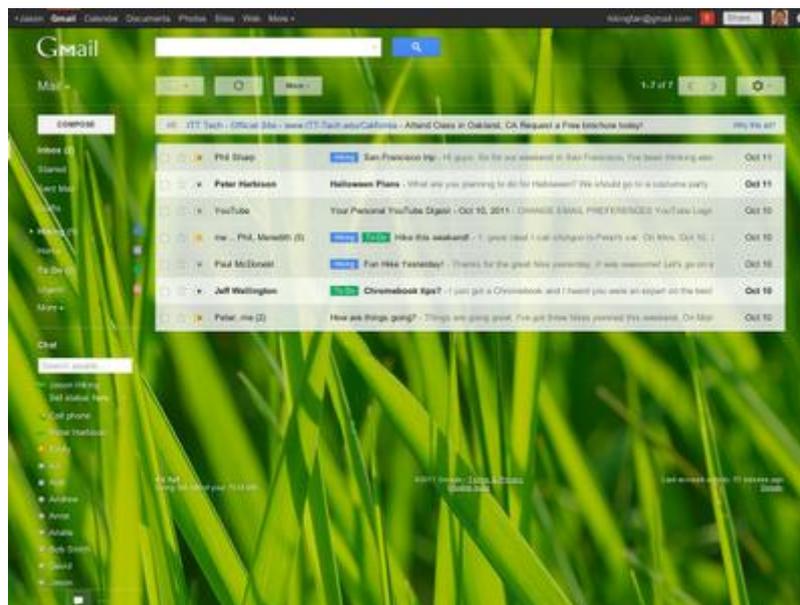
## **Elastic density**

Google know that you use Gmail from a variety of screen sizes and devices, so now the spacing between elements on the screen will automatically change based on the kind of display you're using. If you prefer a denser view all the time, you can change your density manually in the Settings menu.



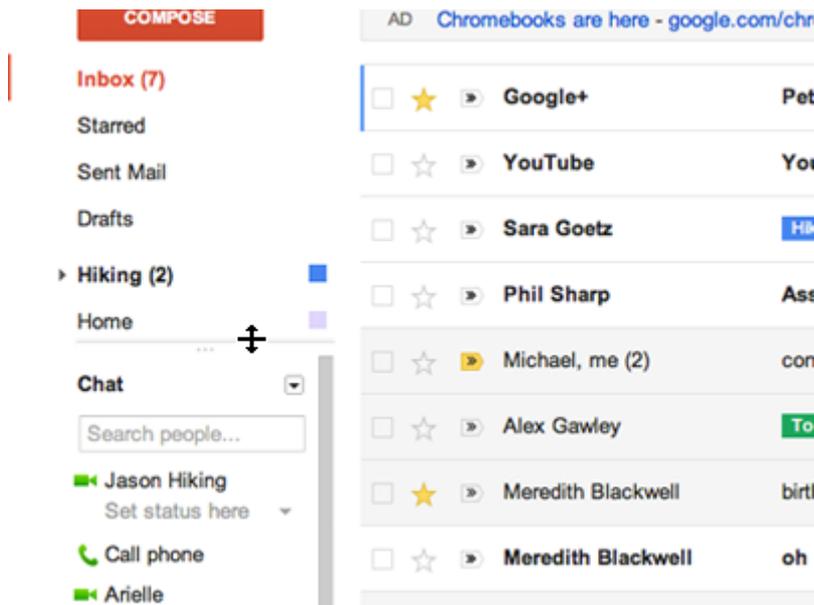
### New HD themes

Themes have been completely rebuilt to enable Google to bring you a new set of beautiful high resolution themes with imagery provided by [iStockphoto](#). Most of the old favorites have been updated as well and your theme will be automatically carried over to the new look. Go to the Settings menu to take another look at themes and choose the one that fits you best.



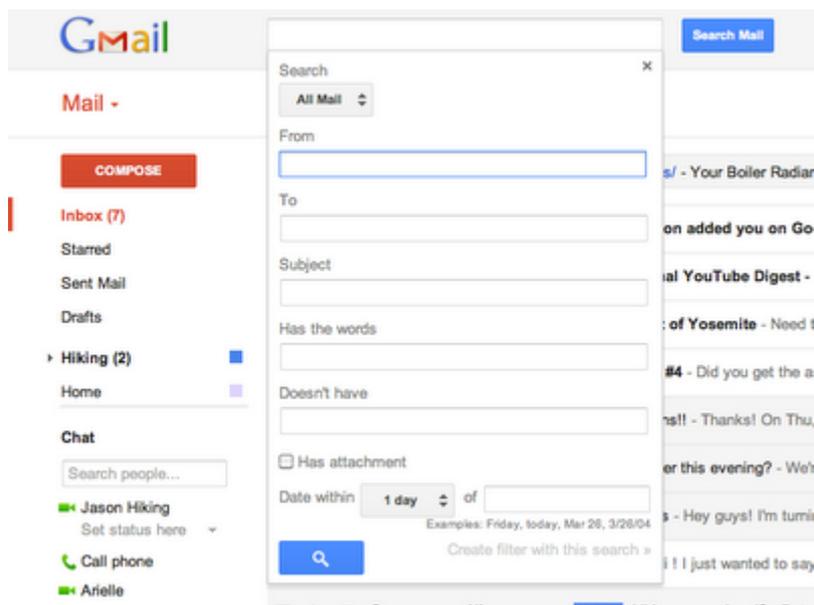
### Smarter navigation

The navigation panel on the left keeps your labels and chat contacts in view at all times. It's also more customizable: you can resize the labels and chat areas if you want to see more, or hide the chat area entirely via the chat icon in the lower left. You can also use the arrow keys to navigate around the interface.



**Better search**

Click the dropdown in the search box to see a new advanced search panel, which makes it easier and faster to find exactly what you're looking for. You can use the same panel to create a filter from any search in just a few clicks.



# Logging in to your GAA.ie email account

- To access your email account, type [newmail.gaa.ie](http://newmail.gaa.ie) into your browser address bar window.
- There is no need to put <http://www> before this.
- This will bring you to a white screen with the GAA Logo and four boxes with text in them - one top centre and three in a row below it.
- On this page click on the Email Access link located in the centre box on the lower row.
- This will bring you to the Sign-in Page.
- Enter your new username and password.
- Remember you only need to enter the part before the @ sign of your full email address in the username box i.e if your email address is [chairperson.clubname.county@gaa.ie](mailto:chairperson.clubname.county@gaa.ie), you just need to enter [chairperson.clubname.county](mailto:chairperson.clubname.county@gaa.ie) in the username box.
- Also remember that as Gmail passwords are case sensitive, you need to make sure that the password is entered in the correct case.i.e if your password was set up as PassWord initially then this is what you need to enter to log into the account again. If you type "password" the system will not recognise this as the correct password.
- Don't worry if hitting "sign in" brings up a CAPTCHA message. A CAPTCHA is a security measure used in computing as an attempt to ensure that the response is generated by a person. For the Google email system, the CAPTCHA is in the form of some letters jumbled that you have to decipher and enter into a text box, as per below. In the example below you would type "dabookru" into the text box.

## **Word Verification:**

Type the characters you see in the picture below.

dabookru



Letters are not case-sensitive

- If you are logging into the account for the first time or you have just had your password reset, the Google email system will often generate a CAPTCHA box for you to decipher.
- When a CAPTCHA is generated, your username will automatically be generated again.

- Double-check to make sure that the username generated is in fact the correct account one.
- You will have to type in your password again each time you try to decipher the CAPTCHA.
- Make your best effort at deciphering the CAPTCHA .
- Sometimes it can take a number of efforts to get past the CAPTCHA.
- Simply keep making the best effort and make sure to enter your password each time.
- The first time you log in you will have to change you password to something personal before you can access the inbox.
- This will be the password you use to log in when signing in to your account in the future, so you will need to remember it.

## **Password Reset Procedure**

- On occasion it may become necessary that the password for a GAA.ie email account needs to be reset.
- In order to get the password for a GAA.ie email account reset you need to send an email to [mail.support@gaamail.ie](mailto:mail.support@gaamail.ie)
- For security reasons, we cannot send reset information to a non GAA.ie email address.
- If it is a club officer email password that is being reset we would normally send the reset password to one of the other club officer accounts i.e. if a password for a [secretary.clubname.county@gaa.ie](mailto:secretary.clubname.county@gaa.ie) account is reset, we would send it to either the [chairperson.clubname.county@gaa.ie](mailto:chairperson.clubname.county@gaa.ie) or [PRO.clubname.county@gaa.ie](mailto:PRO.clubname.county@gaa.ie) account.
- In the event that these other club accounts are not yet activated, the default option is that we send it to the relevant IT officer for the county. The email address for each county's IT officer is in the format [itofficer.county@gaa.ie](mailto:itofficer.county@gaa.ie).
- On occasion it may prove more efficient to have the password reset information sent to a different GAA.ie email rather than the county IT Officer's address. In cases such as these, if you specify this when requesting the password reset it should make the procedure somewhat easier.