


To get started, double-click on the Chrome **Google Apps** icon. 

Use your NetID and NetID password to sign in

Welcome

Google Apps for Education Training
Email and Calendar Basics



Google Apps for Education

We're Here To Help!

Client Support:

632-9800

supportteam@stonybrook.edu



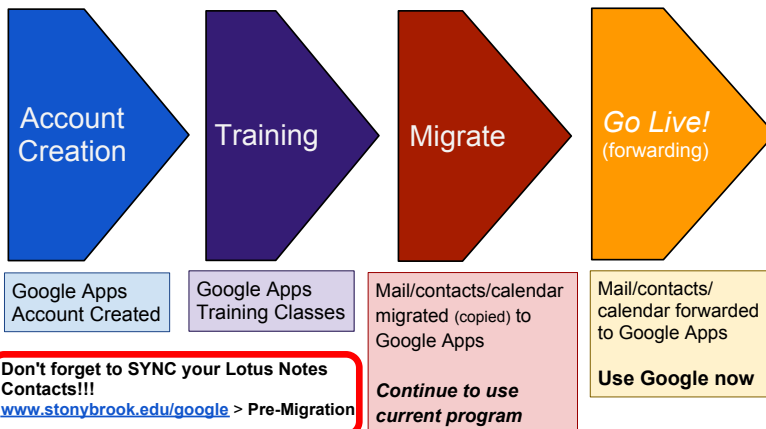
Trainers:

google@stonybrook.edu

www.stonybrook.edu/google

www.stonybrook.edu/googletraining

Google Apps Migration Timeline



Google Apps Training: Objectives

Participants of this workshop will be able to:

1. **Create** and **respond** to emails
2. **Organize** email through the label and filter tools
3. **Customize email preferences** for signatures, away messages, email delegation and more
4. **Create calendar events**
5. **Share calendars**
6. Use key **Google features** such as Labs, Shortcuts, and Chat
7. Respond to differences and similarities of Google and current mail system

What is Google Apps for Education ?

- Email
- Calendar
- Contacts
- Documents/Drive
- Chat (Talk)
- Groups
- Sites



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What is Google Apps for Education ?

Google Apps for Education is NOT for sharing ePHI
(electronic Protected Health Information)



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Accessing Google Apps: Google Email and Calendar



Chrome

...provides the most functionality among all the other browsers.

www.stonybrook.edu/mycloud

A screenshot of a web browser showing the NetID Single Sign-On page. The browser's address bar contains 'www.stonybrook.edu/mycloud'. The page has a red header with the Stony Brook University logo. Below the header is a form titled 'NetID Single Sign-On' with the instruction 'Please enter your NetID and NetID Password'. The form has two input fields: 'NetID' and 'NetID Password'. Red arrows point from the labels 'NetID' and 'NetID Password' to their respective input fields. There is a 'LOGIN' button and a link for 'Forgot your NetID or NetID Password?'. A green box highlights the address bar.

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Accessing Google Apps: Google Email and Calendar

A screenshot of the Stony Brook University website. The top navigation bar is red with white text. Below it is a search bar and a 'Quick Links' menu. The 'Quick Links' menu is open, showing a list of links. A red box highlights the 'Google Apps for Education' link. An arrow points to the 'Quick Links' header. The website header includes the Stony Brook University logo and the text 'The State University of New York'. The main navigation bar includes links for 'About SB', 'Admissions', 'Academia', 'Research', 'Medicine', 'Libraries', 'Athletics', and 'Arts & Culture'. The 'Quick Links' menu includes links for 'A-Z Guide', 'Arts & Culture', 'Blackboard', 'Campus Maps', 'Campus Safety', 'Communications Toolkit', 'Directions', 'Directories', 'Events Calendar', 'Faculty Notes Webmail', 'Google Apps for Education', 'IT System Status', 'Jobs', 'Libraries', 'Medicine Webmail', 'Maps & Mirrors', 'Registrar', 'Student Affairs', 'Student Webmail', 'Summer Sessions', and 'Writer Session'.

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Google Apps Email Tour

Search Images Mail Drive Calendar Sites Groups Contacts Mobile More »

Stony Brook University

Mail

1-9 of 9

| Check | Star | Send | Sender | Subject | Date |
|--------------------------|-------------------------------------|--------------------------|----------------------------|--|--------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Study Access Group (Googl. | The Boss Google Apps status update and go live 06.20.2012 - S | Jun 13 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Study Access Group | The Boss Invitation: rehears presentation @ Mon Jun 18 10am - | Jun 13 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | SBU Google Team | DoIT/Workshops Sending mail as someone else. - This is what it looks like! - | Jun 12 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Stony Brook Google Apps | DoIT/Workshops Delegates sending email on behalf of Owner - This is what it | Jun 12 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | messenger | Professional Development Training session reminder: What's New in Google A | Jun 12 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Campus_Announcements | DoIT/Workshops Campus Announcements Vol. # 12 Issue # 23 - C ampus A | Jun 4 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Julie, me, Study (4) | .../Cool things that othe... Google Informa.../G-how to The Boss Script to publi | May 29 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Study Access Group | The Boss training presentation - Nichole and Julie, very very impressed on w | May 11 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Study Access Group | The Boss Fwd: Groups - FYI, let's figure out how to use and administer it :-) | May 10 |

0% full
Using 96 MB of your 25,600 MB

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Last account activity: 28 minutes ago [Details](#)

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Google Apps Calendar Tour

Search Images Mail Documents Calendar Sites Groups Contacts Mobile More

Stony Brook University Search Calendar first.last@stonybrook.edu

Calendar Today Jun 26 - 29, 2012 Day Week Month 4 Days Agenda More

CREATE

June 2012

My calendars: Nichole TestAccount, A Colleague's Calen..., Tasks

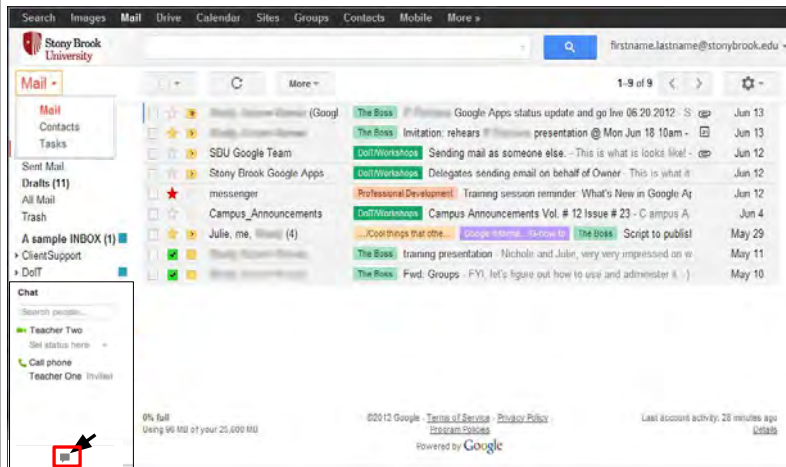
Other calendars: Add a coworker's calendar, Contacts' birthdays a..., US Holidays

| Time | Tue 6/26 | Wed 6/27 | Thu 6/28 | Fri 6/29 |
|------|---------------------------------|---------------------------------|---------------------------------|--|
| 6am | | | | |
| 7am | | | | |
| 8am | | | | |
| 9am | | | | |
| 10am | | | | |
| 11am | | | | 10:30 - 4p Consultations (30min slots) |
| 12pm | | | | 10:30 - Const |
| 1pm | | 1p - 2p Training Event | | 11 - Consulta |
| 2pm | | | 1:30p - 2:30p Lunch | 11:30 - Const |
| 3pm | | | | 2p - Consulta |
| 4pm | | | | |
| 5pm | 4:30p - 5:30p Recurring meeting | 4:30p - 5:30p Recurring meeting | 4:30p - 5:30p Recurring meeting | 4:30p - 5:30p Recurring meeting |

Tasks: Project Tasks

- Proofread Tue, Jun 26
- Team-Finalize Wed, Jun 27
- Project Submission Fri, Jun 29

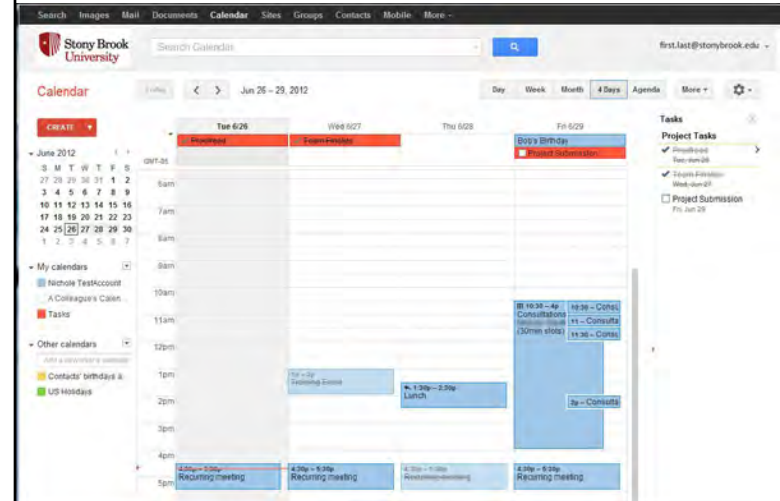
Google Apps Email Tour



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Google Apps Calendar Tour



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Calendar Event Icons

-  You have not yet responded to the event
-  The event is recurring
-  One event in a recurring series has been edited
-  [Appointment Slots](#)
-  Guests have been invited to the event
-  All guests have declined the event invitation
-  You have responded 'maybe' to the event
-  Reminders are set up for the event
-  The event is private

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Thank You!

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What Google Doesn't Allow

- some attachment types not allowed
 - *exe, bat, tar, vb, sys...*
 - some *zip* files
- helps prevent viruses

[see full list](#)

<http://support.google.com/mail/bin/answer.py?hl=en&answer=6590>

