

Google Apps Essentials: Gmail, Calendar, Drive

(1 Day)

COURSE OVERVIEW

This Google Apps training will empower your team to work with Gmail, Google Calendar, and Google Drive.

COURSE BENEFITS

- Learn to get your free Google account and set up for Gmail, Google Calendar, and Google Drive.
- Learn how to set preferences available to you for security, visual appearance, and how you receive and view your email.
- Learn how to organize tasks and work with the Calendar to manage your workday.
- Learn to work with the Google Drive interface and learn the difference between Google Drive and Google Docs.

COURSE OUTLINE

Gmail

- Getting Started
- Open an Account
- Security
- Sending and Receiving email
- Your Contacts
- Searching for and in Emails
- Organization
- Visual Options in Gmail
- Filters and Blocked Addresses
- Additional Gmail Settings
- Chat
- Tasks
- Gmail on Mobile

Google Calendar

- Overview
- Get Organized
- Managing Calendars
- Calendar Appearance
- Reminders
- Tasks
- Keyboard Shortcuts

Google Drive

- The Difference between Google Drive and Google Docs
- Main Screen Navigation
- Organizing Google Drive
- Printing
- Working with Microsoft Office Formats