

How to Become a Google Guru



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Honors Student Council

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Today's Topics

- Gmail
- Google Calendar
- Google Apps
- Google Searching
- Syncing, etc.

The Gmail logo is displayed in its characteristic white script font against a dark grey background.

Searching Gmail

Tagging Emails

Types of Inboxes

Tasks

Signatures and Settings

How to Search in Gmail:

- To search for an email sent to you by someone, use **from: name**
- To search for an email you sent to someone, use **to: name**
- To search for something with an attachment, add **has:attachment** to your search terms
- For more advanced search terms, check here: <https://support.google.com/mail/answer/7190>

Tagging Emails:

- Tagging your emails with labels will help you organize your inbox and easily find things
- To add a new label, select a message and click the **Labels** button. Give it a color by finding the name of your label on the left side of the page and clicking the down arrow next to it.
- You can now click on the labels to view only the emails that fit into that category

Types of Inboxes:

- To change your inbox type, hover over **Inbox** on the left hand side and click the down arrow
- Select your inbox type
- To further adjust your inbox settings, go to the down arrow on the top right

- corner of your inbox to change the settings

Tasks:

- Click the down arrow next to Gmail on the top left corner of your Gmail page and choose Tasks
- Click in the Tasks window and start typing. Once you've typed in a task, press 'Enter' to create another Task
- Create Lists by clicking the List icon on the bottom right corner.
- Create subtasks by using the Tab button to indent, or Shift + Tab to move them back
- Check off Tasks when you're done! and use **Actions** → **Clear completed** to hide them
- For more shortcuts, check here: <https://support.google.com/mail/answer/106237>

Signatures and Settings:

- Go to Settings → scroll to signatures section
- Your signature should contain your name, major, Merrimack College and graduation year, phone number, email address, and any relevant involvements or positions you hold
 - For example:
Laura M. Priest
B.A. Social Work
Siena College, 2014
lm25prie@siena.edu
Cell: 555-555-5555
- If you send emails from your phone, include something like "Sent from my iPhone." at the bottom of your signature

Google Calendar

Putting in your schedule

Color Coding

Alarms/Notifications

Accepting or Sending a Google Invite

Adding events and putting in your schedule:

- Click the appropriate time in the calendar to quickly add an event
- Put in event details and click **Create event**
- You can further adjust the time of the event by dragging it around your calendar.
- To add colors, details, or invite people to the event, click **Edit Event >>**

Color Coding:

- You can color code your events by going to **Edit Event** and assigning a color
- Focus on grouping your events by group type and assigning a color to that type
 - ie: Blue = Class, Red = Work, Purple = Personal
- Make sure you schedule in “Me” time! This way, people will know that you are busy during that time if they want to meet with you.

Alarms and Notifications

- You can set notifications in the **Edit Event** section.
- You can choose pop-up notifications (which will appear on your desktop), email notifications, and SMS notifications (on your phone)
- Choose the time you would like to receive the notification

Google Invites:

- Sending a Google Invite
 - Click into your event
 - If you know that everyone can meet at that time, enter the names/email addresses into the **Guests** text box and click **Add**
 - Click **Save**, and when prompted, click **Send Invitations** so that your guests are notified of the event.
 - If you do not know when everyone can meet, try using the **Find a Time** function by adding your guests email addresses to view their calendars
 - This will allow you to see when everyone is free, and you will have better luck getting everyone to meet.
 - Select the time you wish to meet, add the title of the event, and send the invitations

Google Drive

Organizing and Sharing

Types of documents:

Docs

Sheets

Forms

Slides

Conversion Settings

Google Drive:

- Folder organization
 - Naming
 - Color Coding
 - Settings (ie: conversion)
- Sharing Settings
 - Open Drive, or a file or folder you want to share.
 - Open the sharing box:
 - While you have a file open: Click Share in the top-right corner.
 - While you have a folder open: Click the share icon in the top-right .
 - From your file list in Drive: Select the name of a file or folder and click the share icon at the top
 - Under "People" in the sharing box, type the email addresses of the people or Google Groups you want to share with. You can also search for contacts by typing them into the box.
 - Choose the type of access you want to give these users by clicking the dropdown arrow to the right of the text box:
 - Can edit: Users can edit the file or folder and share it with others
 - Can comment: Users can view and add comments to the file, but can't edit it. Folders can't be given comment access.
 - Can view: Users can see the file or folder but can't edit or comment

on it

- Click Done. The users will receive an email letting them know you've shared the file or folder with them.
- Conversion Settings
 - You can easily configure Google Drive to automatically convert your uploaded document to Google Docs format.
 - Click on the "**Settings**" button > "**Upload settings**".
 - Select "**Convert uploaded files to Google Docs format**".

Tips for Google Searching

- Use quotation marks
- + and -
- Google Scholar
- intitle: searching
- Search specific sites with "site:"
- Use * for missing words
- Define:
- Filetype:

Examples:

- To search for words in order use "
 - "mint chocolate chip ice cream"
- To make sure you are including, or not including, certain words, use + and -
 - presidents of the United States +birthplace
 - mustangs -cars (to search for mustangs, but exclude all results with the word "car" in it)
- Use Google Scholar to search for scholarly, peer reviewed journals or academic resources
- Use "intitle:" to insure that your search terms are found in the title of the results
 - Mark Wahlberg intitle:movie release
- To find results on a specific site, use "site:"
 - Honors Program site:merrimack.edu
- Use * if you are not sure of the right words in a phrase and want Google to fill in the blanks
 - Marry had a little * whose * was white as snow
- To define a word, use "define:"
 - define: guru
- To search for a specific file type in your results, use "filetype:"
 - Merrimack Academic Calendar filetype:pdf

Syncing, etc.

For iPhones, use the guides in your packet

For Android, you should already have Google Apps installed on your phone.

- **Simply add a new email address to your account**

Email Etiquette

1. **Email is forever**
2. **Email goes where it is told**
3. **Professors might not open mail sent from your personal email address**
4. **Subject lines are for subjects**
5. **Clear and concise is best.**

Anything else?

Changing your Picture

Any Questions??

**** Additional resources can be found on your Google Guru Handout Packet**

Changing your picture

- On your gmail inbox page, click the round icon in the top right corner of the page.
- Click **“Change photo”**
- Select a professional picture to use for your email account.

Overview of Google Docs, Sheets, and Slides

What are Google Docs, Sheets, and Slides?

Google Docs, Sheets, and Slides are productivity apps that let you create different kinds of online documents, work on them in real time with other people, and store them in your Google Drive online — all for free. You can access the documents, spreadsheets, and presentations you create from any computer, anywhere in the world. (There's even some work you can do without an Internet connection!) This guide will give you a quick overview of the many things that you can do with Google Docs, Sheets, and Slides.

Google Docs

Google Docs is an online word processor that lets you create and format text documents and collaborate with other people in real time. Here's what you can do with Google Docs:

- Upload a Word document and convert it to a Google document
- Add flair and formatting to your documents by adjusting margins, spacing, fonts, and colors — all that fun stuff
- Invite other people to collaborate on a document with you, giving them edit, comment or view access
- Collaborate online in real time and chat with other collaborators — right from inside the document
- View your document's revision history and roll back to any previous version
- Download a Google document to your desktop as a Word, OpenOffice, RTF, PDF, HTML or zip file
- Translate a document to a different language
- Email your documents to other people as attachments

To learn more about Google Docs, check out the [Google Docs getting started guide](#).

Google Sheets

Google Sheets is an online spreadsheet app that lets you create and format spreadsheets and simultaneously work with other people. Here's what you can do with Google Sheets:

- Import and convert Excel, .csv, .txt and .ods formatted data to a Google spreadsheet
- Export Excel, .csv, .txt and .ods formatted data, as well as PDF and HTML files
- Use formula editing to perform calculations on your data, and use formatting make it look the way you'd like
- Chat in real time with others who are editing your spreadsheet
- Create charts with your data
- Embed a spreadsheet — or individual sheets of your spreadsheet — on your blog or website

For more information about Google spreadsheets, check out the [Google Sheets getting started guide](#).

Google Slides

Google Slides is an online presentations app that allows you to show off your work in a visual way. Here's

what you can do with Google Slides:

Create and edit presentations

Edit a presentation with friends or coworkers, and share it with others effortlessly

Import .pptx and .pps files and convert them to Google presentations

Download your presentations as a .pdf, .ppt, .svg, .jpg, or .txt file

Insert images and videos into your presentation

Publish and embed your presentations in a website

For more information about Google presentations, check out the [Google Slides getting started guide](#)

Sync Calendar with a phone or tablet

Learn how to get Google Calendar on your phone or tablet.

When you sync your calendar on your mobile device, all your events are automatically backed up so you can always see your events on a computer at www.google.com/calendar.


Get started


Choose your device:

Android phone or tablet

Download the official app for Android 4.1+

The official Google Calendar app is the recommended way to get Calendar on your Android phone or tablet.

1. Download the Google Calendar app  on Google Play.
Can't find or install the app? Your version of Android might not work with the app. See the section below for older versions.
2. When you open the app, you're already signed in with your Google Account. You can also add another account.

If you ever need help with the app, just go to the main menu in the app  and choose **Help & Feedback**. Learn more about the app.

Options for older versions of Android

How to tell which version of Android you have


Sync options for older versions of Android

iPhone or iPad

Download the official Google Calendar app for iPhone

The Google Calendar app is the recommended way to get Calendar on your iPhone.

1. Download the Google Calendar app  on the App Store.
2. Sign in with your Google Account. You can add multiple accounts to the app.

If you ever need help with the app, just go to the main menu in the app  and choose **Help & Feedback**. Learn more about the app.

Sync with the Apple Calendar app for iPhone & iPad

Set up sync with the Apple Calendar app

Other smartphones or tablets

On most devices, you can view Calendar in a mobile web browser, or download a calendar app that syncs with Google Calendar. You may also be able to add your Google Account on your device's Settings page so you can sync with the calendar app that comes on your device.

Using Google Calendar with a work or school account? You may also be able to use Google Apps Sync for Microsoft Outlook.

Sync Calendar, Gmail, and other Google Apps with your iPhone

To sync Google Apps such as Gmail, Calendar, or Contacts with your iPhone®, iPad® or other iOS devices (such as, iPod Touch® or Mac®) you need to set up Google Sync on each of the devices individually.

This article is for Google Apps for Work, Education, and Government users. Other users should visit [Sync Gmail, Calendar and Contacts](#) for instructions for their iOS device. [Learn more.](#)

Google now provides native iOS Mobile Device Management (MDM) support for your iOS devices. [Learn more about managing iOS devices.](#)

Before you begin with Google Sync

Synchronize iTunes® to ensure that contacts and calendars on the iOS device are backed up to your computer. [Learn more.](#)

Check the cookies setting in Safari® (**Safari > Preferences > Privacy**) to see if it is set to **From Visited** or **Always**. If it's set to **Never**, you're more likely to be prompted to solve a CAPTCHA. Set the language on your device to **English (US)** to allow access to the m.google.com server.

Note: After you set up Google Sync, your administrator may also have additional device management capabilities (such as remote wipe or password requirements). Contact your administrator for more details.

Getting started with Google Sync

An error occurred.

Unable to execute Javascript.

1. On the iOS device, touch **Settings**.
2. Touch **Mail, Contacts, Calendars**.
3. Touch **Add Account**.

4. Touch **Exchange**.

Note: iOS 4.0+ allows multiple Exchange™ accounts. However, if you're on a device that doesn't let you add a second account, you can use IMAP to sync Gmail, CalDAV to sync Google Calendar, and CardDAV to sync contacts.

5. Enter the full Google Apps email address and a password and touch **Next**.

6. In the **Server** field, enter **m.google.com**.

7. Leave the **Domain** field blank.

8. In the **Username** field, enter the full Google Apps email address.

9. The password should already be in the **Password** field, if not, enter it again and touch **Next**

Notes about passwords:

Be sure that you have a strong password for your Google Apps account. Learn more.

If you see an error message saying "Invalid Password", you may need to unlock your account by solving a short CAPTCHA challenge-response test. Go to <https://www.google.com/accounts/UnlockCaptcha> to allow access.

If you are a 2-Step Verification user, you should use an Application-specific password instead of a regular password in this field.

10. Select the Google services you want to sync, such as Mail, Contacts, and Calendars, and touch **Save**. To receive and respond to meeting requests on your device, you need to turn on **Mail** and **Calendar** here and **New events** in the Google Calendar settings. See Customize Mail, Calendar, and Contact settings for more information.

Starting synchronization: If **Push** is enabled on your device, synchronization will begin automatically. You can also open the Mail, Calendar, or Contacts app and wait a few seconds to start synchronization. If you recently signed up for Google Apps for Work, Education, or Government, it can take up to 24 hours before synchronization occurs.

Customize Mail, Calendar, and Contact settings

To enable New events on an iOS device:

1. Sign in to Google Calendar using the web browser on the iOS device.
2. Go to **Calendar Settings > Calendars**
3. Click **Notifications** for the calendar you want to sync.
4. Under **Email**, check the **New events** box (and any other notification settings you want enabled), and click **Save**.

Enable the Send Mail As feature:

Gmail and Google Apps users can send mail from a custom address using the web browser on their iOS device.

1. Sign in to Gmail using your web browser on an iOS device.

2. On the Account tab, click **Add another email address you own**.
3. Enter the alternate email address. If you want this address to be the default, uncheck the **Treat as an alias** box.
4. Click **Next Step**.
5. Click **Send Verification**. Gmail will send a verification message to your other email address to confirm that you own it.
6. To verify the address, do one of the following:
 - Click the link in the verification message.
 - Enter the confirmation code in the Accounts section of your Gmail settings.

Your iOS mail app may still indicate that you're sending mail from your primary account and not the new address. However, when the recipient receives the email, the from address should appear as the new address that you set up in Send Mail As. You can send a test email from the device to make sure the email address appears how you want it to.

For more information, see [Send mail from a different address or alias](#).

Gmail and Google Apps users can send mail with a custom address from an iOS mail app. To enable this feature:

1. On your iOS device, go to <http://m.google.com/sync/settings>.
2. Select your device and check the **Enable "Send Mail As" for this device** box.

Enable Delete Email As Trash on an iOS device:

When you delete email using an iOS mail app, the default setting for Google Sync specifies that Gmail will archive the message and not delete it. When you check the **Enable "Delete Email As Trash" for this device** box, deleted mail is sent to Gmail trash.

To enable this setting, go to <http://m.google.com/sync/settings> in your mobile browser. Note that this page is only available to users who've selected English (U.S.) as their language.

If you accidentally delete a message, you can find it by signing in to your Gmail inbox in a web browser and going to the Trash. By default, the Trash is emptied from Gmail every 30 days.

Encryption on iOS

The **Encrypt data on device** setting sends a Microsoft® Exchange ActiveSync® policy to devices. See below to determine if your users' devices will sync to Google Apps when this setting is enabled.

Devices that will sync when the setting is enabled:

- iPhone** (3GS and later)
- iPad**(all models)
- iPod touch**(3rd generation and later)

Devices that will not sync when the setting is enabled:

- iPhone 3G** and earlier models

iPod touch (1st and 2nd generation)

Note: If **Enable Google Sync for users** is selected, these devices with any version of iOS will sync with Google Apps. Additionally, if **Enforce policies on Google Sync devices** and **Encrypt data on device** are selected:

Devices running iOS 3.1 and later will not sync to Google Apps.

Devices running an iOS earlier than to 3.1 may not enforce the encryption setting and still sync to Google Apps.

18 Etiquette Tips for E-mailing Your Professor

Consider these things when communicating electronically with your college instructors.

By Jeremy S. Hyman and Lynn F. Jacobs

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Professors, like everyone else, have gone electronic. In addition to the one-on-one office hour, they're quite willing to communicate by e-mail. Here are some things to consider before clicking the "Send" button:

- 1. E-mail is forever.** Once you send it off, you can't get it back. Once your professor has it, he or she owns it and can save it or, in the worst case, forward it onto colleagues for a good laugh—at your expense.
- 2. E-mail goes where it's told.** Check—and double check—to see that the right address appears in the "To" line. Just because your mom and your professor are both named "Lynn" is no reason to send all your love to Professor Lynn.
- 3. Professors might not be using the cruddy university e-mail system.** So send it to the address they actually use, not the one on the university directory. (Check the syllabus or assignment sheet for clues.)
- 4. Professors might not open mail sent from luckydogpig@thepound.com.** They prefer to open mail sent from more reputable addresses, like you@theCruddyUniversityE-mailSystem.edu.
- 5. Subject lines are for subjects.** Put a brief explanation of the nature of the e-mail (like "question about paper") in the subject line. Never include demands such as "urgent request—immediate response needed." That's the surest way to get your request trashed.
- 6. Salutations matter.** The safest way to start is with "Dear Professor So and So" (using their last name). That way you won't be getting into the issue of whether the prof has a Ph.D. or not, and you won't seem sexist when you address your female-professor as "Ms." or, worse yet, "Mrs. This and That."
- 7. Clear and concise is best.** Your prof might get 25 or 30 E-mails a day, so, it's best if you ask your questions in as focused and succinct a way as possible. (Hint: it's often good to number your questions). And, if your question is very elaborate or multifaceted, it's best to go to an in-person office hour. You'll get better service that way.

Extra Pointer. Before sending a draft of a paper to a professor as an attachment, check to see that he or

she is willing to accept such longer documents. If not, see if he or she will look over a page or even a central paragraph of your work incorporated into the body of the E-mail. And be sure to "cc" yourself any time you send a piece of work; who knows the fate of the copy you're sending?

5-Star Tip. Never e-mail your paper as an attachment in a bizarre format. You might think that .odt is really cool since you didn't have to pay for Open Office. But what when the professor discovers it takes him or her 20 minutes to find the plug-in that doesn't work, then another half hour to download Open Office (which ties up all too much space on his computer). What was supposed to be a 15-minute grading job on your paper is now taking over an hour. And then the prof has to assign your grade? Stick to Word.

8. Always acknowledge. If your professor deigns to answer—or send you the handout or reference that you asked for—be sure to tell him or her that you got it. That way he or she will think kindly of you next time they see you in class.

9. THIS IS NOT A SHOUTING MATCH. Don't write in all uppercase letters, which is an E-mail convention for anger or other strong emotions. No one likes yelling.

10. No one really likes emoticons and smileys. Trust us on this one. :)

11. This is not Facebook. Don't write the professor in the way you'd write on your friend's wall.

5-Star Tip. It's never a good idea to "poke" your professor, no matter how funny it seems at the time.

12. This is not IM-ing. So pls dun wrte yor profesSR llk ur txtN. uz abbrz @ yor own rsk. coRec me f lm wrng. (Translation thanks to www.transl8it.com, which features a neat little Facebook widget.)

13. This is not CollegeHumor. Resist the temptation to talk about the "bad ass" paper you need help with, your "loser" TA who didn't teach you what you needed to know, or the "crappy" grade you just got on the midterm.

14. This is not RateMyProfessors.com. The professor doesn't want your comments about his or her performance in the class. Save those for the end-of-semester evaluations, where you'll be able to spout off. Anonymously.

15. Spelling mistakes make you look like a doofus. So always use the spel check, and proofread yyour e-mail, two.

16. Signoffs and signatures count. Always end by thanking the professor for his or her time, and closing with "Best wishes" or "Regards" (or some other relatively formal, but friendly, closing). And always sign with your (entire) real name, not some wacky nickname like Ry-Ry or Biff.

17. Your prof doesn't want to hear your philosophy of life. Skip the cute quotes or statements of your religious or political views at the bottom of your E-mail. You never know what offends.

18. Don't lay it on too thick. It's one thing to be polite and friendly in your e-mail; it's another thing to wind up with a brown nose.

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