

Tutorial on How To Use Google Applications



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Setting up a Google account

Go to <http://www.google.com> and click on the **'Sign In'** link found in the upper right hand corner as seen below. This will direct you to the Google account login screen.

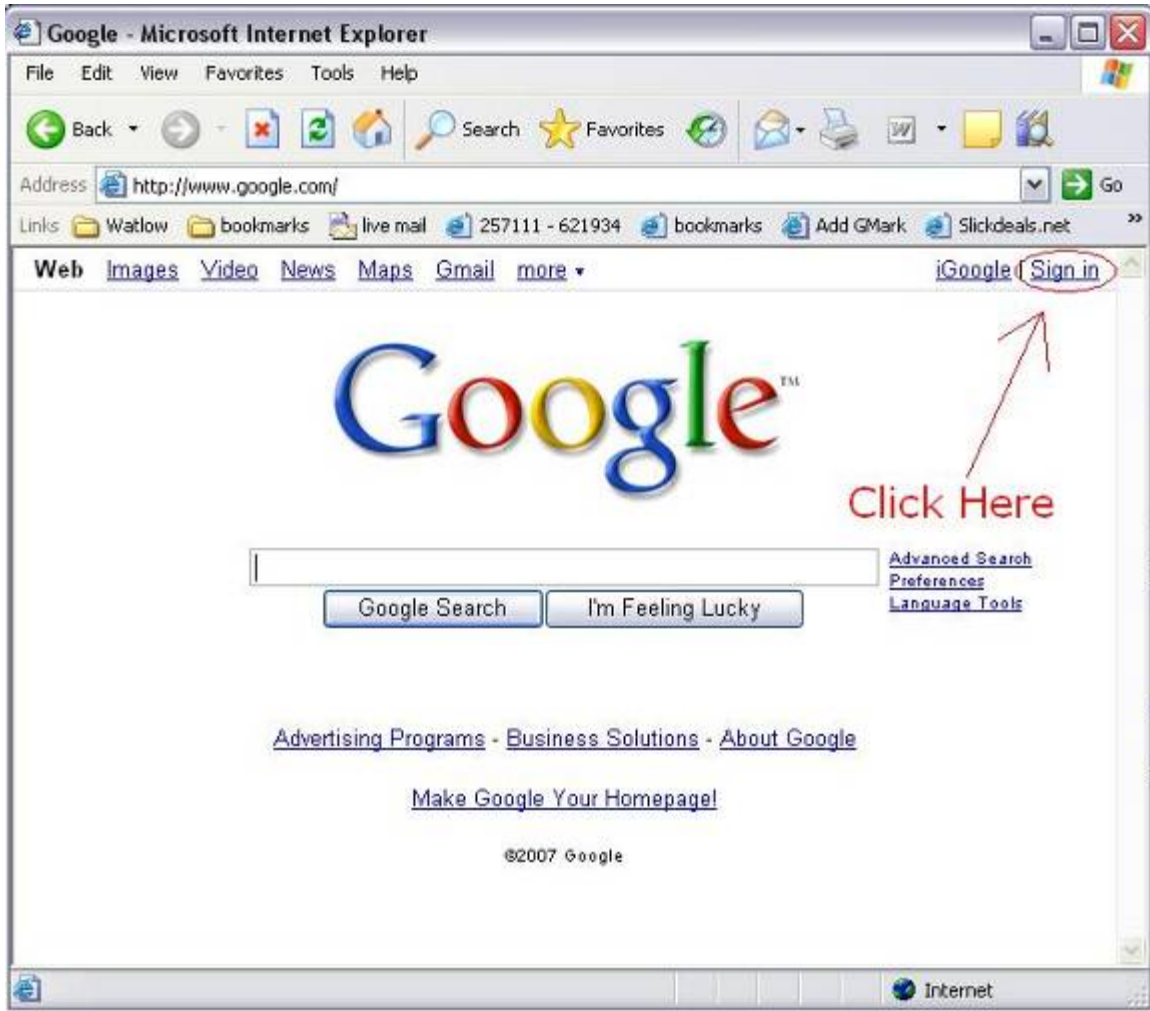


Fig. 1. Google Home Page

On the this page, click the 'Create an account now' link as seen below in Fig. 2.

NOTE: If you already have a Google Account set up, you can simply log in like you normally would, granted that the email address you sign in with corresponds with the email linked to the MoIAC Google Group.

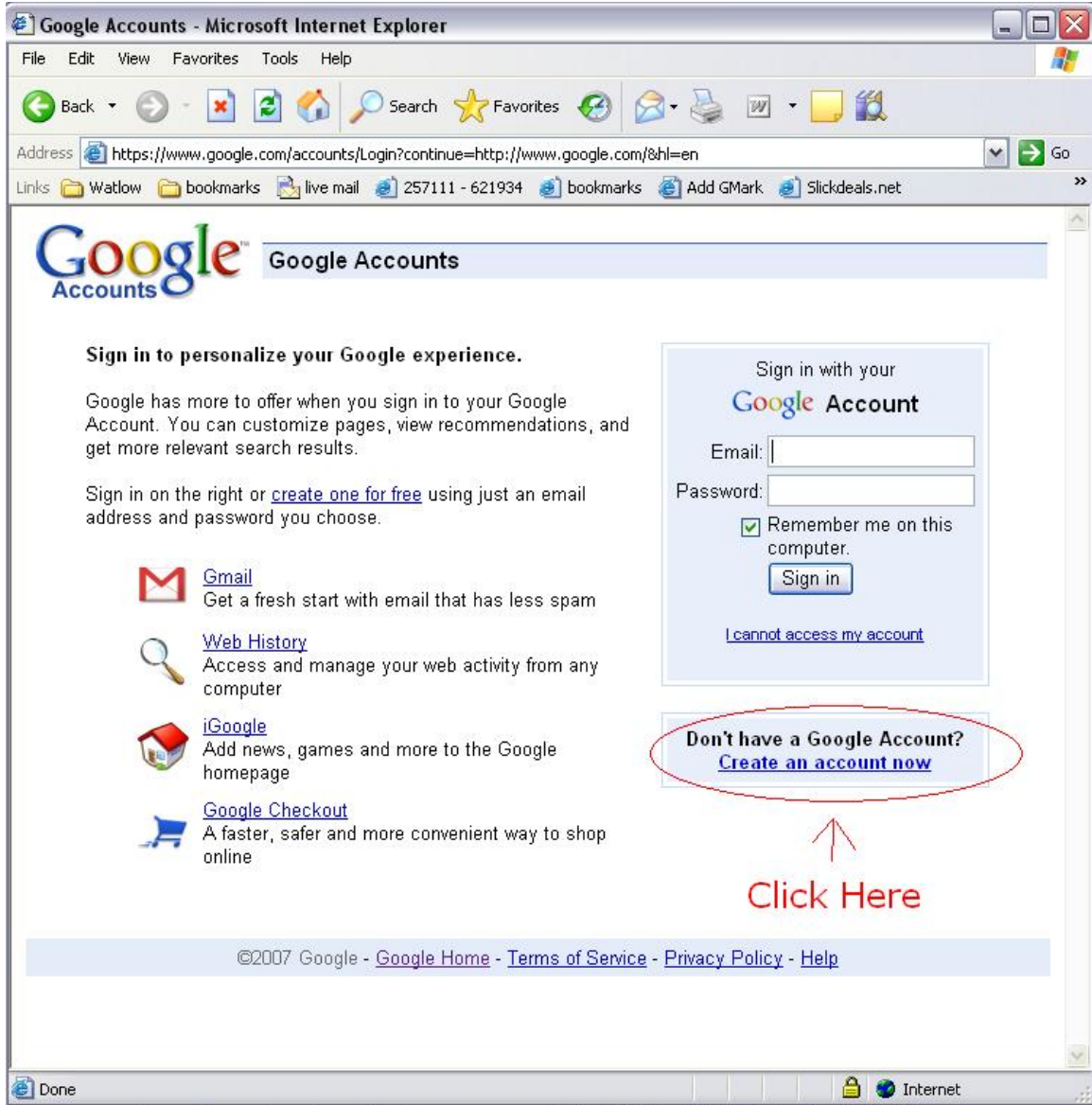


Fig. 2. Google Account login screen

On this page, fill in 'Your current email address' section using the email address that is linked to the MoIAC Google Group, as well as the remaining information on the page. Then click the 'Accept' button at the bottom of the page to create your Google Account.

If you are unsure which email address was used for the Google Group, please email Michael Koch at michael.d.koch@hotmail.com to find out.

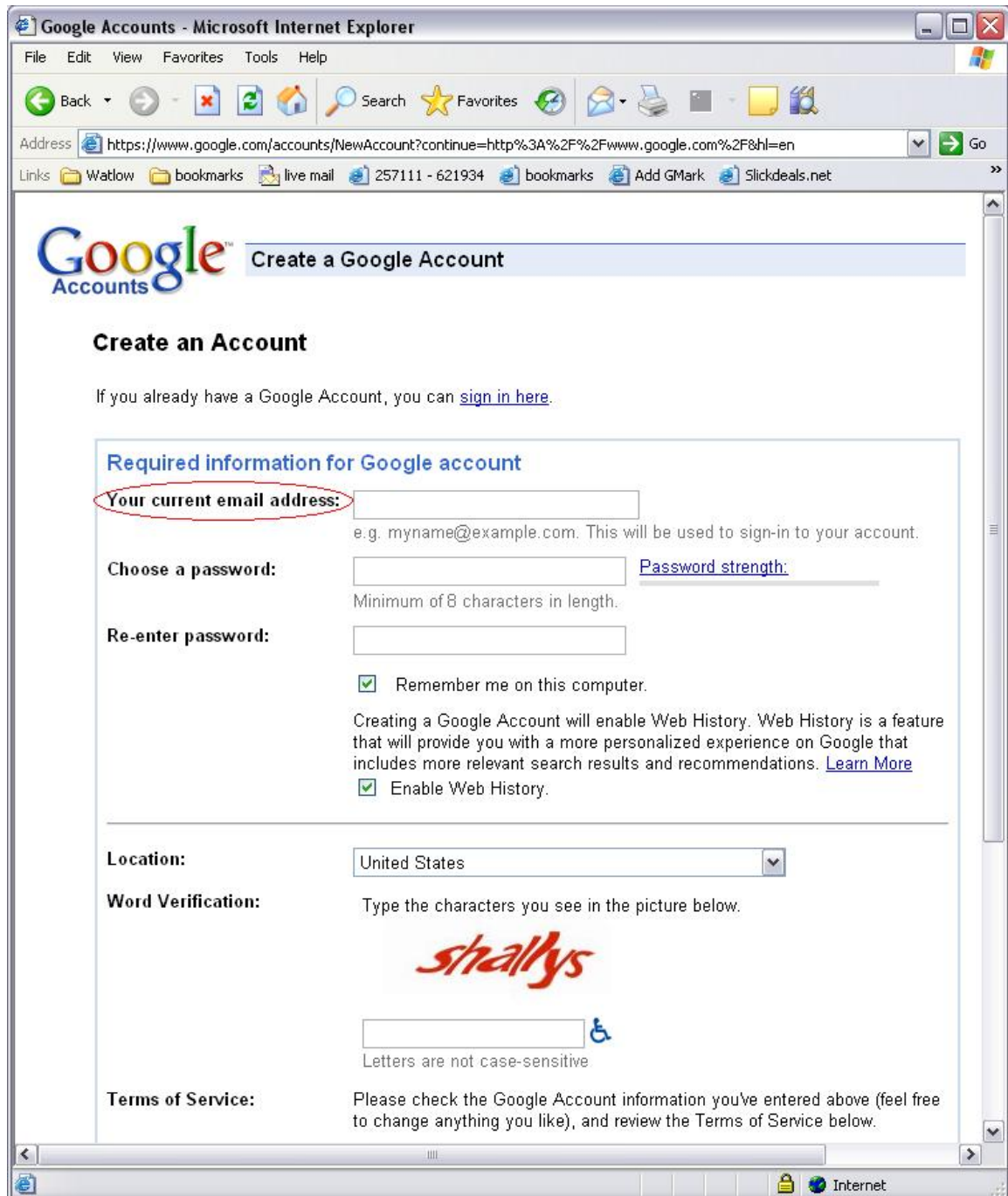


Fig. 3. 'Create an Account' screen

Once your account is created, the screen below will come up letting you know that a verification email has been sent. You must check your email, and click the link provided. Once your account is verified, your Google Account will be set up.

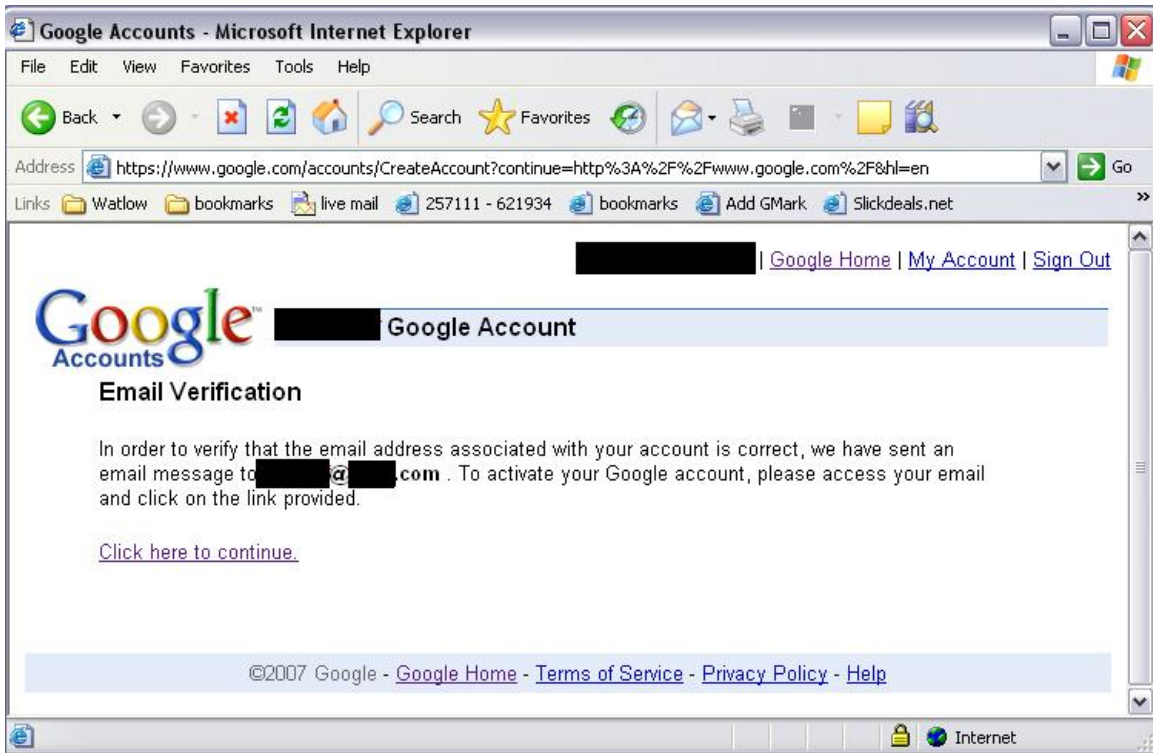


Fig. 4. Email Verification Screen

Using Google Docs & Spreadsheets

Goto <http://docs.google.com> and use your new username (email) and password to login. Once you are logged in, you will be taken to a screen similar to the one below. This will show all documents & spreadsheets you currently have stored in Google Docs.

1. To create a NEW document, simply click on the 'New' drop-down menu, then select either Document, Spreadsheet or Folder. This will bring up a blank document in a new window.
2. To OPEN a saved document, simply click on the file name and the document will open in a new window.
3. To SAVE the file to your desktop, select the checkbox next to the file name then click the 'More actions' drop-down menu, then select which file type you want to save it as.
4. To DELETE a file, select the checkbox next to the file name, and click 'Delete'

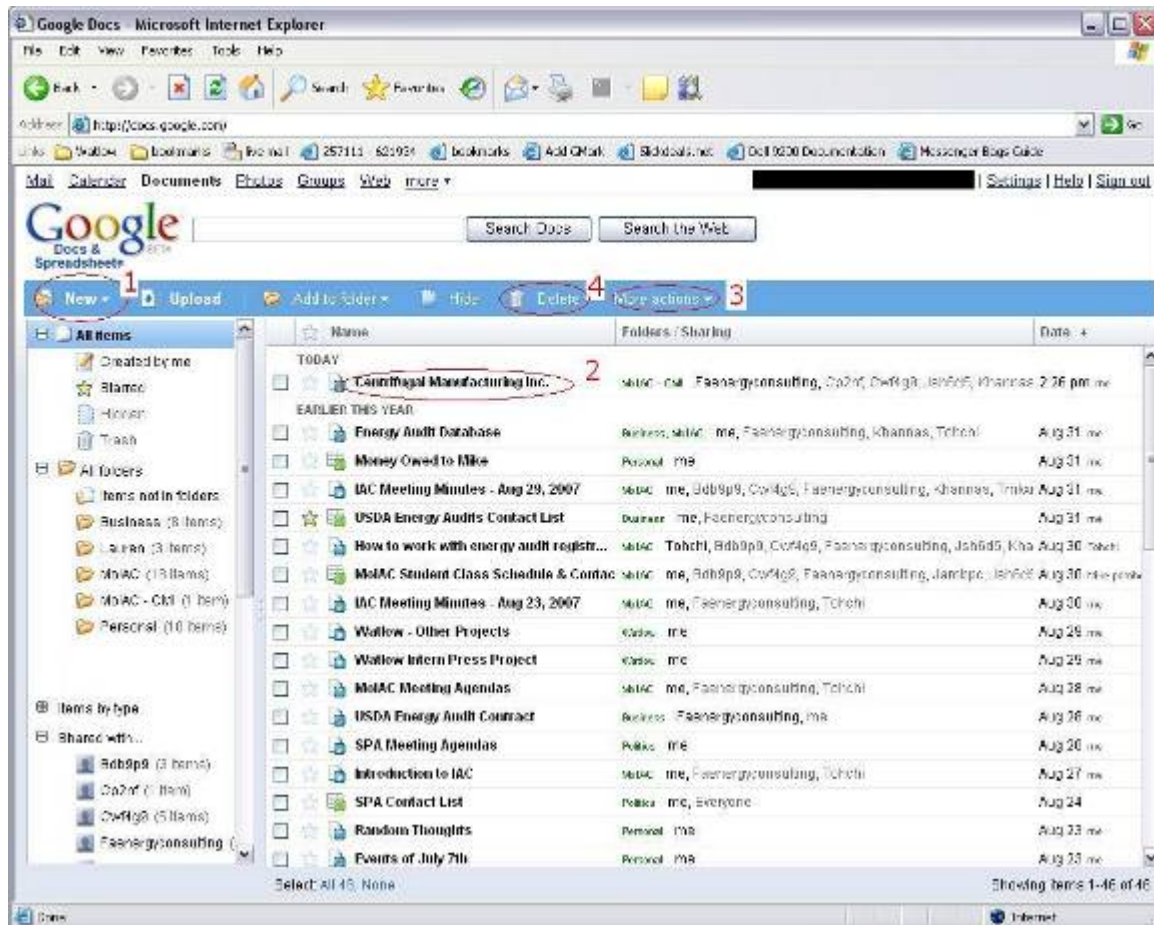


Fig. 5 Central file viewing area for Google Docs

Once inside a document or spreadsheet, the controls are very similar to that of Word or Excel.

One feature you should be aware of is the SHARE option, circled below. The SHARE option is a very powerful tool, that is and will be used heavily by the IAC. It allows documents to be collaborated on over the internet, with simultaneous editing possible. Please become familiar with how to use this, as it will be integral to the IAC's success.

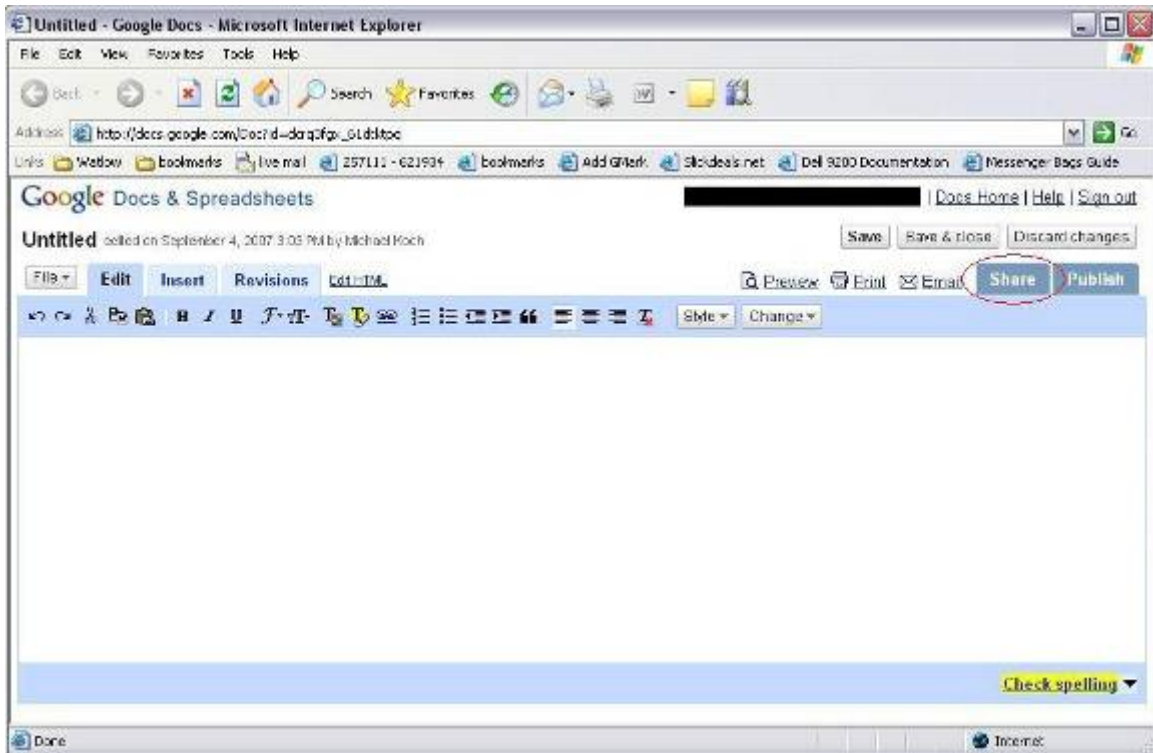


Fig. 6 Image of a New Document

Once SHARE button is clicked, the window below will be brought up. On the left, there is a box from which you can invite people as either collaborators (they can edit) or viewers (they cannot edit). On the right, you can see who the document has been shared with and also email all collaborators and create events related to this document.

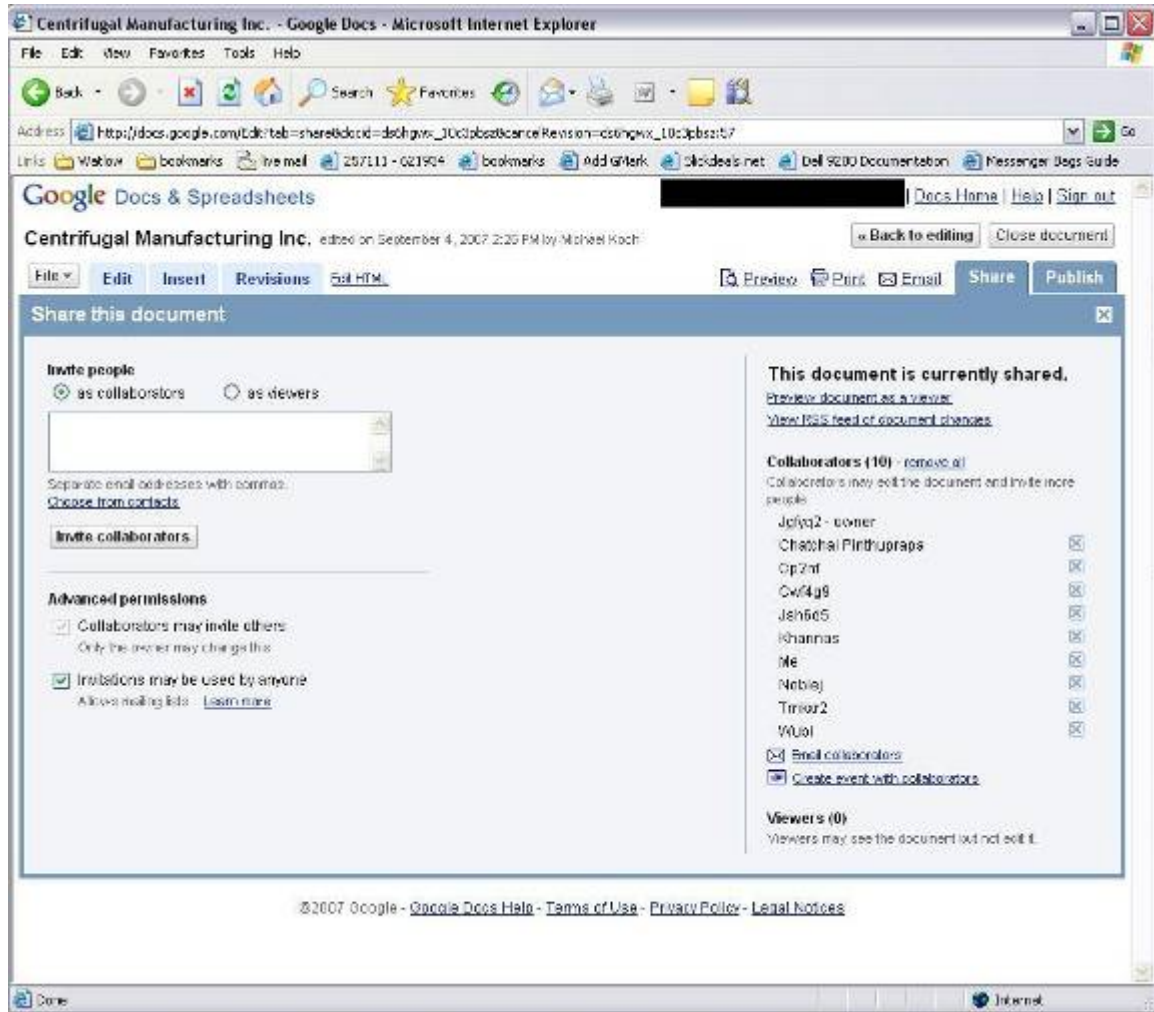


Fig. 7 Share Tab

Using Google Calendar

Goto <http://calendar.google.com> and use your new username (email) and password to login. Once you are logged in, you will be taken to a screen similar to the one below. This will show all events you currently have stored in Google Calendar. You should have ones related to the IAC. If not, please contact a Lead Student to have the calendar shared with you.

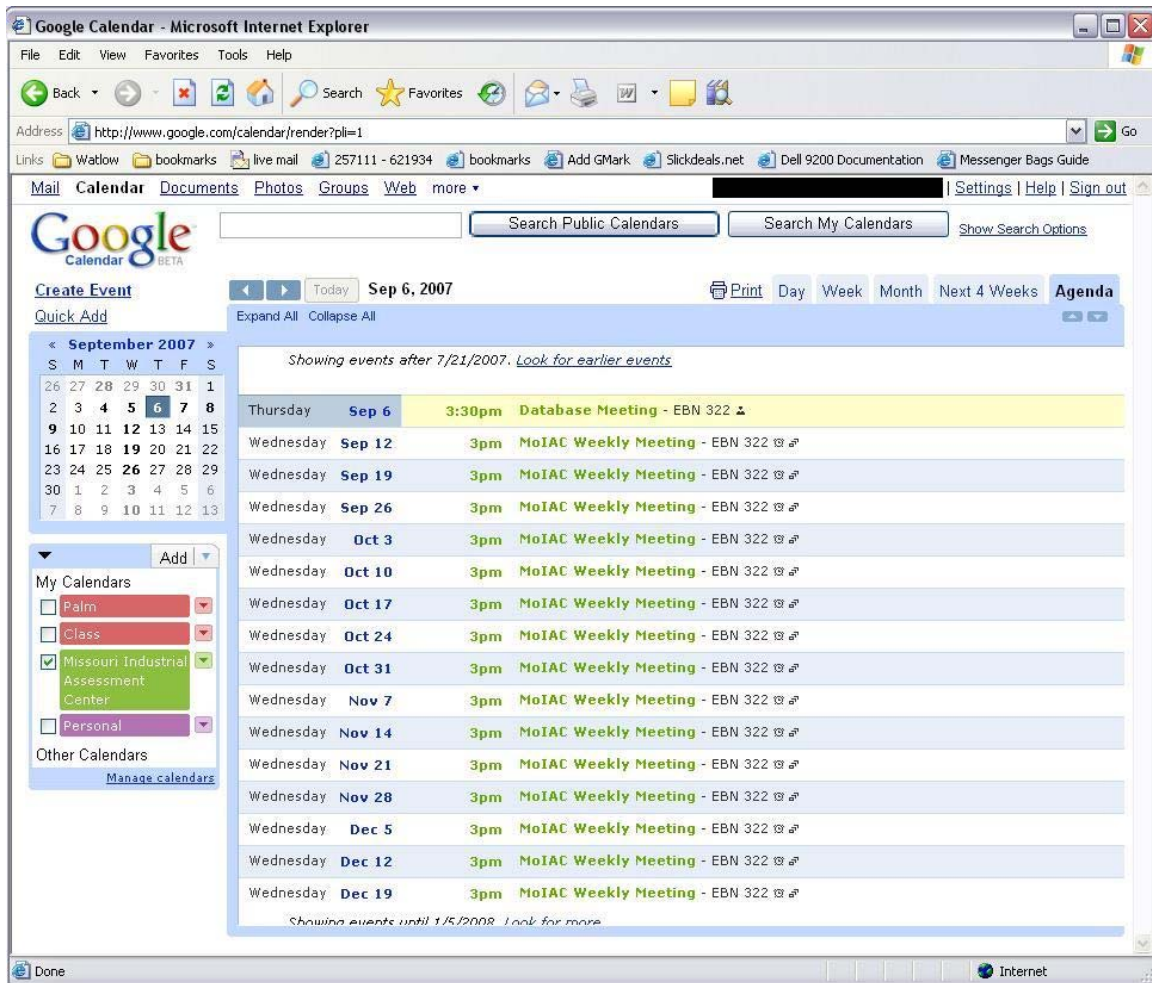
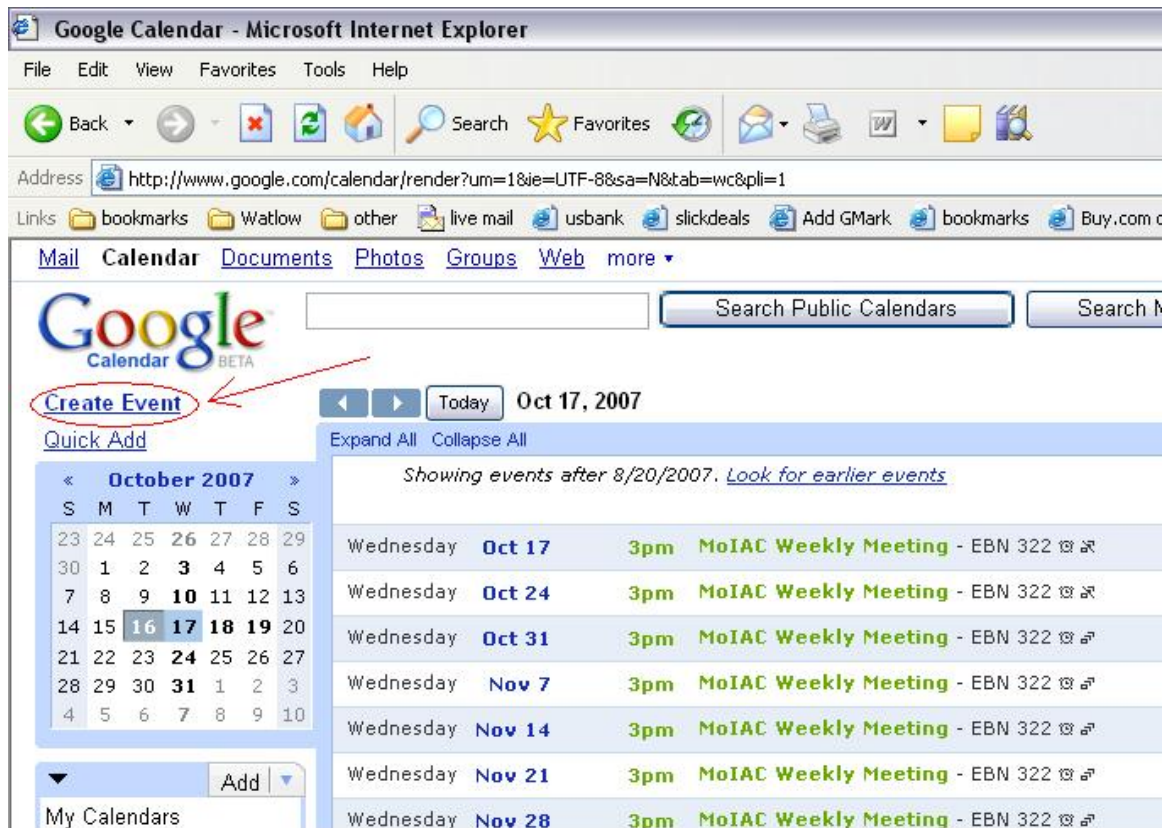


Fig. 8 Main Screen for Google Calendar

Add Event

To add an event, simply click the 'Create Event' link on the left side of the screen. This will take you to the next screen, found in Figure 10.



The screenshot shows the Google Calendar interface in Microsoft Internet Explorer. The browser's address bar displays the URL: <http://www.google.com/calendar/render?um=1&ie=UTF-8&sa=N&tab=wc&pli=1>. The page title is "Google Calendar - Microsoft Internet Explorer". The main content area features the Google Calendar logo and a search bar. On the left side, there is a "Quick Add" section with a "Create Event" link circled in red and pointed to by a red arrow. Below this is a calendar grid for October 2007, with the 17th highlighted. The main calendar view shows a list of events for "MoIAC Weekly Meeting" on Wednesdays, starting from Oct 17, 2007, at 3pm, in room EBN 322. The events listed are:

Day	Date	Time	Event Name	Location
Wednesday	Oct 17	3pm	MoIAC Weekly Meeting	EBN 322
Wednesday	Oct 24	3pm	MoIAC Weekly Meeting	EBN 322
Wednesday	Oct 31	3pm	MoIAC Weekly Meeting	EBN 322
Wednesday	Nov 7	3pm	MoIAC Weekly Meeting	EBN 322
Wednesday	Nov 14	3pm	MoIAC Weekly Meeting	EBN 322
Wednesday	Nov 21	3pm	MoIAC Weekly Meeting	EBN 322
Wednesday	Nov 28	3pm	MoIAC Weekly Meeting	EBN 322

Fig 9. 'Create Event' link

Here you will find the 'Create Event' screen. On this page you can add details about the event like date, location, privacy settings, etc.

Also, on the right side, you can invite 'guests' to attend the event. This is accomplished by entering that person's email address, or if that person is in your contact list you can simply type their name.

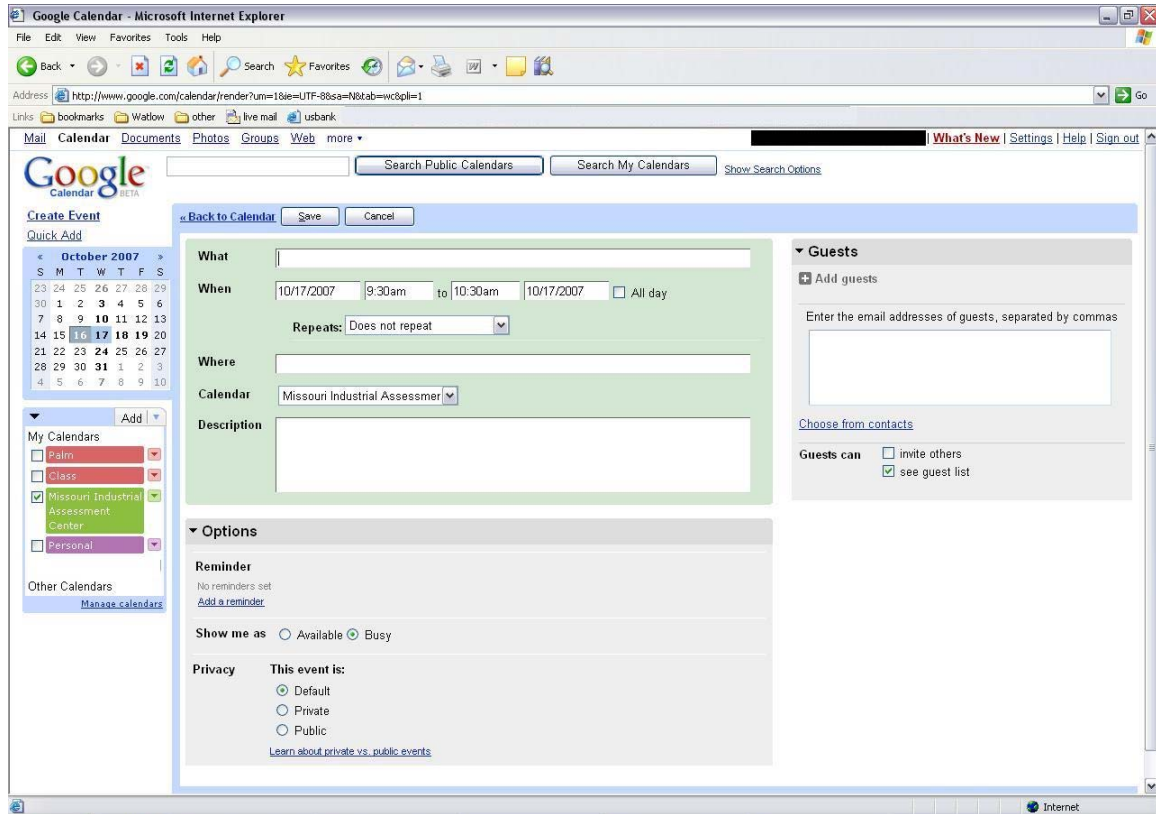


Fig 10. 'Create Event' page

Using Google Groups

Goto <http://groups.google.com> and use your new username (email) and password to login. You will see a page similar to the one below. In the upper right hand, click 'Sign In'. Once you are logged in, you will be taken to a screen that shows which groups you are currently participating in. If you do not see the IAC group, please contact a Lead Student to be added.

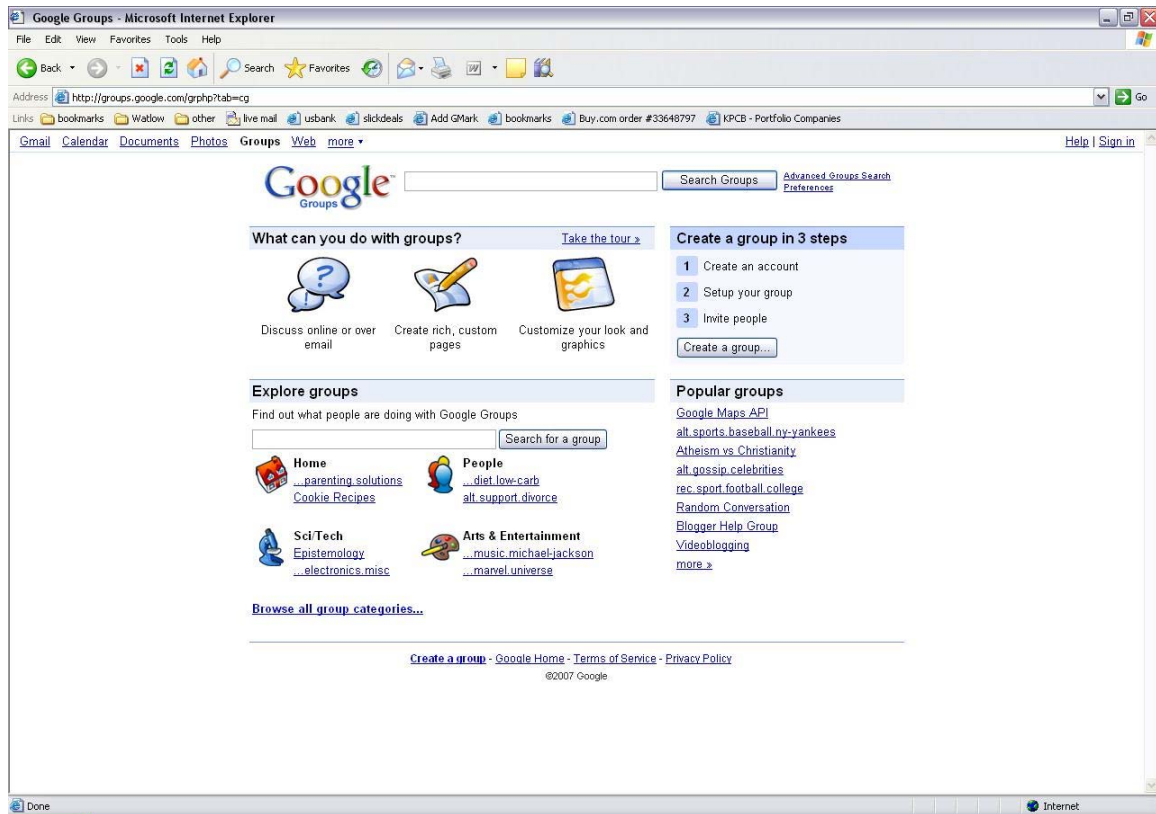


Fig. 11 Google Groups Welcome page

Main Group Page

Below you can see the main page for the IAC Google Group page. From here you can view past emails sent out on the listserve, view members, and files uploaded to the group. These can be accessed thru the taskbar on the right side.

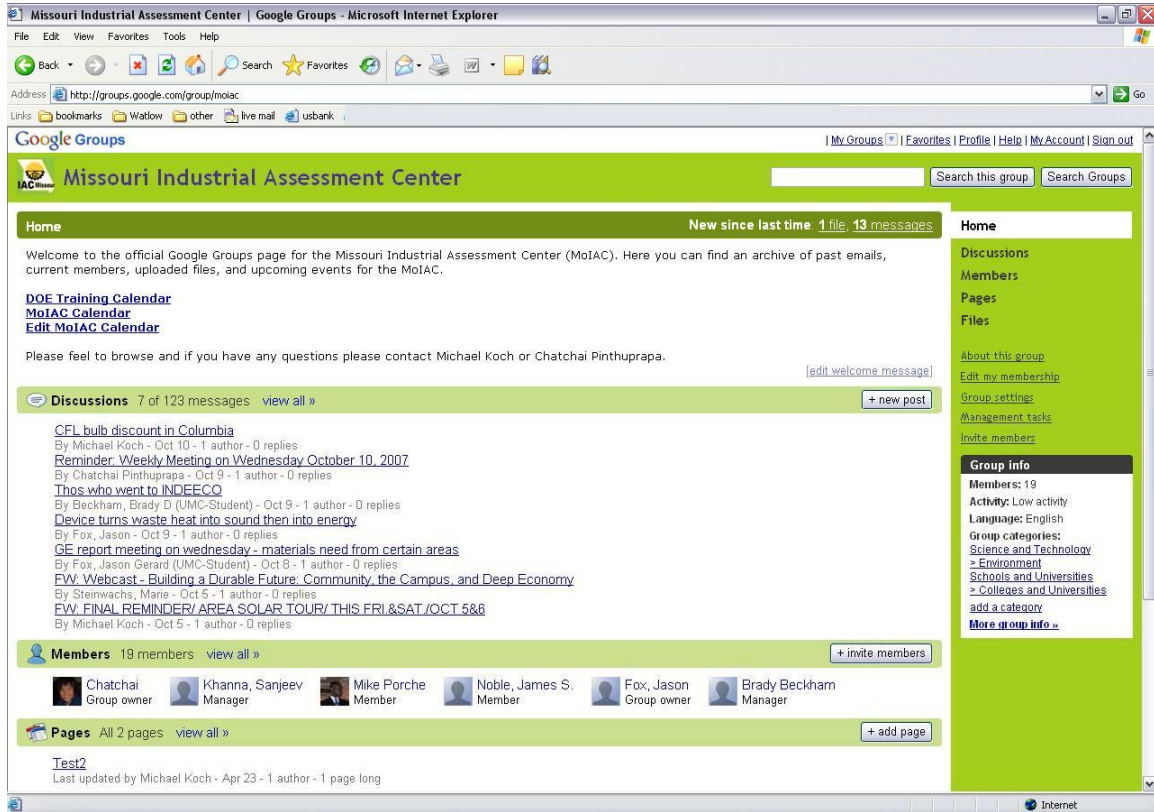


Fig. 12 – MoIAC Main Group page