G Suite

Learn about Gmail, Google Docs, Sheets, Slides, Google Calendar, etc.

- Google Apps
  - Create and Manage Projects with Google Drive
  - Connect using Google
  - How to use MLML Google Calendars (link)
  - Manage Google Groups
  - Sync Google Calendar with your phone
  - Import events from your current calendar app to a Google Calendar
  - Getting started with Google Drive
  - Google Docs
  - Gmail Overview
  - Google Hangouts

Google Apps

Learn about Google Docs, Sheets, Slides, Google Calendar, etc.

Create and Manage Projects with Google Drive

Documents, Sheets, Slides

- Documents, sheets, and slides are web-based office suite that allows users to create word documents, spreadsheets, and presentations.
  - For more information and help visit:
    - G Suite Google Docs
    - G Suite Google Sheets
    - G Suite Google Slides

Forms

- Google Forms is a way for users to create and manage online surveys and quizzes. You can create a Form and analyze results from any of your devices that supports Google. In addition, you can get instant results as they are available and summarize responses with charts and graphs.
- For more information and help go to Google Learning Center - Google Forms

Sites

- Google Sites is a way for users to create webpages for planning, sharing, collaborating, and connecting with other users.
- For more information and help visit Google Learning Center - Google Sites

Keep

- Google Keep is a note-taking service that allows users to create notes including text, lists, images, and audio.
- It easily connects all your devices that support Google and Google Apps (Mac OS, iOS, Android, Windows).
- For more information and help visit Google Learning Center - Google Keep

Connect using Google

Google consists of multiple applications that are great for communication. A key component of these apps that makes them so efficient is that they connect within themselves as well. Have a video meeting call with your team? Add the link to the video meeting in your team's Google Calendar Event so everyone has access to it.

Gmail

- Gmail provides an easy way to connect via email. Search for messages, customize and organize your mail, chat and video call with contacts. Gmail can connect with your other Google Apps, for example adding events from evites onto your calendar.
- For more information and help visit Gmail training and help.

Calendar

- Easily create multiple calendars for Family, Work, School, etc. with Google Calendars. The best part is you can share your calendar with others, sync it to all of your devices that support Google, and get reminders for events.
- For more information and help visit Google calendar training and help.

Google Currents

- Formerly known as Google+
- Connect with friends and coworkers on this professional online community. Easily correspond with coworkers on a secure corporate social network. Chat, share ideas, post comments, and send updates in Google Currents professionally.
- For more information and help visit Currents training and help.

Google Chat

- Google chat is an easy way to chat with people or groups.
- For more information and help visit Google Chat training and help.

Google Apps

How to use MLML Google Calendars (link)

See the **Calendars** page in **Classrooms & Academic Technology** --> **Calendars & Reservations**.

Google Apps

Manage Google Groups

- Google Groups are communication groups that are primarily used as email lists at MLML.
- Some Google Groups (like `students` and `staff`) are operated by SJSU IT, but you can create a Group for any purpose, like for your lab, or a project that you're working on.
- To view a directory of MLML's Google Groups, click this link:
  https://mlml.sjsu.edu/intranet/google-groups-directory/

Create a Google Group:

- Go to groups.sjsu.edu in your browser.
  - (if you need to view Groups in the old mlml.calstate.edu domain, go to groups.google.com while logged into your MLML Google account)
- Click **Create group** in the top left.
  image-1638829038332.png
- Enter the name for your group. Add "mlml-" to the beginning of the name, to distinguish your group from other groups in the SJSU domain
  image-1638829144730.png
- Enter the privacy settings for your group. You have a great deal of control over who can view, join, and send messages to the group's email list.
  image-1638829440864.png
- Add members and managers to your group. You can add anyone with an SJSU account by name or SJSU email address. If you want to add people who do not have SJSU email addresses, you can do that after creating the group, in this section.
  image-1638829522454.png
- Click **Create group.**

Send an Email to your Group:

- Go to mail.sjsu.edu in your browser.
- Start a new email, and type the name of your group into the recipient field.
- The email address will be <group name>@sjsu.edu:
  image-1638830924244.png

Change Group Settings:

- Go to groups.sjsu.edu.
- Locate the group that you wish to view/change settings for in the list of "My Groups" and click on it.

- Click **Group settings** in the list on the left:
  image-1638830168960.jpg
- Here you can view and change settings for your group.
- If you want to allow group members who do not have SJSU Google Accounts, use the **Allow external members** setting under the **General** section:
  image-1638830426950.jpg

View and Manage Google Group Members

- Go to groups.sjsu.edu.
- Locate the group that you wish to view/change settings for in the list of "My Groups" and click on it.
- Click **People** in the left sidebar:
  image-1638830746217.jpg
- Here you can view the members of your group, and change settings for each member.
- You can also remove members from here.
- You can add members by clicking **Add members** at the top
  image-1638831025325.png

Other Information:

- If you have a question about managing Google Groups, please file an IT Help Desk ticket.
- View Google's documentation on Google Groups:

  https://support.google.com/groups/#topic=9216

Google Apps

Sync Google Calendar with your phone

We do not recommend using the built-in Apple Calendar app. Google Calendar, which is available for Android and iOS, supports more of Google's features and standards.

Instructions are located on Google's website:

https://support.google.com/calendar/answer/151674

Google Apps

Import events from your current calendar app to a Google Calendar

You can import events created on a different calendar application or Google account to your Google Calendar. Click here for a guide on how to transfer calendar events.

Google Apps

Getting started with Google Drive

Google Drive is a part of the Google Apps package that's included with your SJSU email account. You can use it as a fantastic collaboration tool, as a portable productivity suite through Docs, Sheets, and Slides integration, and as a cloud-based file storage system.

You can access Google Drive by simply navigating to **drive.google.com** in your browser. If you're asked to login, use your SJSU email and password.

Below is a quick-start guide to uploading and sharing files with Google Drive.

Uploading files and folders

There are two ways to upload to your Drive. Both methods assume you already have it open in your browser. File size is essentially unlimited.

Method 1
Simply drag and drop the file onto your browser window with Google Drive open.

Method 2

1. Click the **"NEW"** button on the left side of the window, then click "File" (or "Folder") upload.
2. Choose the file (or folder) that you would like to upload.
3. If the file (or folder) is large, wait for it to finish uploading.
4. You're done.

Sharing files and folders

Sharing with specific people

1. Right click a file or folder and click **"Share..."**
2. Add as many people as you want.
3. Choose whether you want these people to be able to edit or only view/download.
4. You may enter a note if you wish.
5. Click **"Send"**.

The people you shared with will receive an email with a link to the file or folder and a note if you wrote one.

Get a link you can share with anyone with an @sjsu.edu email address

1. Right click a file or folder and click **"Share..."**
2. Click **"Get shareable link"**
3. Choose whether you want anyone with the link to be able to edit or only view/download.
    - *NOTE: You probably want to allow viewing only.*
4. Copy the link and share it with anyone you want.

Google Docs

Google Docs are a great way to share documents between multiple people and allow for simultaneous editing so everyone has the most up-to-date version.

Google Docs is very similar to other text editors; however, there are some functions that are specific to Google Docs which will be covered here.

Creating a New Document

- Login to Google Drive
- Click New in the top-left corner
  Screen-Shot-2019-11-06-at-11.54.08-AM.png
- Select Google Docs
  - Note: You can create a new document from a template by hovering over the arrow and selecting the "from a template option."

Importing a Document from Word

- Login to Google Drive
- Click New in the top-left corner
  Screen-Shot-2019-11-06-at-11.54.08-AM.png
- Select File Upload and select the document you want to import
- To edit the document in Google Docs, right-click on the document
- Select Open With > Google Docs

Sharing a Document

- Method 1
  - Right-click on the document you wish to share
  - Click Share
  - Enter email addresses or click Get shareable link to send to other
    - You can also change share settings like letting anyone with the link view or edit the document
- Method 2
  - From an open document, click Share in the top-right corner
  - Enter email addresses or click Get shareable link to send to other
    - You can also change share settings like letting anyone with the link view or edit the document

Viewing Changes Made to a Document

- Open a document
- Above the toolbar will be "All changes saved in Drive" or "See New Changes"
- Click whichever is present to enter the revision history

Editing vs. Suggesting

- If you would rather make suggestive edits to be reviewed by a collaborator change to Suggesting mode
- The default setting is Editing where the changes are automatically applied
- To change: locate the Editing setting in the top-right corner under Share
- Click on the down-arrow and select Suggesting

Utilize Outline View

- Set headings to be able to utilize outline view for easy navigation.
- To set headings:
  - In the toolbar, click on Normal Text, then select which header you want
- To navigate:
  - Click on the outline toggle in the top-right of the screen
    Screen-Shot-2019-11-07-at-11.32.53-AM.png
  - Click on the header you wish to jump to

Google Apps

Gmail Overview

IT has created multiple pages to help you configure and use your Gmail account. These pages can be found in our Gmail section of our KB.

If you need help determining your user account information, visit our User Accounts page.

Google Hangouts

Google Hangouts is an easy way to video chat and hold meetings with up to 50 people. The service may be accessed online through the Gmail, Google+ websites, or mobile applications. Google Hangouts is a reliable alternative to Zoom Video Conferencing.

Start a Meeting:

1. Navigate to https://meet.google.com
2. Click **Join or Start a Meeting**
3. Enter a Nickname for the meeting or leave it blank and click **Continue.**
4. Join the meeting:
    1. **Join Now:** to join the meeting with computer audio and video
    2. **Present**: to join the meeting with computer audio and share your screen
    3. **Join and use a phone for audio**: to join with computer video, enter your phone number, and Google Hangouts Meet will call your phone to join it's audio.
5. Add others to the meeting:
    1. Copy the meeting info and share with participants
    2. Click **Add people** and enter participant's email or click Call and enter their phone number
6. Once you are in the meeting you can:
    1. Mute/unmute your mic by clicking Screen-Shot-2020-03-24-at-9.44.17-AM.png
    2. Turn your camera on/off by clicking Screen-Shot-2020-03-24-at-9.46.01-AM.png
    3. Share your entire screen or a specific window/app by clicking Screen-Shot-2020-03-24-at-9.47.35-AM.png
    4. Leave the meeting by clicking Screen-Shot-2020-03-24-at-9.48.32-AM.png

Schedule a Meeting

1. Login to Google Calendar
2. Create a new event
3. Under **Add conferencing** select **Hangouts**
4. Fill out the rest of the meeting info and add guests.

For more information and help visit G Suite Hangouts and Google Hangouts Meet.