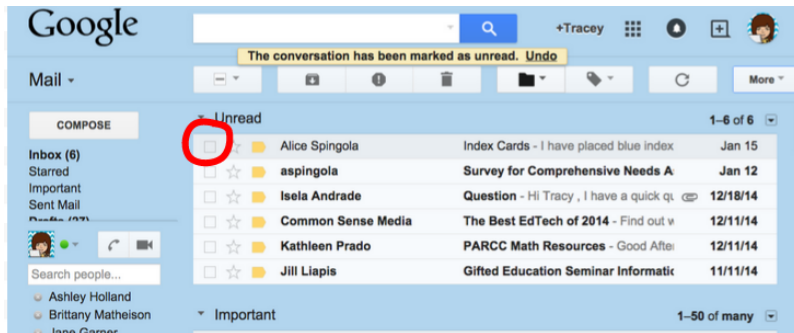


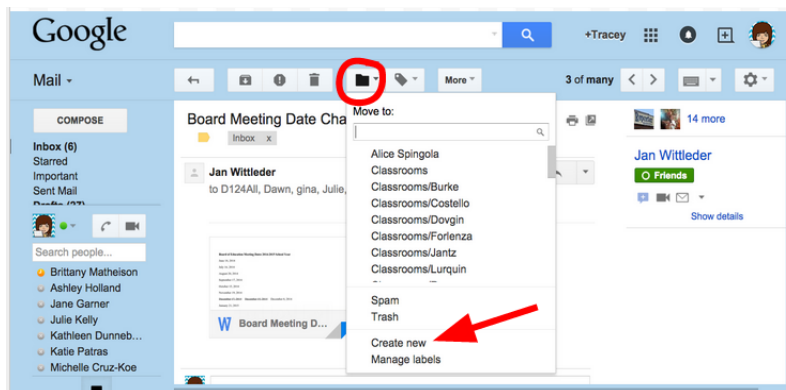
# EMAIL

## 1. Creating folders/labels.

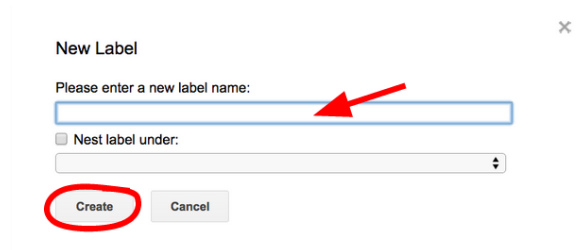
You can either check the box next to the email you want to move to a folder



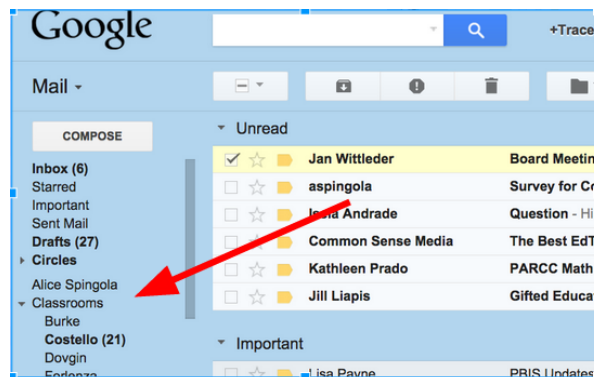
Or open the email. Then click the folder icon so you see this pop-up menu, and click on "Create New"



Then this box will appear. Give your new folder a name and click create.

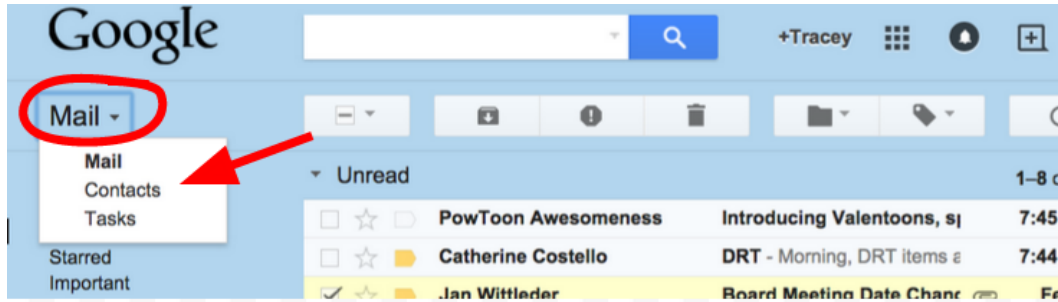


Your new folder will now be listed on the left.

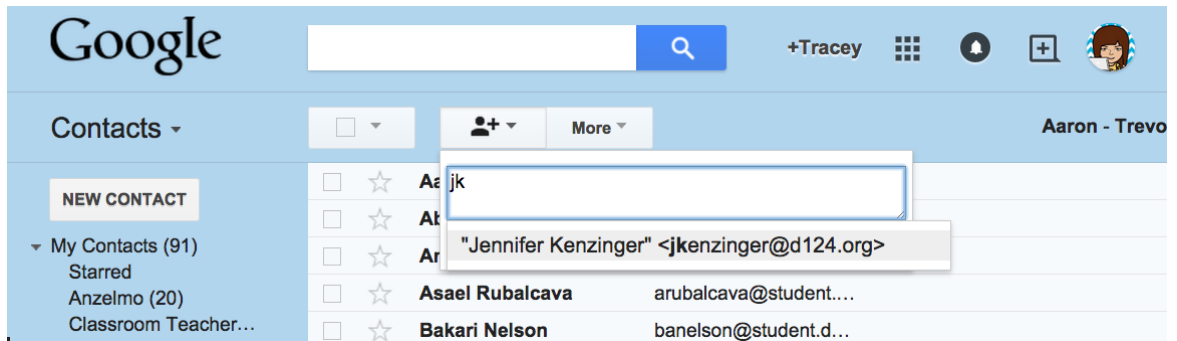


## 2. Creating contact groups

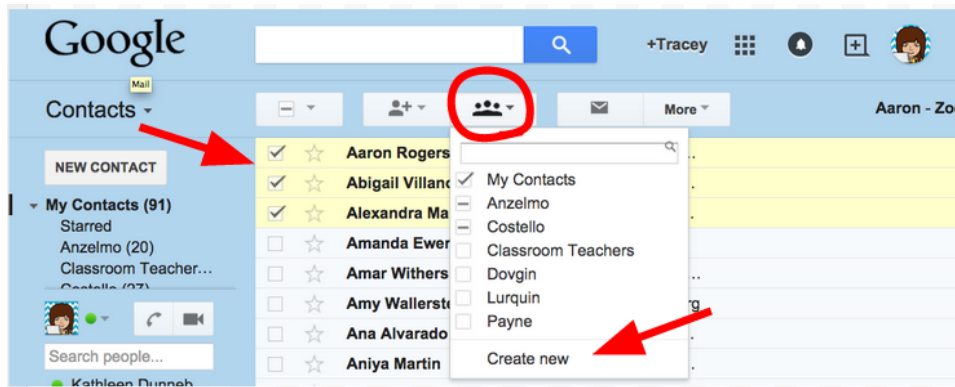
Click on “Mail” so this pop-up will appear. Then click on “Contacts”



Your screen will now look like the one below. You will need to add any person/student as a contact before you can put him/her in a group. Click the little head with the + sign. A box will pop up and you can type in the name of the person you want to add as a contact. When you start typing the name, the email address should pop up and you can click on it. Click “Add” when you are finished typing all the names you want.



Check the boxes of the names you want to add to a group. Then you will see the “Groups” icon (circled below). When you click it, the pop-up box will appear. Click “Create New”



This box will pop up. Type in a name for your group and click ok.

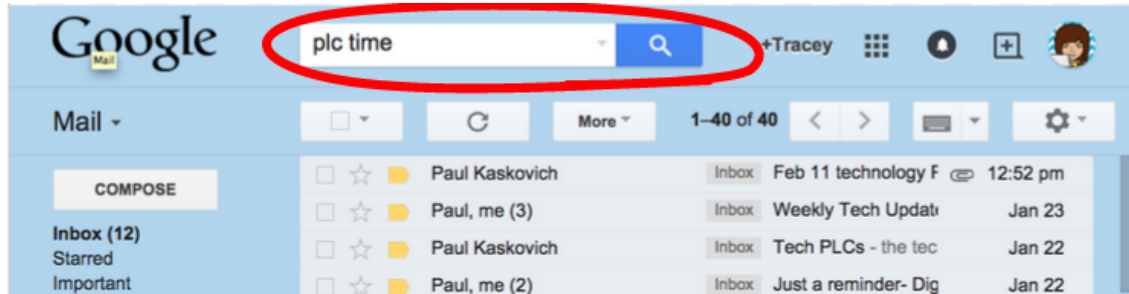
✕

New group

Please enter a new group name.

### 3. Searching email

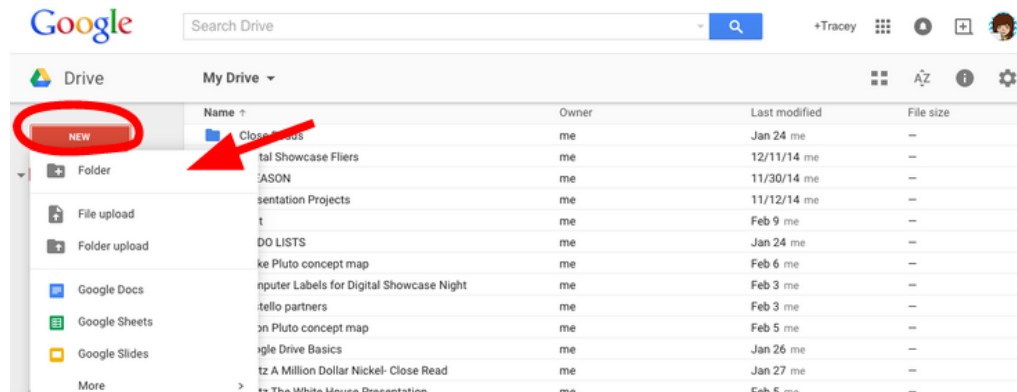
If you are looking for a specific email, the easiest way to find it is to search for it using the search box. Just type in the name of a person who sent the email or a keyword and click the blue magnifying glass.



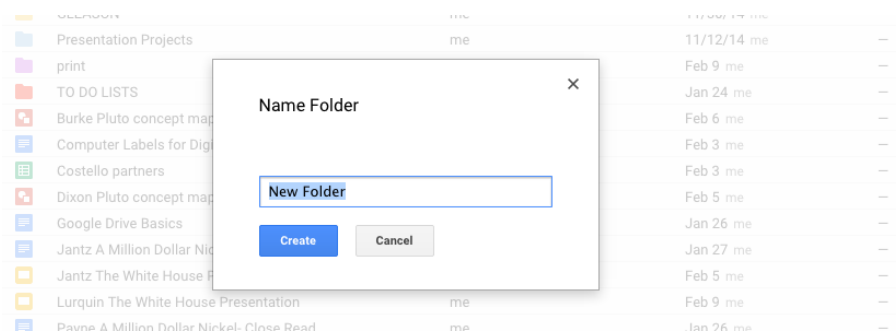
# DRIVE

## 1. Creating Folders

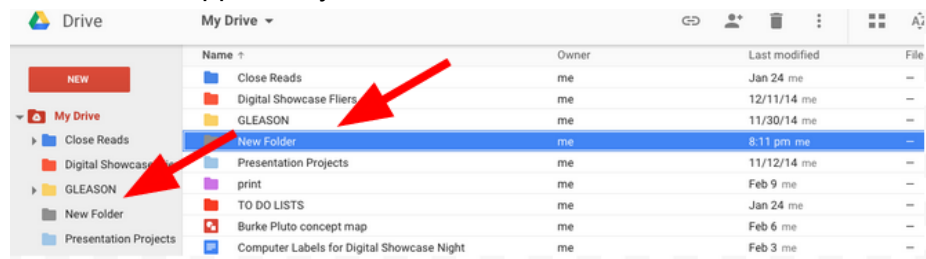
When you are in your Drive, Click on “New” and a pop-up box will appear. Click on folder.



A new box will appear and you can name your folder. Click “Create” when done.



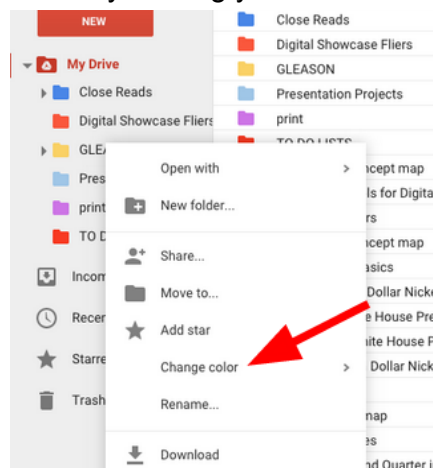
Your new folder will then appear in your drive and on the left.



You can click and drag items into your folders.

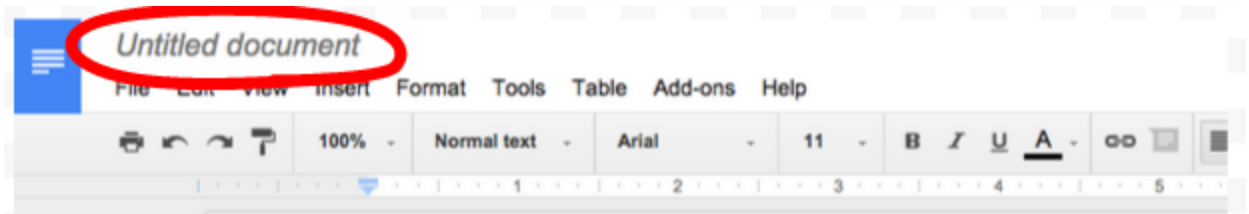
You can also click and drag folders into other folders.

You can change the color of a folder by moving your mouse over the folder and right-clicking.

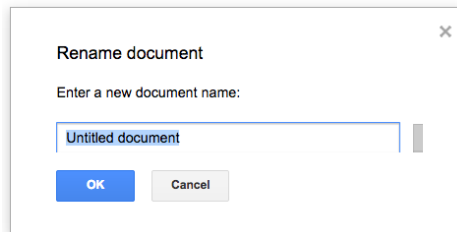


## 2. Filing Documents when Creating

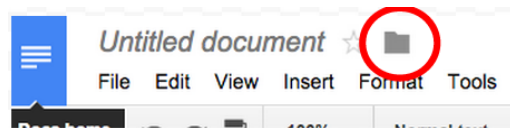
It's a good idea to organize your documents as you create them. When you first open a new document, first give it a name. Click on "Untitled document".



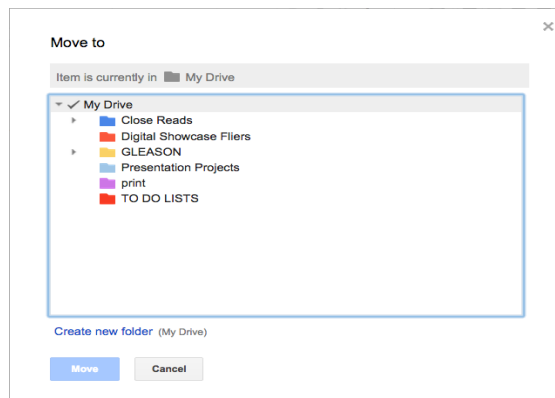
A new box appears. Type in a name. Click "OK" when done.



Click on the little folder icon next to the title. (This folder icon won't appear until you add something to the document.)

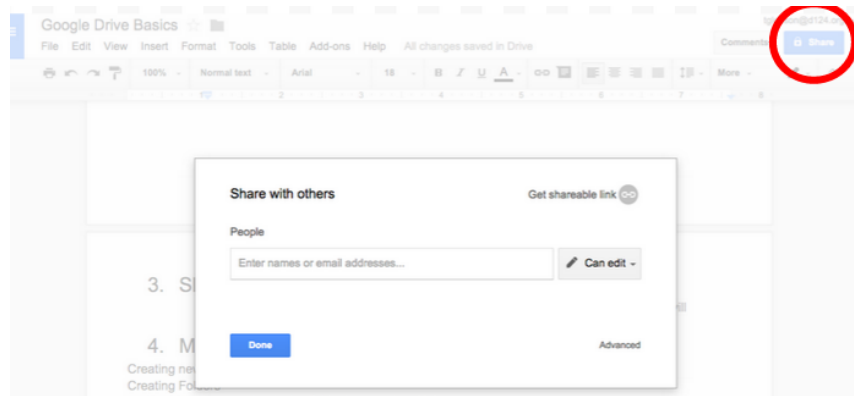


This box will appear, and you can choose what folder you want your document in. Click "Move" when done.

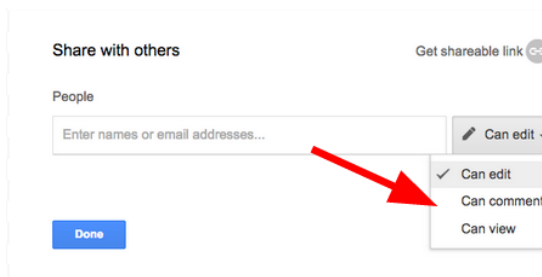


### 3. Sharing Documents

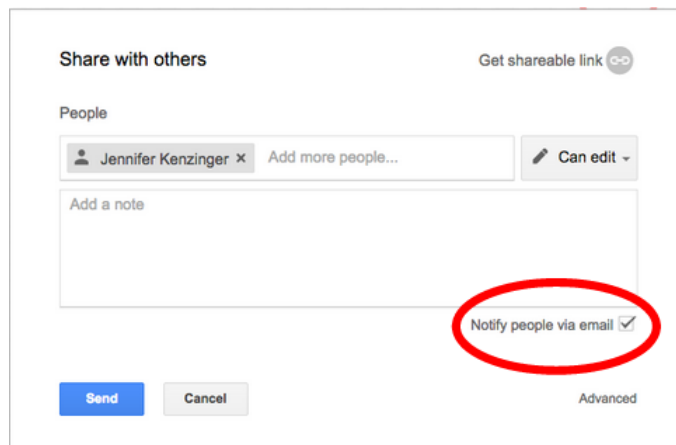
When you want to share a document, click on the blue “Share” button and this box will appear.



Start typing in the name of the person you want to share it with, the email address should pop up, and you can click on it. You need to decide what you want the person you’re sharing it with to be able to do: view, comment, or edit.



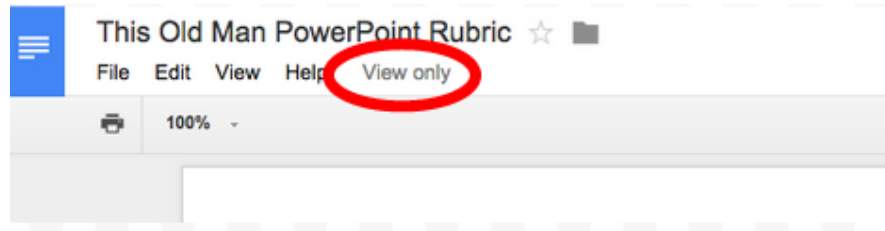
After you enter your email addresses, a box will appear in which you can type a note to send with the document in an email. The little box will be checked to notify the person by email. You can uncheck it if you don’t want it sent by email.



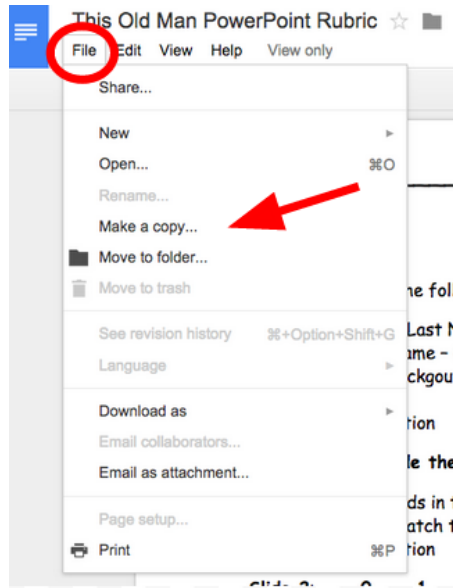
Whenever changes are made to the document, whoever is shared on it will see the changes when they open it. You don’t need to share it again.

## 4. Making a Copy

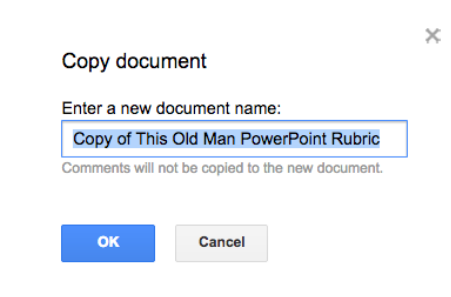
When somebody shares a document with you, they may share it in a “view only” mode. If you want to make changes to it, you need to make a copy of it.



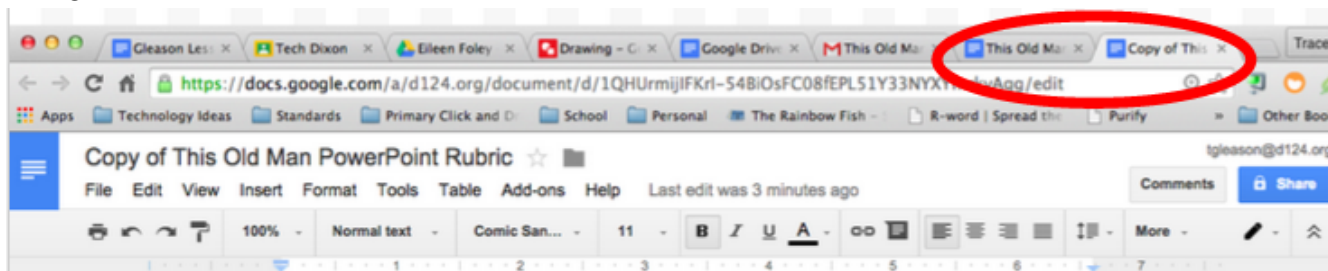
Click on File so you get the drop down menu, then click on “Make a Copy...”



This box will pop up, and you will need to give the copy a name. Then click “OK”



The new document will then open in a new tab next to the original. Now you can make changes to it.



This website is a great resource if you want to learn how to do more:

The logo for Google for Education, featuring the word "Google" in its multi-colored font followed by "for Education" in a grey sans-serif font, all contained within a light grey rectangular background.

Google for Education

<https://www.google.com/edu/training/get-trained/>