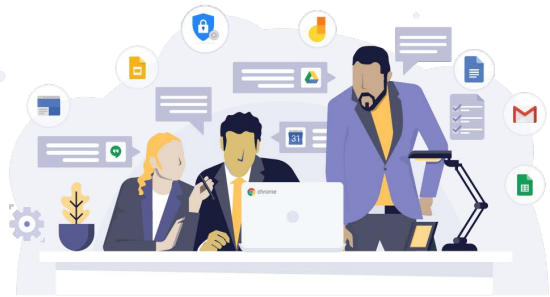


# Get started with G-Suite



## G Suite

Learn more about G-Suite at <https://gsuite.google.com/learning-center>

### 1 Sign into Gmail



- Use Chrome for the best G-Suite experience.
  - If you don't have Chrome, download and install it from <http://www.google.com/chrome/>, or ask your IT administrator to install it for you.
- In Chrome, sign into Gmail:  
**<https://www.gmail.com>**
  - Enter your username or G-Suite email address (e.g., you@yourcompany.com), and click **Next**.
  - Enter the password provided to you.

### 2 Set up your Gmail inbox



- Click the **Gear icon** at the top right corner and select **Settings**. We recommend the following:  
In the **General** tab:
  - **Undo Send**: Check the box so you can recall an email after you've sent it.
  - **Desktop Notifications**: Get a pop-up alert on your desktop for new emails.
  - **My Picture**: Upload your profile picture.
  - **Signature**: Add your contact information.
  - Click **Save** when you're done.In the **Offline** tab:
  - Click **Launch Gmail offline** to read and compose messages when you don't have an Internet connection. Emails will be sent when you're back online.
  - A new window will open. Click **Visit Website**.
  - In the new window, click **Allow Gmail offline**.In the **Labs** tab:
  - **Preview panel**: See mail contents in your inbox
  - **Right-side chat**: Make it easier to see your contacts in chat

### 3 Set up Calendar



- Click the **Gear Icon** at the top right corner and select **Settings** to set your Calendar preferences.  
In the **General** tab:
  - **Your current time zone**: Set your calendar to the right time zone.
  - **Notifications**: Check the **Use browser notifications** box.
  - Click **Save** when you're done.
- Access your Calendar offline**: Return to the Calendar page and click the **Gear icon** at the top right corner and select **Offline**, and then click **Enable**.

### 4 Review

- Check that all your emails, calendar events, and contacts were migrated successfully.

### 5 Set up your mobile device

- To set up your mobile device, download and install Gmail, Calendar, and others from Google Play (Android) or App Store (iOS). Next, sign in to your G-Suite account to sync your devices.

### 6 Setup Drive



- Go to Drive (<https://drive.google.com>)
- Click the red box that says **New** and select **File upload** or **Folder upload**. Select the file or folder you want to add to Drive and click **Open**
- Alternatively, you can drag your files from your computer to the Drive page on your browser if you're in the latest version of Chrome.
- In **Settings**, select **Sync Google Docs, Sheets, Slides & Drawings files to this computer so that you can edit offline**.

## Communicate



### Gmail

Professional, ad-free email with 24/7 support. Compatible with Microsoft Outlook and other email clients.



### Calendar

Easy scheduling for teams. Spend less time planning and more time doing with shareable calendars that integrate seamlessly with Gmail, Drive and Hangouts so you always know what's next.



### Hangouts

Conversations that go beyond email with chat and video. Chat with a colleague, dial a customer's phone number and host or join a video meeting straight from your inbox with Hangouts.

## Collaborate



### Docs

Word processing for teams. Create and edit text documents from any device. Multiple people can work in the same document at the same time, and every change is saved automatically.



### Sheets

Powerful spreadsheets. Create and edit spreadsheets from any device. Handle everything from simple task lists to data analysis with charts, filters and pivot tables.



### Slides

Beautiful presentations created together. Create, edit and present polished presentations from any device. Multiple people can work on the deck at the same time and everyone always has the latest version.



### Forms

Easy to create surveys and forms for everyone. Create custom forms for online surveys and questionnaires. Gather responses in a spreadsheet and analyze the data right in Google Sheets.

## Store



### Drive

Secure online storage. Keep all your files in one place and always have the most up-to-date version wherever you are. Automatically sync files from your desktop and have access across all your devices.

