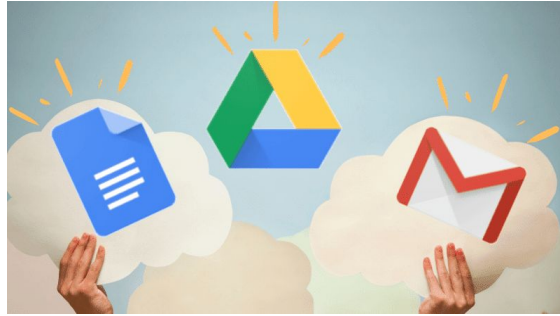
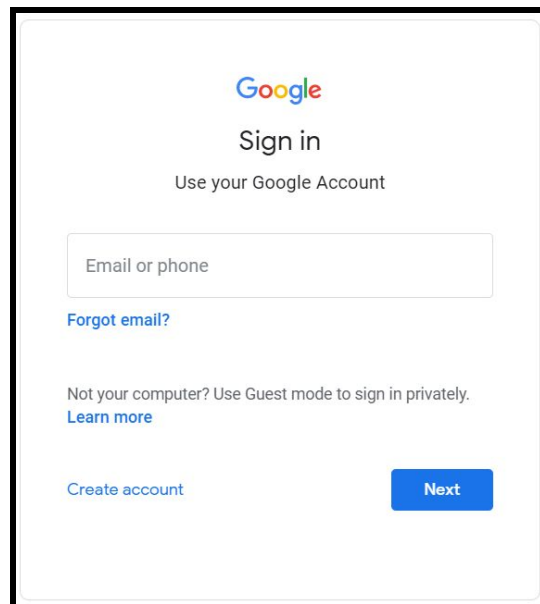


Introduction to Google Apps



How to Create a Google Account

- Go to www.google.com
- Click “Sign In”
- Click “Create new account”
- Enter your full name
- Choose a username (must not already be taken)
- Choose a strong password



A screenshot of the Google Sign in page. At the top is the Google logo. Below it is the text "Sign in" and "Use your Google Account". There is a text input field labeled "Email or phone". Below the field is a link "Forgot email?". Further down is the text "Not your computer? Use Guest mode to sign in privately." with a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next".

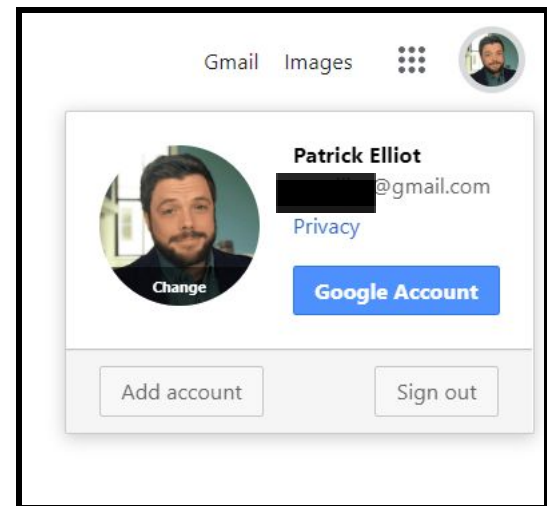
How to sign in to a Google Account

- Go to www.google.com
- If you are not signed in, you'll see a big blue button that says "Sign in"
- Click it and you'll be prompted to enter the username & password for your Google Account



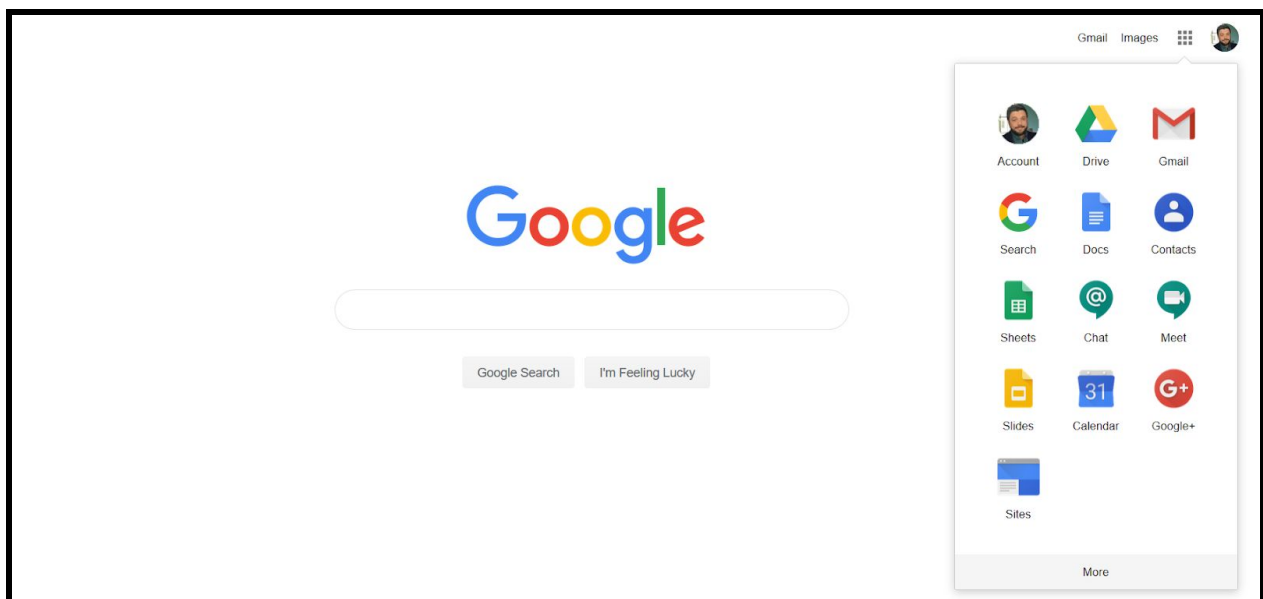
How to sign out of a Google Account

- Go to www.google.com
- If you are signed in, you'll see your account symbol in the upper right corner
- By default, your account symbol is first letter of your first name.
- If you'd like, you can change it to a photo of yourself
- Click your symbol, and select "sign out"



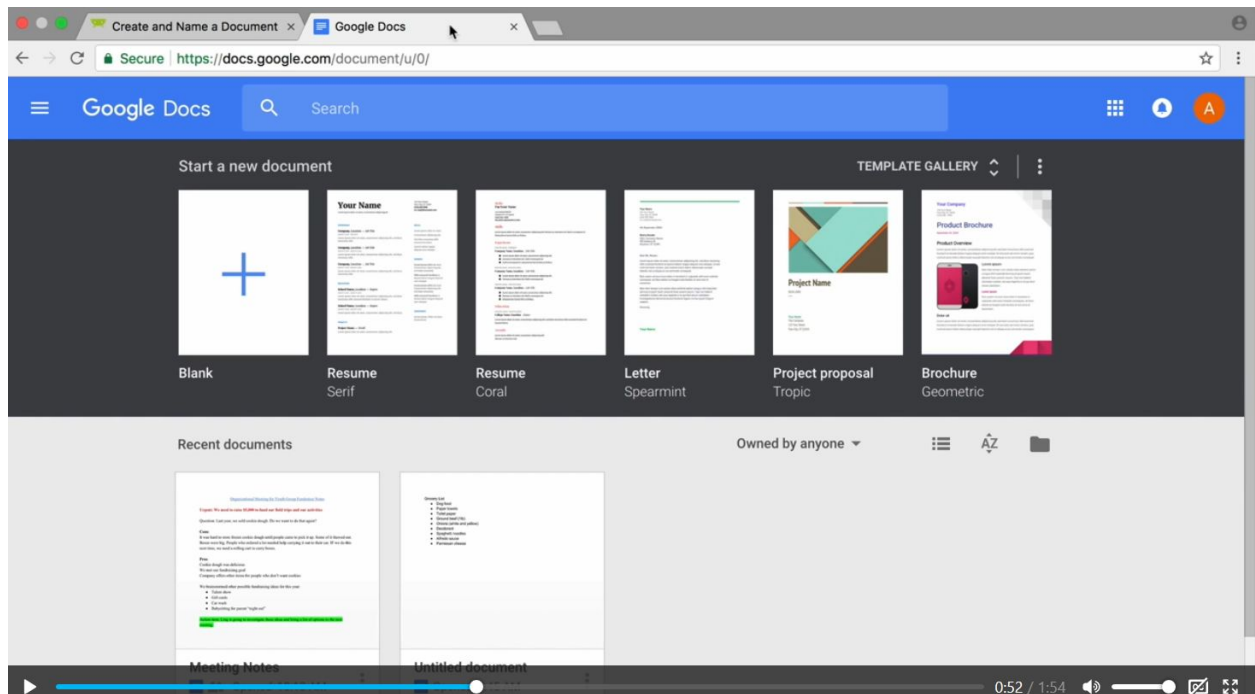
Access Google Apps

- Click the Google Apps menu in the top right corner
- Google Apps icons are displayed
- Click the Google Docs icon (if you don't see it, click "more")



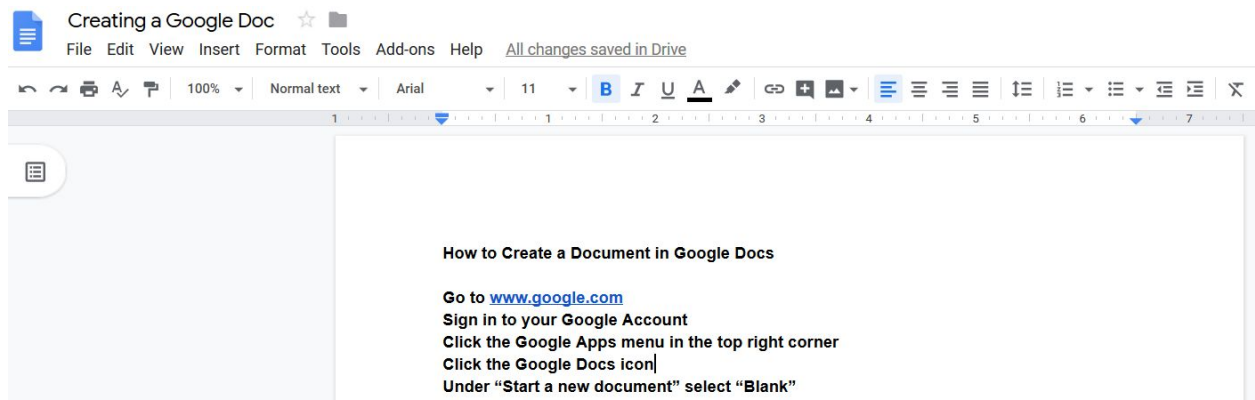
Create a Document in Google Docs

- The Google Docs Homepage will open in a new tab
- Under “Start a new document” select “Blank”



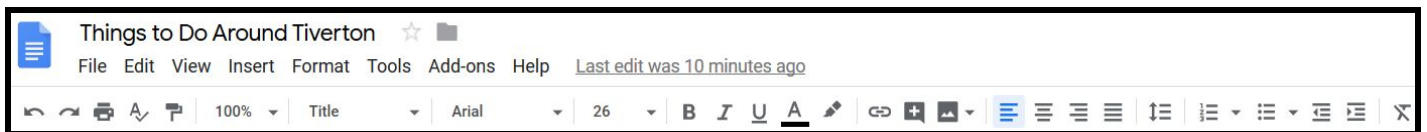
Name & Edit Your Document

- Click the title area in the top right corner to name your document
- Enter text in the center of the page
- Use the “ribbon to edit your document



Style Your Google Doc

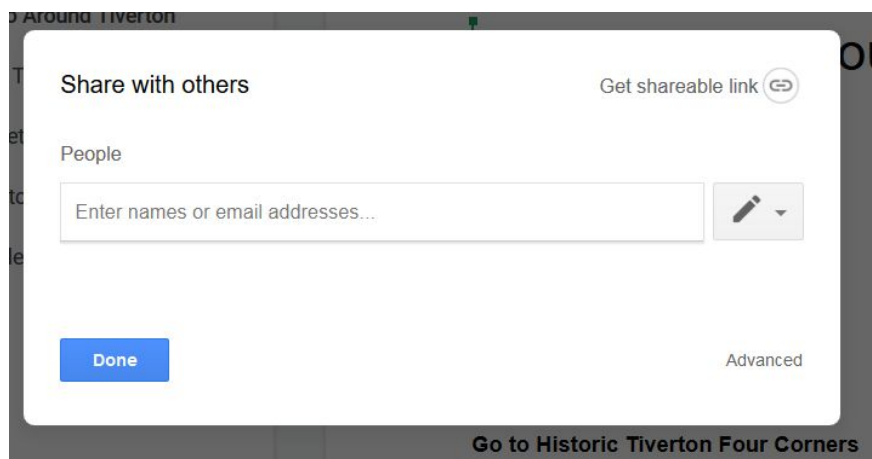
- There are many ways for you to change and enhance the text of your document
- Do so by using the buttons in the area shown below
- This area is sometimes called the “ribbon.”



- Use the mouse to highlight the text you want to customize
- Then, use the buttons in the ribbon to do things like:
 - Underline text
 - Make text **bold**
 - *Italicize* text
 - Change the font (style) of your text
 - Make text bigger
 - Make text smaller

Share Your Document

- You can share your documents with Family, friends, and colleagues.
- All you need is the email address of the person with whom you wish to share the document
- Click the blue **share** button
- Enter the email address of the recipient(s)
- Click the blue “Done” button.
- The recipient(s) will receive an email notifying them of the document you’ve shared.



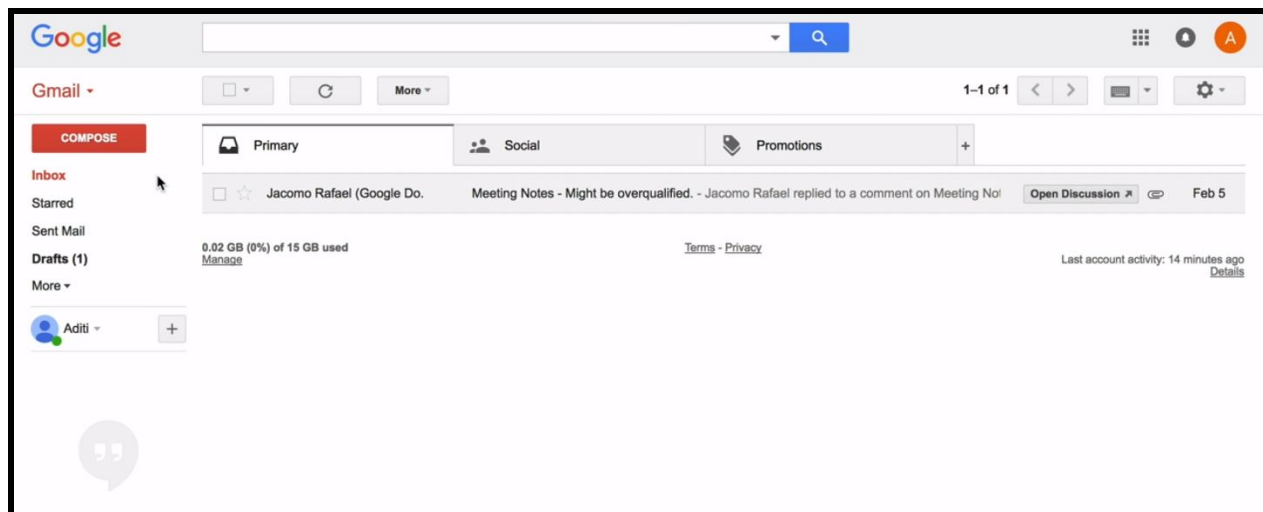
Open Gmail

- Go to www.google.com & ensure you are signed in
- Click the Google Apps menu
- Select the Gmail icon from the menu
- Your Inbox will open in another tab



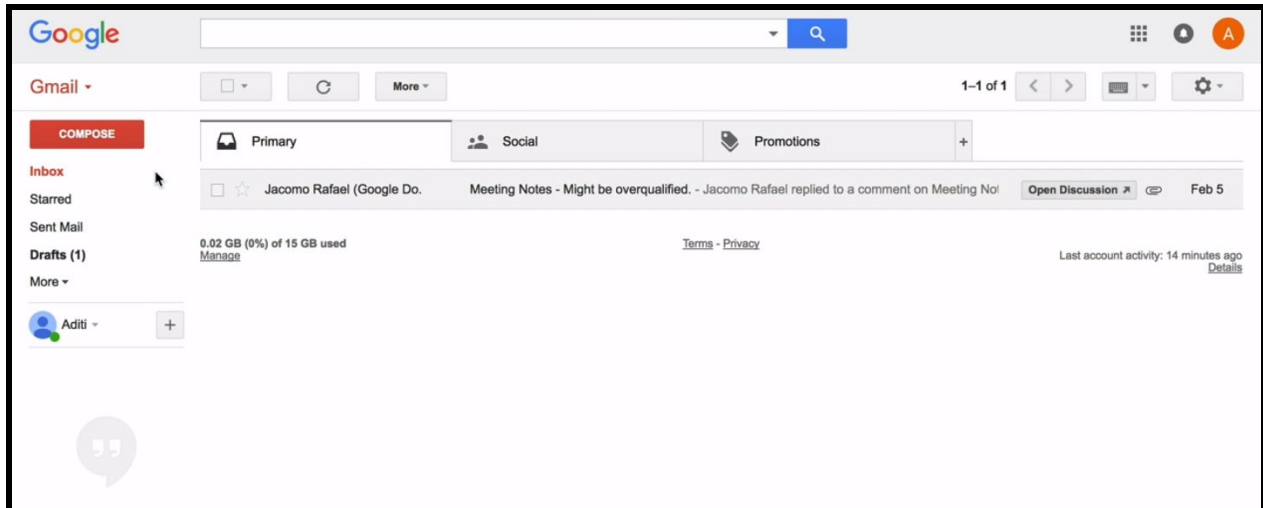
Viewing Your Emails

- On the left, you'll see folders for your various messages
 - **Inbox** contains messages you've received. Bolded messages are unread
 - **Sent Mail** contains messages you composed and replied to
 - **Drafts** contains messages you began to write but haven't sent yet



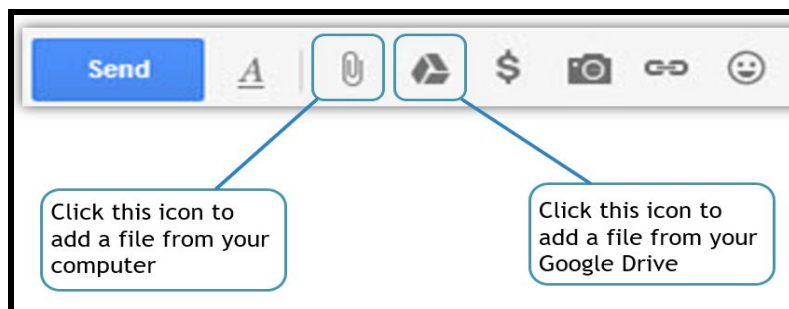
Compose an email

- Click the red **Compose** button to begin writing an email
- Add a recipient email in the “**To**” field (note: you can add several recipients)
- Your email will automatically appear in the “**From**” area
- Describe the purpose of your message in the **Subject** line
- Type your message in the “body” of the email.

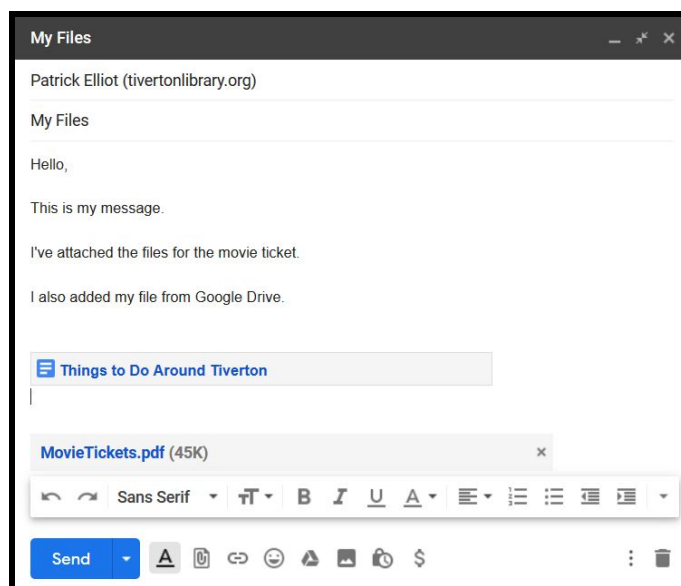


Add a file to your message

- Once you've typed your message, you can attach a file it
- Use the icons at the bottom of the message



- The paperclip symbol lets you attach files stored in the device you are using
- The Google Drive symbol lets you attach files from stored online to your Google Account



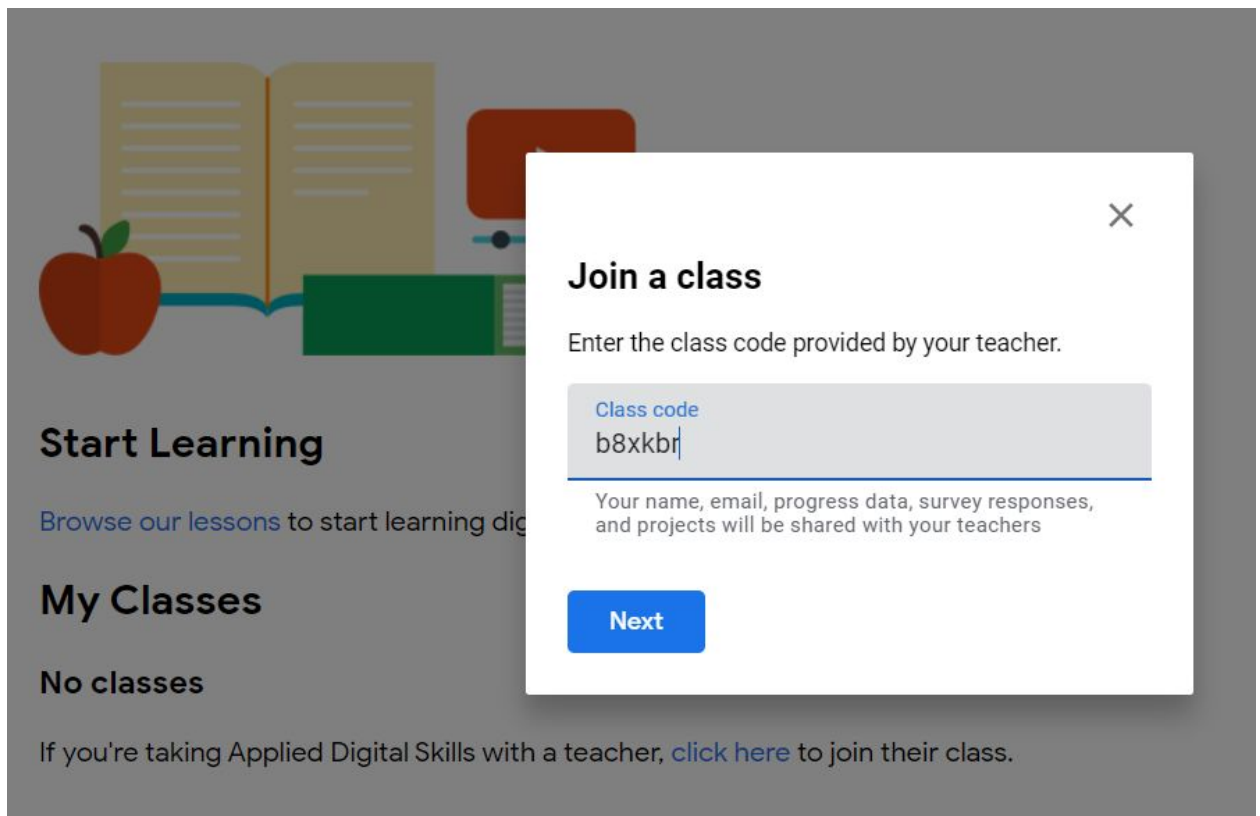
Need a refresher?

Use the link below to revisit more class material at anytime.

1. Go to g.co/AppliedDigitalSkills
2. Click "**Sign in**" in the top right
3. Sign in with your Google account
4. Click "**I am a student**"
5. Click "**Join a class**" and enter class code **b8xkbr**

Additional Google Classes Available:

- [Search Like a Pro](#) (class code **tzrdzk**)
- [Mastering Google Apps: Part I](#) (class code **mstv86**)
- [Mastering Google Apps: Part II](#) (class code **vxr52b**)



The screenshot shows a 'Join a class' dialog box overlaid on a blurred background of the Google Classroom interface. The dialog box has a close button (X) in the top right corner. The main heading is 'Join a class'. Below it, the text reads 'Enter the class code provided by your teacher.' There is a text input field with the label 'Class code' and the value 'b8xkbr' entered. Below the input field, a disclaimer states: 'Your name, email, progress data, survey responses, and projects will be shared with your teachers'. At the bottom of the dialog box is a blue button labeled 'Next'. The background interface shows an illustration of an apple, an open book, and a laptop. Text on the background includes 'Start Learning', 'Browse our lessons to start learning dig...', 'My Classes', 'No classes', and 'If you're taking Applied Digital Skills with a teacher, [click here](#) to join their class.'