Google Workspace

Guides on how to work in Gmail, Drive, Docs, Sheets, and all the various applications in Google Workspace.

- Welcome Message
- Gmail
- Google Calendar
- Google Groups
- Google Chat
- Google Meet

Welcome Message

Please log into Gmail using your AESD-provided Google Account. Your calendar should also be migrated. Call the helpdesk at Ext. 10222 Option #1 for help resetting a forgotten password. Once verified, please inform the Technology Department as soon as possible so we can stop routing to the old email server for your accounts.
Some things to know about Gmail:

- The Spam folder exists; check it periodically
- All external email is guaranteed to be in Gmail (presuming your email address on the external address book is correct)
- Some aliases may not work, EG Maiden names. Please inform me if that is the case; I checked the ones I was aware of
- Just to let you know, internal emails should work as intended. However, this is what we are testing
- We can support Outlook or Windows Mail App
- Mobile users should switch from Outlook to the Gmail app or Built-in mail client
- Rules do not transfer over; we have to recreate them using "Filters," which is Gmail's equivalent to "Rules"
- Groups are currently being worked on; please email me email distribution lists you need prioritized

Help Resources:

- Gmail Tutorials
- Calendar Tutorials
- Google Groups Tutorials
- Google Chat Tutorials
- AESD Tech Bytes (Newsletter)

Thank you for your patience and time in this transition. Please send feedback directly to anthony_sinatra@aesd.net. **Once you are confident in switching over**, **let the Technology Department know so we can remove the forwarding to the old email server.** We will not delete data, and we will continue to maintain backups so there will be no data loss.
Thanks, and welcome to Gmail,

Gmail

Check out the following links to learn more about Gmail:

- Gmail Training and help
- Best Practices for group communication in Gmail
- Tips to optimize your Gmail Inbox
- Manage unwanted messages in Gmail
- Creating a filter for incoming messages
- Take Google's online Gmail course
- Search operators in Gmail

Youtube:

- Top 10 Gmail Tips & Tricks
- Find emails from specific senders in Gmail
- Undo send in Gmail

Google Calendar

Here are some links pertaining to Google Calendar:

- Google Calendar Training
- Calendar Cheat Sheet
- Google Calendar Online Course

Youtube:

- Google Calendar Tutorial for Beginners
- Send a quick response in Google Calendar
- Add task in Google Calendar
- Add alternative calendars in Google Calendar
- Change an event color in Google Calendar

Google Groups

Here are some links regarding Google Groups:

- Google Groups Training and Help
- Find and join a group
- Create a group
- Collaborate with your team in groups

Access Google Groups by going to this website:

https://groups.google.com/

Google Chat

Check out the following links pertaining to Google Chat:

- Google Chat Training and help
- Use Google Chat
- Create direct and spaces
- Collaborate in Chat
- Manage Chats

Youtube

- How to: Search for Google Chat messages in Gmail

Google Meet

Here are some helpful links regarding Google Meet:

- Google Meet training and Help
- Google Meet Cheat Sheet
- Tips to collaborate during a video meetings
- Tips to share content in a video meeting
- Google Meet online course

Youtube:

- 11 tips to use Google Meet Like a Pro