



# Getting Started with Google Apps

Mail, Calendar



# Contents

## Table of Contents

- Contents..... 2**
- Welcome to Google Apps ..... 4
- How to Use This Guide..... 4
- How to Get Help..... 4
- Benefits of Google Apps: ..... 5**
- Power and convenience ..... 5
- Easy access..... 5
- Better collaboration and productivity..... 5
- Data we migrated..... 5
- Log In to Google Apps: ..... 6**
- Log in to Gmail ..... 6
- Open Google Calendar..... 7
- How Gmail Is Different..... 8**
- Email conversations instead of multiple messages ..... 8
- Labels, stars, and importance markers instead of folders ..... 9
- Google-powered search..... 10
- Gmail Basics: ..... 12**
- Your inbox..... 12
- About conversations..... 12
- Compose a message ..... 13
- Add an attachment ..... 14
- Send a message ..... 15
- Reply to a Message ..... 15
- Forward a Message ..... 15
- Print a Message ..... 16
- Set Up Your Email:..... 18**
- Create an email signature..... 18
- Create and apply email labels..... 18
- Set up email filters..... 21
- Calendar Basics:..... 23**
- Your calendar view ..... 23
- Schedule a meeting..... 24
- Invite attendees and enter meeting details..... 25
- Add a file attachment to a meeting invitation ..... 30
- Print your calendar ..... 32
- Set Up Your Calendar:..... 33**
- Set up event reminders ..... 33
- Set up invitation replies ..... 33

Share your calendar .....	34
View another user's calendar .....	35
Create another calendar .....	36
<b>Contacts Basics:.....</b>	<b>37</b>
About your contacts .....	37
Auto-complete address entry .....	37
The contacts picker .....	38
View your personal contacts .....	39
Add a personal contact .....	40
<b>Create Contact Groups.....</b>	<b>42</b>
About contact groups .....	42
Create a contact group .....	42
Use your contact groups as mailing lists .....	45
<b>Create a Task List: .....</b>	<b>47</b>

## Welcome to Google Apps

Now that you have a new Google Apps account, you're ready to take advantage of all the benefits of Google Apps Mail, Calendar, and Docs. We think you'll find that these services will make communicating and collaborating with your coworkers easier and more efficient.

As a hosted service, Google Apps is different from Groupwise in significant ways. Although Google Apps has many of the same features that Groupwise does, most of them work differently, so you'll need to spend some time getting acquainted with them. In addition, Google Apps has many helpful features that aren't available in Groupwise, and you'll want to learn how to use them as well. On the other hand, some of the features you're used to in Groupwise aren't yet available in Google Apps; these differences will require some adjustment.

We know that this type of change can be difficult, especially when you're busy and need to get your work done. That's why the TSTC IT Team is committed to helping you make a smooth transition to Google Apps. We're available to help if you encounter any issues with your migrated data, have difficulty with the services, or just need answers to your questions.

## How to Use This Guide

To get started with your new **email** and **calendar** services, follow the instructions in this guide to complete the following tasks:

- Step 1:** Access your new email and calendar services.
- Step 2:** Set up your email (including personal contacts).
- Step 3:** Set up your calendar.

After you finish the setup tasks, browse the rest of this guide to learn more about using your new email and calendar services.

## How to Get Help

If you have a question about Google Apps or your account that you can't find in this guide, or you encounter an issue, contact:

[your campus contact/support information]

## Benefits of Google Apps:

### Why we're switching!

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#### Power and convenience

- Gmail gives you a full **25 GB** of storage for your email, which is almost double the storage you had in Groupwise.
  - Innovative features to help you work more efficiently, including email labels, email conversations, and Google-powered search.
- 

#### Easy access

- Log in to Google Apps from any computer, anywhere to get email, check your calendar, or collaborate on a document. If you're remote or on your home computer, you can still access Google Apps in your web browser.
  - Never lose data, even if your computer crashes or is lost or damaged. All your work is hosted and safely backed up on Google's secure servers instead of on your computer.
- 

#### Better collaboration and productivity

- Share documents, spreadsheets, and presentations that multiple team members can view and edit all at the same time.
- Send and receive instant chat messages right in your Gmail window.
- Build team web sites to quickly publish all sorts of shared information, such as documents, spreadsheets, presentations, files, videos, and gadgets
- Share videos with your team or throughout the company to get your message across in style

## About Your Migrated Data:

### Email, calendar, & contacts

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#### Data we migrated

We migrate 500 essential account data system wide to Google Apps. Accounts that didn't get migrated are still available via IMAP to import into Gmail manually. If you need help importing your information, please contact your local helpdesk.

## Log In to Google Apps:

Gmail & Google Calendar

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### Log in to Gmail

1. Go to your Google Apps Mail page: <https://mail.pilot.tstc.edu>

Or, if available, double-click the **Gmail** shortcut on your desktop

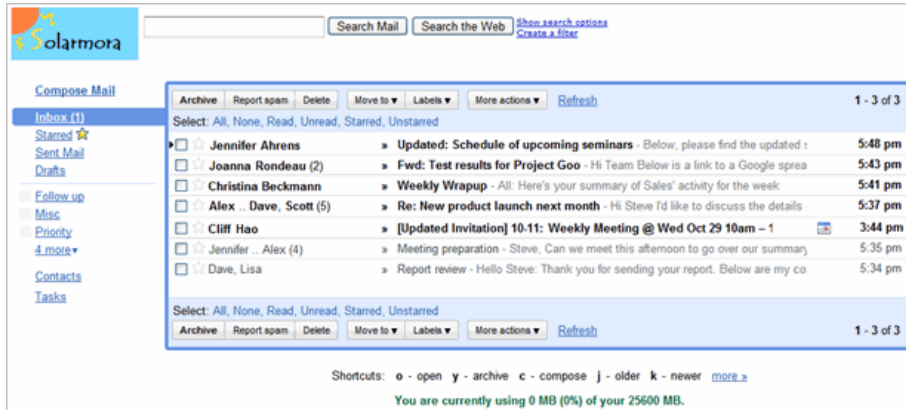


2. On the Sign In page, enter your existing TSTC user name and password, and then click **Sign In**:

A screenshot of the Google Apps for Solarmora sign-in page. The page has a blue header with the Google logo and the text "Google Apps for Solarmora". On the left, there is a green box containing the sign-in form. The form has the text "Sign in to manage Solarmora" at the top. Below that, there is a "Username:" label followed by a text input field containing "psperry" and "@solarmora.com" below it. There is a "Password:" label followed by a password input field with dots. Below the password field is a checkbox labeled "Remember me on this computer." which is checked. At the bottom of the form is a "Sign in" button. Below the button is a link that says "I cannot access my account". To the right of the sign-in form, there is a section titled "Powerful communication and collaboration tools for" followed by a paragraph of text and a bulleted list of three items: "Collaborate more effectively with shared calendar and documents", "Access your data from anywhere, even from mobile devices", and "No software or hardware to install and maintain". Below the list is a line of text: "If you are a Google Apps administrator, sign in here for the control". At the bottom right, there is a yellow box with a red "New!" icon and text: "One-stop information sharing with Google Sites. Building a site is as simple as editing a document, and you don't need programming. Check out these example sites: Company intranet, Team project, etc."

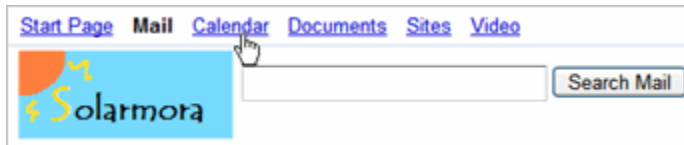
3. If this is your first time logging in, follow the on-screen instructions to activate your account.

Your Gmail Inbox appears. For example:

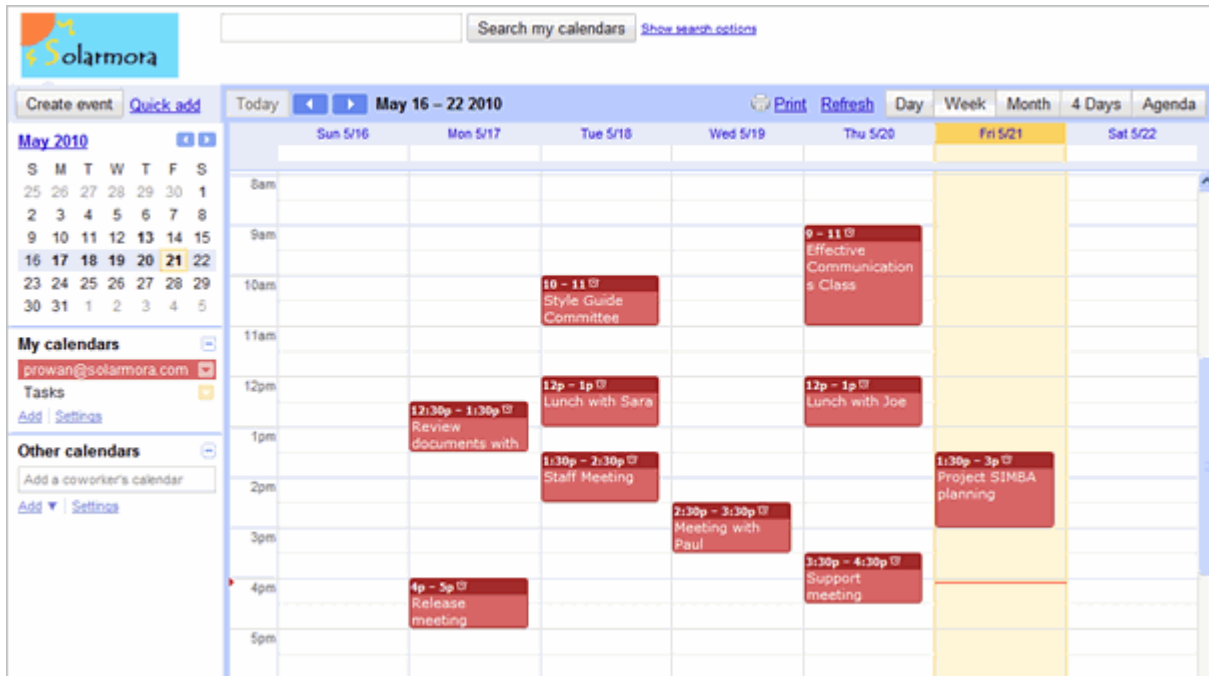


## Open Google Calendar

To open your calendar, click the **Calendar** link at the top of your Mail or other Google service window:



Your calendar appears. For example:



## How Gmail Is Different

Conversations, labels, stars, archiving, & search

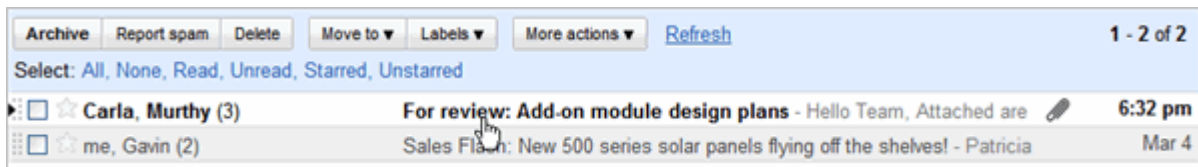
Here are some key features that make Gmail different from Groupwise.

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### Email conversations instead of multiple messages

Rather than listing each message reply as a new message in your Inbox, Gmail groups a message and its replies in a conversation, which is listed only once. Opening a conversation shows all its messages in a neat stack, which you can easily collapse or expand. When a new reply arrives, the stack grows and the conversation is marked as unread, indicating there's something new to look at. Grouping messages this way allows you to quickly retrieve all messages within a thread and reduces inbox clutter.

Here's how a conversation appears in your Inbox...



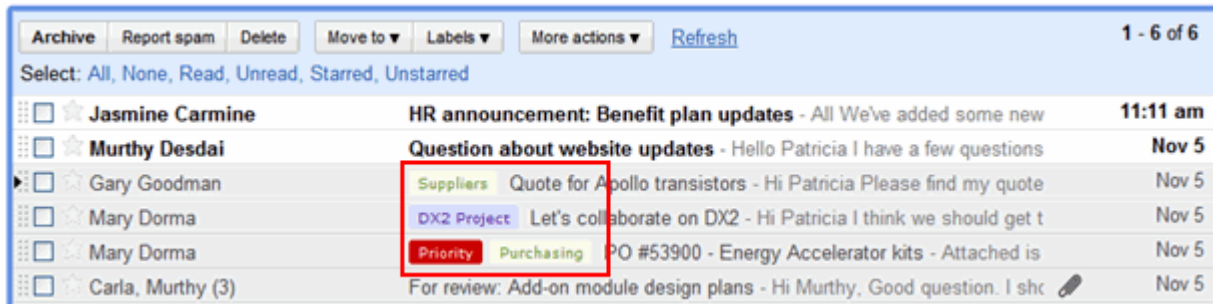
...and here's what an opened conversation looks like:



## Labels, stars, and importance markers instead of folders

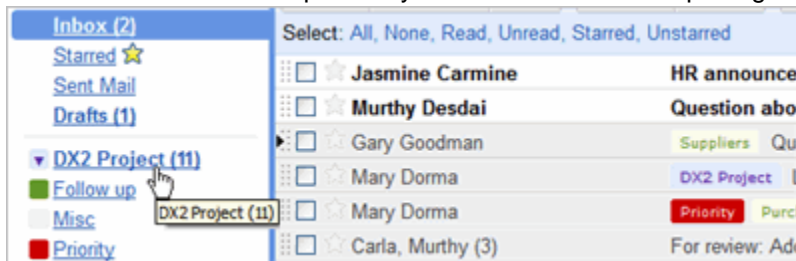
### Labels

Instead of organizing messages in folders, you can organize your Gmail conversations by applying labels. The conversation can remain in your Inbox with the label clearly shown. Here's an example:



As shown in the example, if a conversation applies to more than one topic, you can give it multiple labels.

If you'd like to move a labeled conversation out of your Inbox, just click the **Archive** button. Whether or not a labeled conversation is archived, you can list all conversations that have a specific label by clicking the label name in the left pane of your Inbox -- similar to opening a folder of messages:



Unlike with folders, if you've applied more than one label to a message, you can retrieve the message by clicking *any* of those labels. You can also build a hierarchy of labels to add the convenience of folder-like nesting!

### Stars

The Stars feature provides another way to categorize and access messages. Simply click the **star** icon to the left of any message to highlight it. You can then display all starred messages by clicking **Starred** in the left pane.

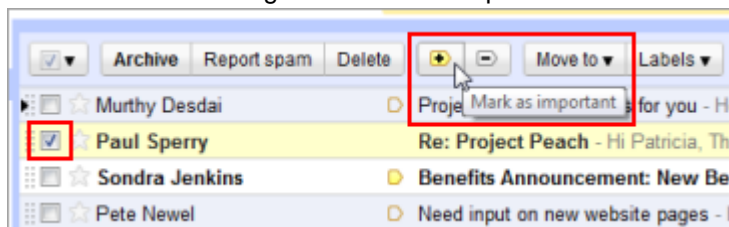


**Tip:** You can add more shapes and colors for your stars in Gmail settings: click the **gears** icon in the upper-right corner of your Mail window, then click **Mail settings** and look for the **Stars** section on the **General** tab. After you've set up your stars, just click the **star** icon repeatedly next to a message to rotate through them.

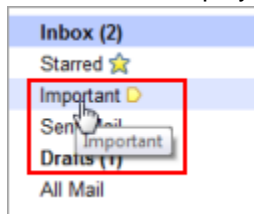
## Importance markers

The Importance Markers feature to let Gmail automatically categorize messages in your Inbox as important with a yellow arrow to the left of the subject line. (To see why a message was tagged as important, just point your mouse over the yellow arrow.)

You can also tag messages with the importance marker yourself, or remove the tag from any messages. Just select the message and click the Importance buttons at the top of your Inbox:



You can also display all tagged messages by clicking **Important** in the left pane:

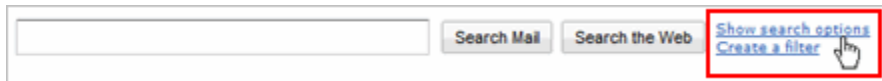


The Importance Markers feature is turned on by default. To turn it off or on, click the **gears** icon in the upper-left corner of your Gmail window, then click **Mail settings > Priority Inbox**.

## Google-powered search

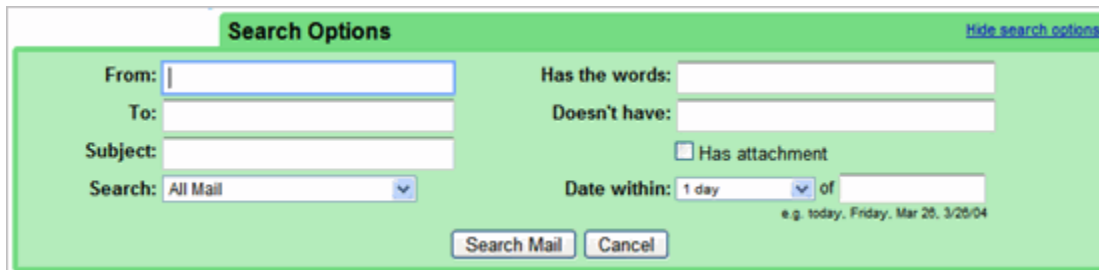
Gmail features the same powerful search technology used on the Web to perform accurate keyword searches of all of your email and attachments. Search by keyword, label, date range, or a host of other options. By also archiving messages, you can instantly find any message you've ever sent or received, without having to create elaborate folder structures or keep unwanted correspondence in your Inbox.

To find messages, simply type in the search box at the top of your Mail window. Or, for more refined searching, click **Show search options**:



A search bar interface with a text input field on the left. To its right are two buttons: "Search Mail" and "Search the Web". Further right are two links: "Show search options" and "Create a filter". A red rectangular box highlights the "Show search options" and "Create a filter" links, with a mouse cursor pointing at the "Show search options" link.

Then fill in the easy-to-use search form to find exactly what you're looking for!



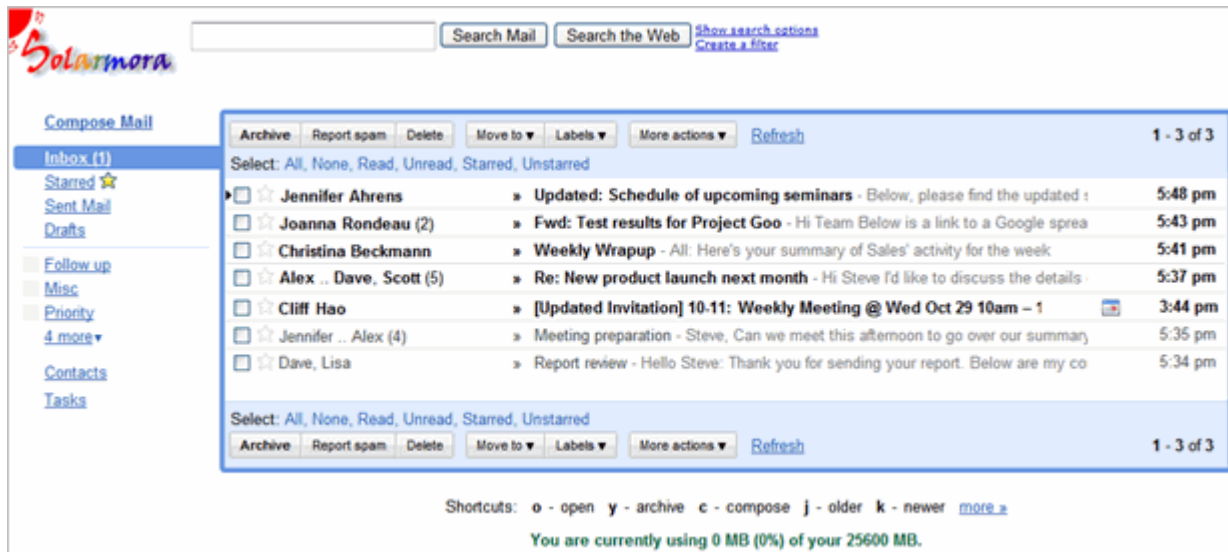
A "Search Options" form with a green header bar. The header contains the text "Search Options" and a link "Hide search options". The form includes several input fields: "From:", "To:", "Subject:", "Search:" (with a dropdown menu set to "All Mail"), "Has the words:", "Doesn't have:", "Date within:" (with a dropdown set to "1 day" and a date field), and a checkbox for "Has attachment". At the bottom are "Search Mail" and "Cancel" buttons. A small example text "e.g. today, Friday, Mar 26, 3/26/04" is located below the date field.

# Gmail Basics:

Sending, replying, attachments, and printing messages

## Your inbox

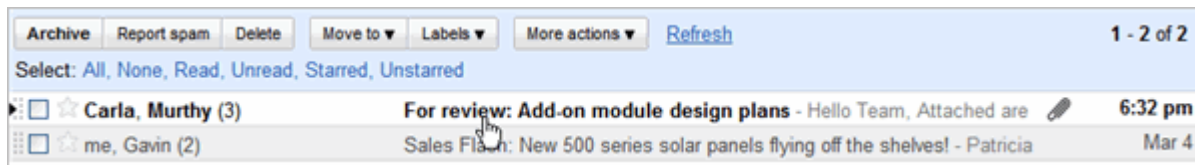
Log in to Gmail. You'll see a list of any messages you've received in your Inbox. Here's an example:



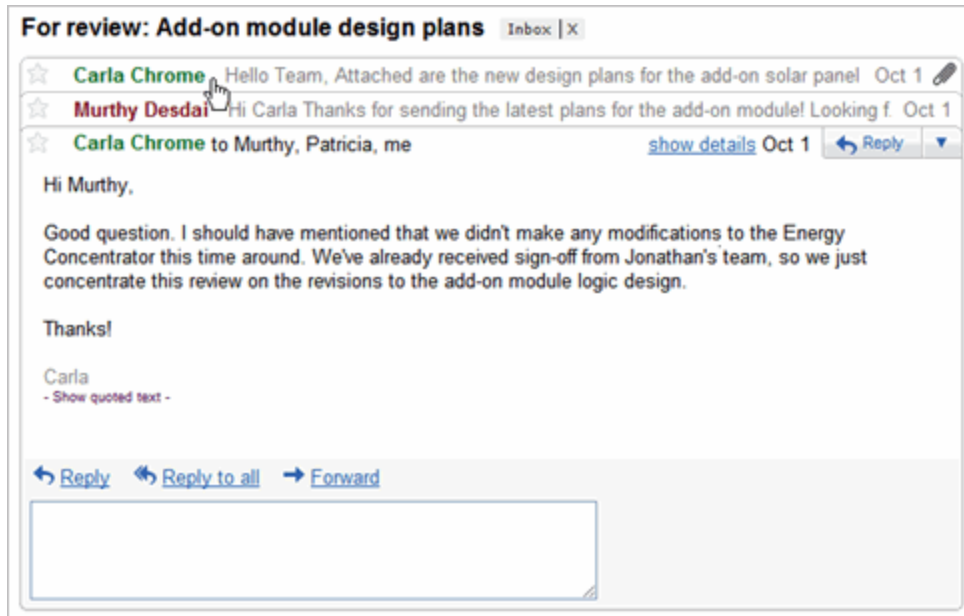
Unread messages are in **bold**. To open a message, simply click it in your message list.

## About conversations

Replies to messages are grouped into **conversations**. A conversation keeps all messages in a thread together, which makes it easier to keep track of them and reduces inbox clutter. Here's how a conversation appears in your **Inbox**:



Note that the number of messages in a conversation appears to the right of senders' names. Here's what an opened conversation looks like:

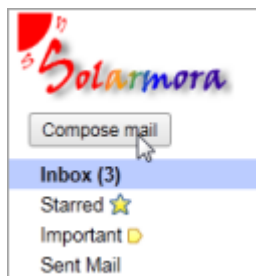


**Note:** You can't separate the messages in a conversation. However, if you want to send a reply but don't want it to be added to the conversation, you can simply change the subject line in your reply.

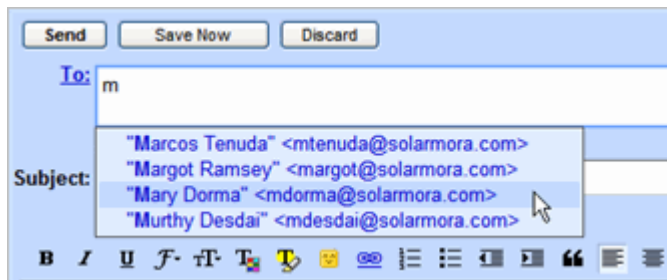
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## Compose a message

1. In the pane on the left, click **Compose Mail**.



2. In the **To** field, type the first few letters of recipient's name to look up the address in your corporate directory.

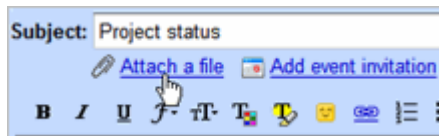


3. Enter a subject and the message text.

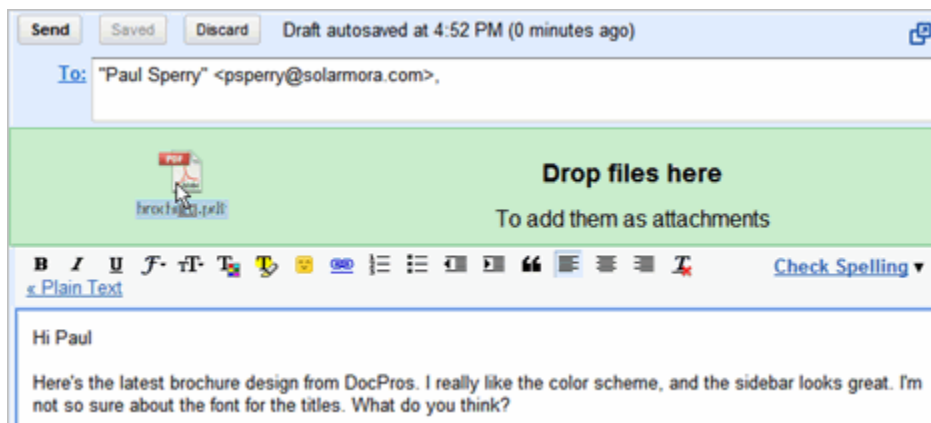
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## Add an attachment

When composing a message, click **Attach a file**, and then browse to the file on your computer:

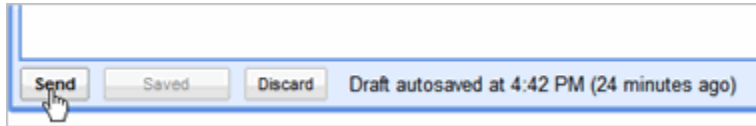


Or just drag a file from your Desktop to your message. You'll see the "Drop files here" box:



## Send a message

At the top or bottom on the message window, click **Send**.



(Or, if you change your mind, click **Discard**.)

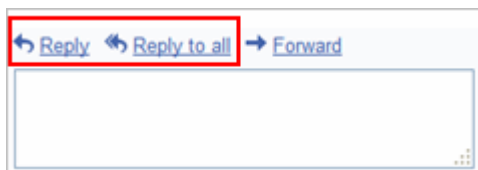
At message appears at the top of the Mail window, confirming that your message was sent.

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## Reply to a Message

You can reply to just the sender or to all recipients of a message.

1. Open the message. If the message is part of a conversation, open the conversation and select the message you want to reply to.
2. At the bottom of the message, click **Reply** (to reply to just the sender) or **Reply to all** (to reply to all recipients).



3. Optionally, add other email addresses to which to send the reply.
  4. Enter your reply in the message field.
  5. At the top or bottom of the message, click **Send**.
- 

## Forward a Message

You can forward a message, just a single message in a conversation, or an entire conversation.

*To forward a message or single message in a conversation:*

1. Open the message. If the message is part of a conversation, open the conversation and select the message to forward.

2. At the bottom of the message, click **Forward**.



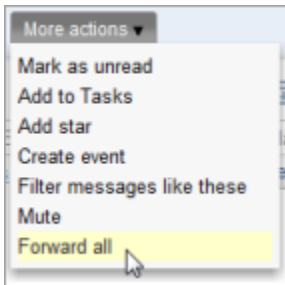
3. Enter the email addresses to which to forward the message, and add any notes in the message field.

**Note:** If you don't want to forward attachments, uncheck the box next to the attachment's file name, below the **Subject** field.

4. At the bottom or top of the message, click **Send**.

**To forward an entire conversation:**

1. Open the conversation.
2. In the **More actions** menu, select **Forward all**.



3. At the bottom or top of the message, click **Send**.

**Note:** The recipient receives a single message containing all messages in the conversation, listed in order of oldest to most recent.

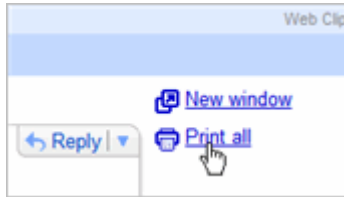
## Print a Message

You can print a single message, an entire conversation, or just a single message in a conversation.

**To print a message or an entire conversation:**

1. Open the message or conversation.

2. At the upper right of the message, click **Print all**.

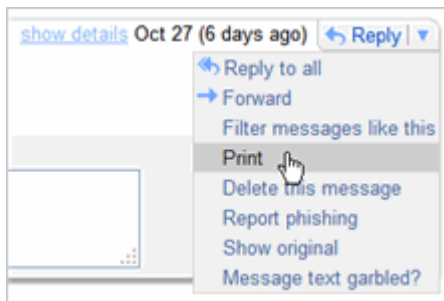


A printer-friendly version of the conversation appears.

3. Use your web browser's **Print** options to print the message.

*To print a single message in a conversation:*

1. Open the conversation and select the message you want to print.
2. Click the **down arrow** to the right of **Reply**, and then click **Print**.



A printer-friendly version of the message appears.

3. Use your web browser's **Print** options to print the message.

## Set Up Your Email:

### Signatures, labels, & filters

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#### Create an email signature

1. Open Gmail.
2. In the upper-right corner of the Mail window, click **Settings**.
3. On the **General** page, in the **Signature** section, enter your signature in the box.
4. Optionally use the options to format the text and add links and images.
5. Click **Save** at the bottom of the page.

**Note:** You can set up only one signature.

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#### Create and apply email labels

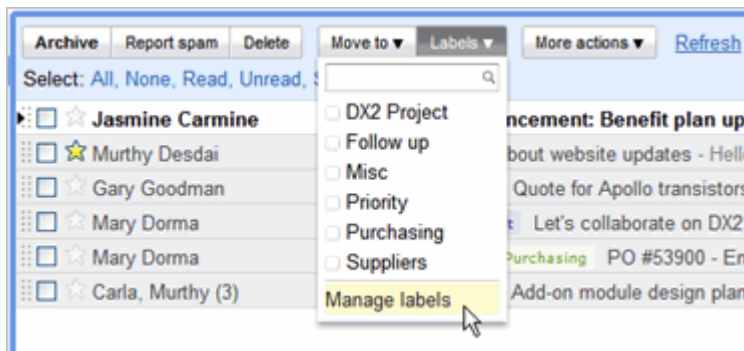
Use labels to categorize your messages. Labels are like folders, but with a twist: You can apply multiple labels to message, so you can "store" a single copy of a message in multiple labels. You can also:

- Open a label on the left side of your Mail window to see all messages with that label
- Search for all messages with a label
- See labels on your messages in your Inbox, so you can quickly identify different types of messages

Make your labels easy to identify by applying different colors to them.

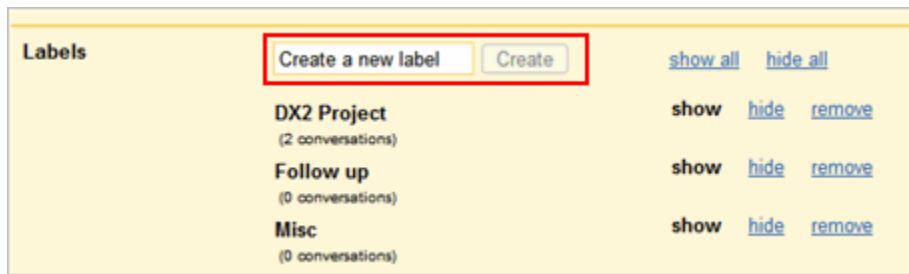
#### *To create a label:*

1. Click the **Labels** drop-down menu and choose **Manage labels**:



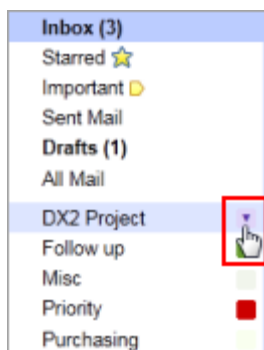
**Tip:** Alternatively, you can click **Settings > Labels**.

2. Under **Labels**, in the **Create a new label** field, type the name of your new label, and then click **Create**:

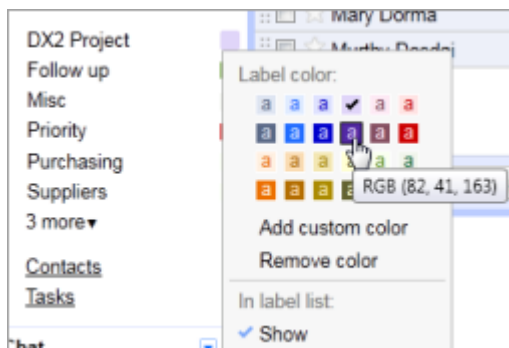


*To change the color of a label:*

1. In your **Labels** list on the left, click the square to the right of a label. For example:



2. Select a color from the palette that appears. The change is instantly applied to all messages with that label:

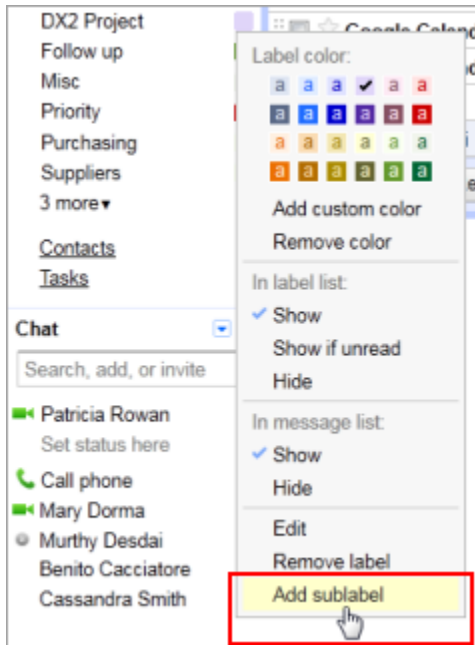


You can remove a color by clicking **Remove color** below the color palette.

*To create a sublabel:*

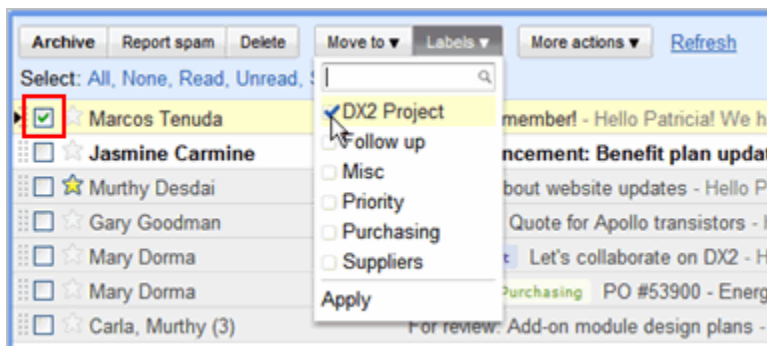
1. In your **Labels** list on the left, click the square to the right of a label.

2. Click **Create sublabel**.

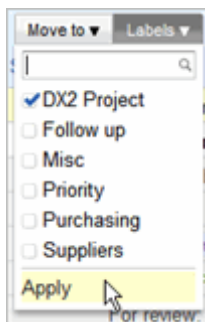


*To apply a label to a message:*

1. Select the check box next to the messages you want to label, and then select the label name from the **Labels** drop-down menu. (Note that you can select more than one label.)

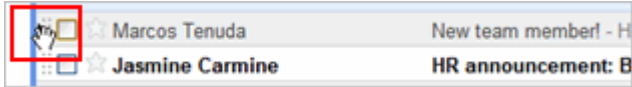


2. Click **Apply**:

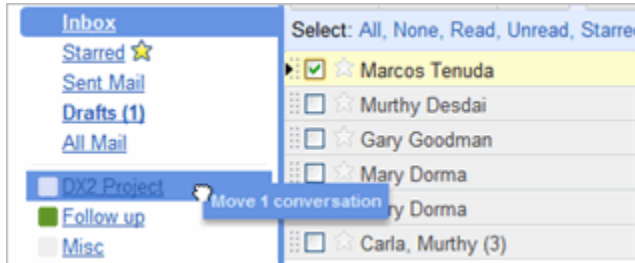


**Tip:** If you want to move the messages out of your Inbox *at the same time* you apply a label to them, select the messages, and then select a label in the **Move to** drop-down menu.

Or, just click and hold in the gray area to the left of the message...



...and drag it to a label's name:



**To move labeled messages out of your Inbox:**

1. Select one or more labeled messages in your Inbox.
2. Click **Archive**.

To view a labeled message you archived, just click the label on the left.

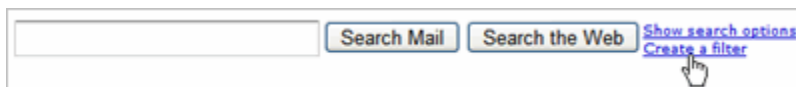
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## Set up email filters

Use filters to manage your incoming messages. With filters, you can automatically label, archive, or delete messages based on keywords and other criteria.

**Note:** Gmail filters are similar to Email Rules in [\[Microsoft Outlook/Lotus Notes\]](#).

1. Open Gmail.
2. In the upper right, click **Settings > Filters > Create a new filter**. Or, just click the **Create a filter** link at the top of the top of your Mail window:



3. Enter your filter criteria in the fields:

**Create a Filter** [Hide filter options](#)

**Choose search criteria** Specify the criteria you'd like to use for determining what to do with a message as it arrives. Use "Test Search" to see which messages would have been filtered using these criteria. Messages in Spam and Trash will not be searched.

From:

To:

Subject:

Has the words:

Doesn't have:

Has attachment

[Show current filters](#)

4. Optionally, click **Test Search** to see which messages currently in Google Mail match your filter terms. You can update your criteria and run another test search.
5. Click **Next Step**, then select one or more actions to apply to messages that match this filter's criteria:

**Create a Filter** [Hide filter options](#)

**Choose action** - Now, select the action you'd like to take on messages that match the criteria you specified. When a message arrives that matches the search: **from:sd**, do the following:

Skip the Inbox (Archive it)

Mark as read

Star it

Apply the label:

Forward it to:

Delete it

Never send it to Spam

[Show current filters](#)     Also apply filter to 0 conversations below.

**Note:** These actions are applied in the order in which they are listed. For example, you could choose to **forward matching messages** to a specific email address, and then **delete the messages**.

6. To apply the filter to messages you've already received, click **Also apply filter to [x] conversations below**.
7. Click **Create Filter**.

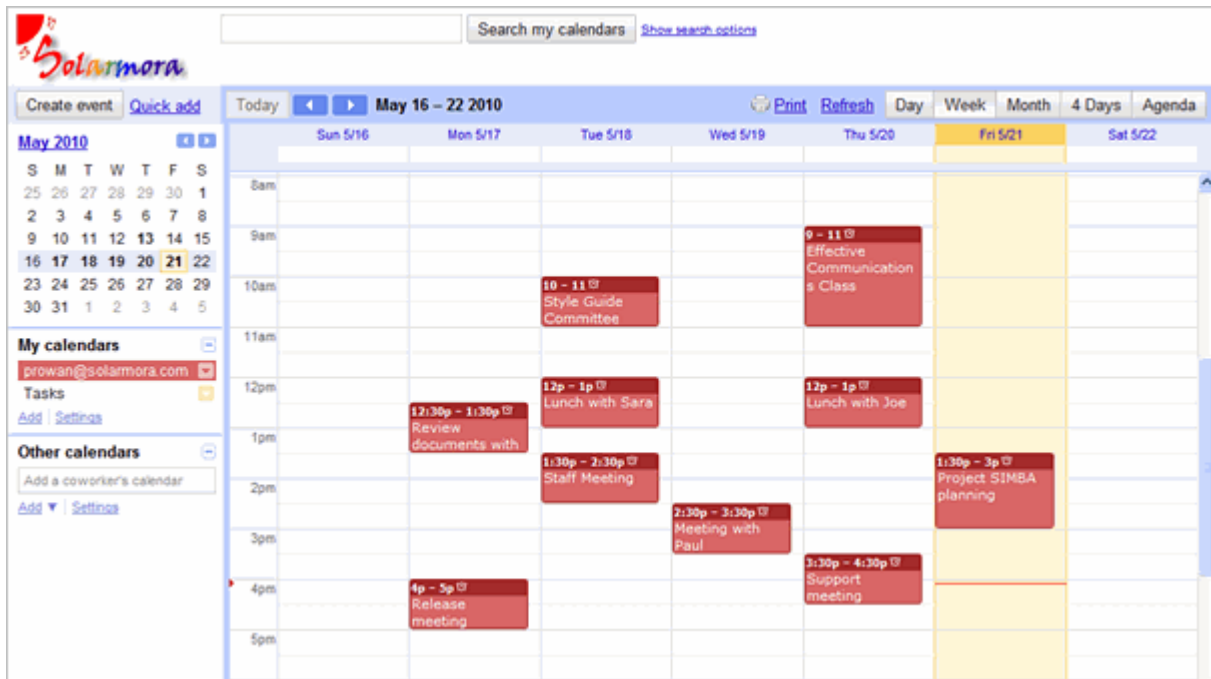
# Calendar Basics:

Scheduling, invitations, attachments, & printing

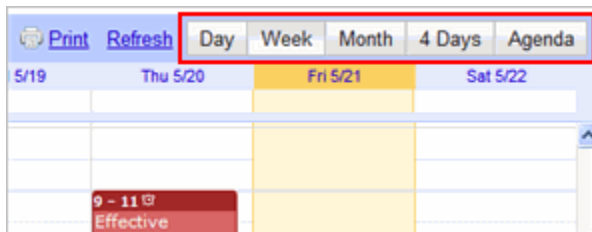
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## Your calendar view

Open Google Calendar. You'll see your calendar weekly view. For example:



To change your calendar view, click the tabs in the upper-right corner of the view:

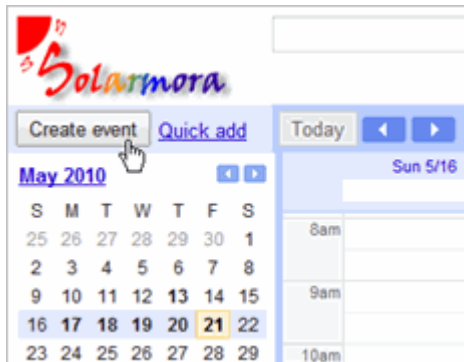


## Schedule a meeting

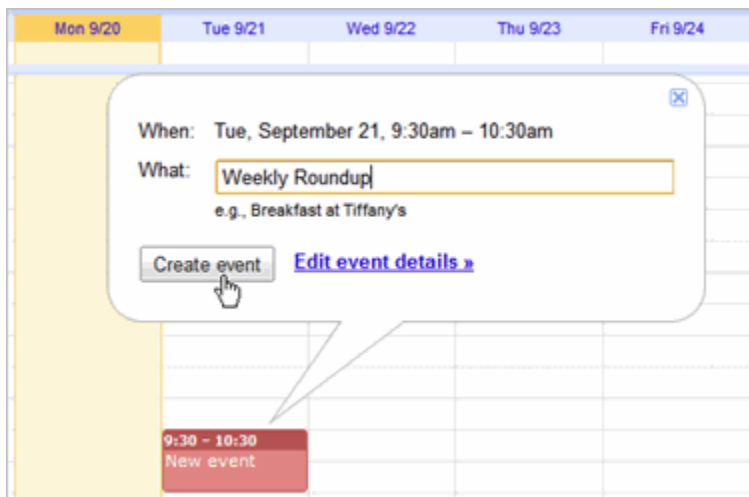
You can schedule a meeting by clicking the **Create Event** link or by just clicking right on your calendar view.

1. Open Google Calendar.
2. Do either of the following:

**Option 1:** In the upper-left of your calendar, click **Create Event** to open the event details page.



**Option 2:** Or, click a spot on your calendar to create a 1-hour event, or click and drag to create an event of more than 1 hour. Then type the event title in the box. For example:

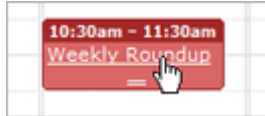


Click **Create Event** to immediately publish the event, or click **edit event details** to continue setting up the event.

3. Enter details, such as recurrence, attendees, an agenda, and a reminder.
4. Click **Save**.

## Invite attendees and enter meeting details

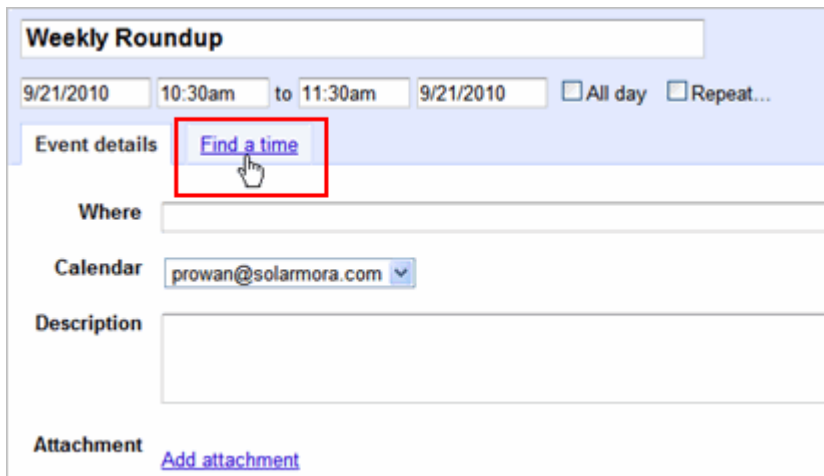
If you've already scheduled and published your meeting, you can edit its details by clicking the title of the meeting on your calendar:



**Note:** Once you've finished entering meeting details, click **Save** at the bottom of the meeting details page.

### To invite attendees:

1. Open your meeting.
2. Click the **Find a time** tab:



**Weekly Roundup**

9/21/2010 10:30am to 11:30am 9/21/2010  All day  Repeat...

Event details **Find a time**

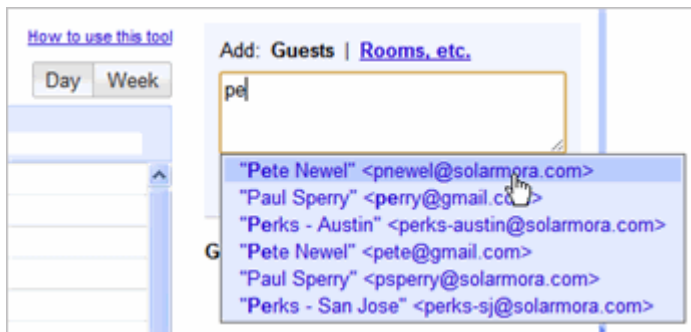
Where

Calendar

Description

Attachment [Add attachment](#)

3. On the **Find a time** tab, click **Guests**, and then enter the first few letters of an attendee's full name to look up the address in your corporate directory. Select the attendee to add the attendee to your **Guests** list:



[How to use this tool](#)

Day Week

Add: **Guests** | [Rooms, etc.](#)

pe

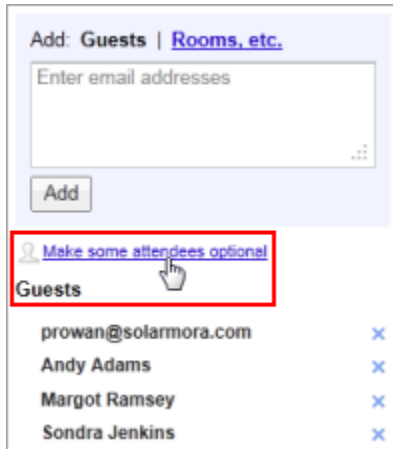
G "Pete Newel" <pnewel@solarmora.com>  
"Paul Sperry" <perry@gmail.com>  
"Perks - Austin" <perks-austin@solarmora.com>  
"Pete Newel" <pete@gmail.com>  
"Paul Sperry" <psperry@solarmora.com>  
"Perks - San Jose" <perks-sj@solarmora.com>

**Important:**

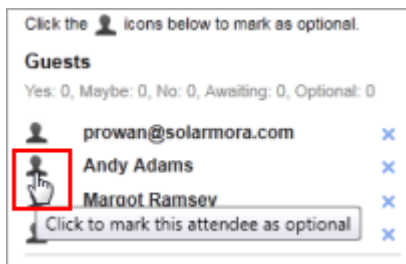
- You can add a group (mailing list) address to the attendees list, if your administrator set up groups for your domain. Or, you can create your own contact group in your personal contact. Click **Contacts** at the top of your Calendar window.
- If you copy and paste an attendee list from another source (for example, a document), make sure you separate each address with a comma (semicolons are not supported).

**To make an attendee optional:**

1. After you've invited attendees, click the "Make some attendees optional" link:



2. Click the icon to the left of each attendee whom you want to make optional:



Optional attendees will the label "optional" to the right of their names in their invitations.

**To check the availability of attendees:**

1. Click the **Find a time** tab, which shows the free/busy information for any employee. The blue box represents the scheduled time for your meeting:

**Weekly Roundup**

9/21/2010 10:30am to 11:30am 9/21/2010  All day  Repeat...

[Event details](#) [Find a time](#)

[Go to event](#) | Show guests: all - none [How to use this tool](#)

Today ← → **Tuesday, Sep 21, 2010** Day Week

	Patricia Rowan	Paul Sperry	Pete Newel	Sondra Jenkins
7am				
8am	8 - 9 J-panel post mortem		8 - 9 Sales presentation	8 - 9 J-panel post mortem
9am		9 - Meet with Alice		9 - HR: New benefits
10am				
11am				
12pm			12p - 1p Lunch with Joe	12p - 1p Brown bag: Solar innovations
1pm	1p - Spec review	1p - 2:30p Project Calypso		
2pm			2p - Finalize brochure	

**Add:** [Guests](#) | [Rooms, etc.](#)

**Guests** [Email guests](#)

Yes: 1, Maybe: 0, No: 0, Awaiting: 3

- ✓ Patricia Rowan x
- Paul Sperry x
- Pete Newel x
- Sondra Jenkins x

**Guests can**

- modify event
- invite others
- see guest list

If necessary, use the date and time options at the top of the tab to change the time for your meeting. Or, simply drag the blue box to a time available to all attendees.

**Tip:** To show or hide an attendee's meetings, click the attendee's name in the Guests list to deselect it:

**Guests** [Email guests](#)

Yes: 1, Maybe: 0, No: 0, Awaiting: 3

- ✓ Patricia Rowan x
- Paul Sperry x
- Pete Newel x
- Sondra Jenkins x

Show events: pnewel@solarr

2. Optionally, allow or prevent attendees from inviting more people to your event or viewing who else was invited, by selecting options below the **Guests** list:

**Guests** [Email guests](#)

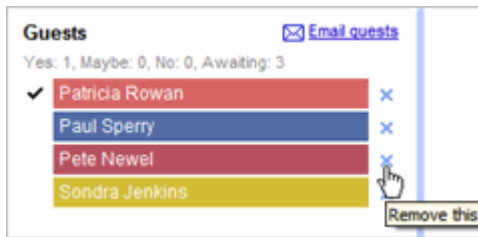
Yes: 1, Maybe: 0, No: 0, Awaiting: 3

- ✓ Patricia Rowan x
- Paul Sperry x
- Pete Newel x
- Sondra Jenkins x

**Guests can**

- modify event
- invite others
- see guest list

3. To delete an attendee, click the blue cross to the left of the attendee's name:

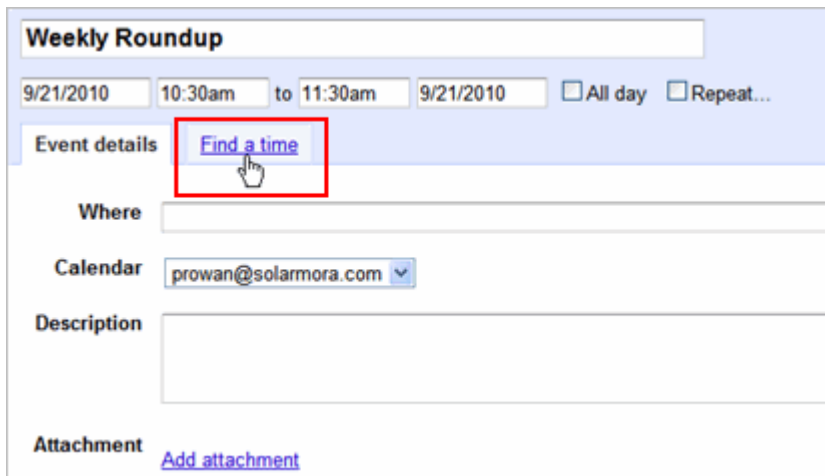


4. Click **Save**.

Google Calendar asks you whether you want to send invitations to the attendees. Your attendees can respond to the meeting invitation and leave comments.

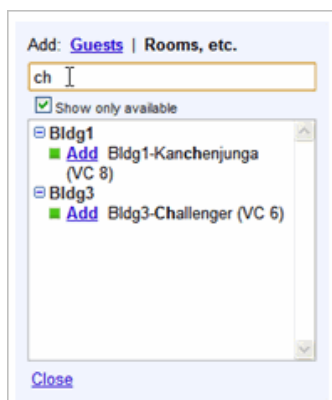
*To book a room or other resource for your meeting:*

1. Open your meeting.
2. Click the **Find a time** tab:

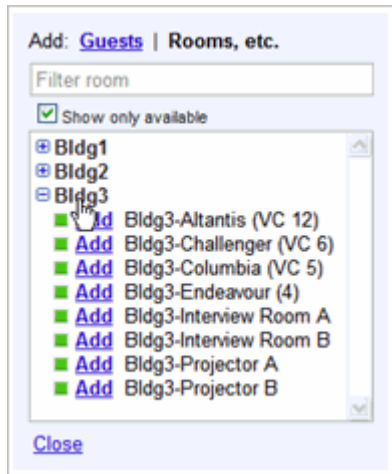


3. On the **Find a time** tab, click **Rooms, etc.**, and then do either of the following:

- Start typing any part of the room or other resource's name in the "filter room" box. A list of matching resources appears in the list. For example:



- Browse the list to find the room or other resource you want to book. For example:



**Tip:** If you'd like to see rooms that are already booked, deselect the Show only available check box. Available rooms have a green indicator, and unavailable rooms have a red indicator:

Available: ■

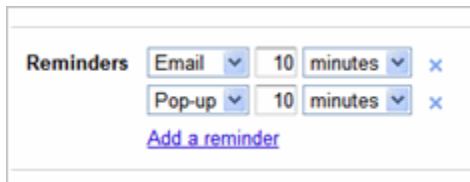
Unavailable: ■

5. To book a resource or to see all of its free/busy times, click **Add**. If you need to change the time for your meeting, use the date and time options at the top of the **Find a time** tab.

6. Click **OK**.

*To set a reminder for your meeting:*

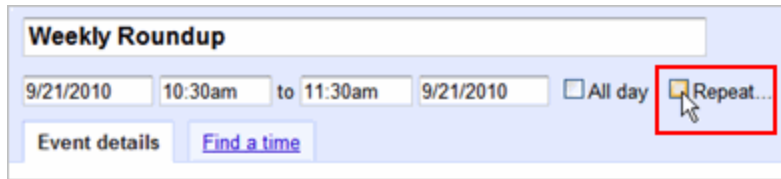
1. Open your meeting.
2. Under **Reminders**, choose the type of reminder you want (pop-up or email message) and when you want to receive it:



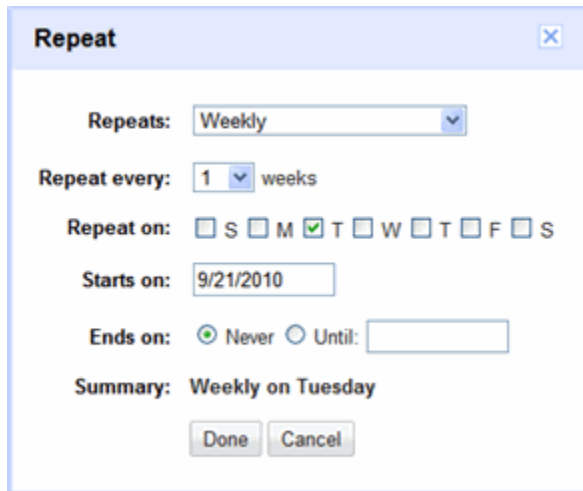
To add more reminders, click **Add a reminder**.

*To set up a recurring meeting:*

1. Open your meeting.
2. Select the **Repeat** check box:



3. Choose options on the Repeat dialog box:



4. Click **Done**.

---

## Add a file attachment to a meeting invitation

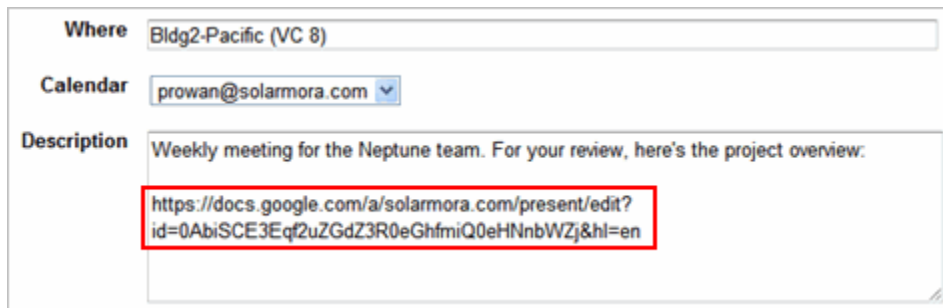
If you want to attach a file to your meeting invitation, you can add a link to any document or file you own or that's shared with you in Google Docs. (Note that Google Calendar currently doesn't let you attach a file directly to a meeting invitation.)

### If Using Google Docs:

To attach a Microsoft Office or PDF document, just upload it to Google Docs (and optionally convert it to Google Docs format), and then add the document to your event. If you haven't already uploaded the document, you can do that when creating or editing your event.

1. Open your meeting.

2. Copy and paste the URL to the document in the **Description** field:



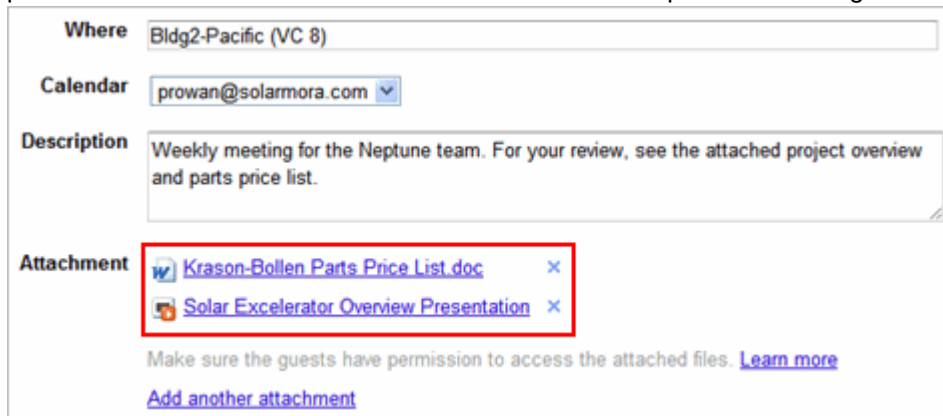
The screenshot shows a calendar event form with the following fields:

- Where:** Bldg2-Pacific (VC 8)
- Calendar:** prowan@solarмора.com
- Description:** Weekly meeting for the Neptune team. For your review, here's the project overview:  
<https://docs.google.com/a/solarмора.com/present/edit?id=0AblSCE3Eqf2uZGdZ3R0eGhfmiQ0eHNnbWZj&hl=en>

### If Using Calendar Labs

1. Make sure the **Event attachments** Calendar Lab is enabled: Click the **gears** icon in the upper right > **Calendar settings > Labs**.
2. Open your meeting.
3. In the meeting details, click **Add attachment**.
4. In the "Select a file" dialog box, browse or search for the file in your Google Docs directory. to open your list of documents in Google Docs.
5. Select one or more documents, and then click **Select**.

Your attachment is added to the invitation. For example, here's an invitation with both an attached Google presentation and a Microsoft Word document that was uploaded to Google Docs:



The screenshot shows a calendar event form with the following fields:

- Where:** Bldg2-Pacific (VC 8)
- Calendar:** prowan@solarмора.com
- Description:** Weekly meeting for the Neptune team. For your review, see the attached project overview and parts price list.
- Attachment:**
  - [Krason-Bollen Parts Price List.doc](#) ×
  - [Solar Excelerator Overview Presentation](#) ×

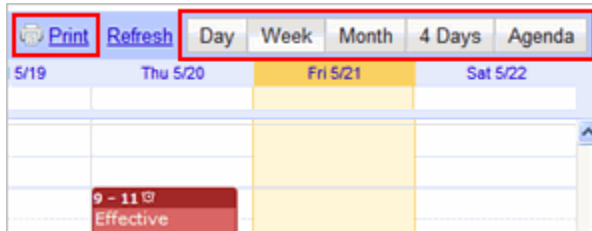
Make sure the guests have permission to access the attached files. [Learn more](#)  
[Add another attachment](#)

**Note:** Alternatively, you can add attachment using either of these methods:

- Send the attachment in a separate email message to attendees.
- Schedule the event through Gmail: Compose a new message and attach the file. Then click **Invitation** and enter information about the event. However, to book a room, you'll need to create a separate invitation on your calendar first, and then add the room information to your email message before sending the invitation.

## Print your calendar

1. Make sure the calendars you want to print are selected in your list under **My Calendars**. If not, simply select the calendars to highlight them.
2. At the top of the calendar view, select the view you want to print; for example, **Day** or **Week**, and then click **Print**.



In the Calendar Print Preview window, you can select a range of dates, the font size, page orientation, and other options.

3. Select the options you want, and then click **Print**.

## Set Up Your Calendar:

Event reminders, invitation replies, calendar sharing, additional calendars

---

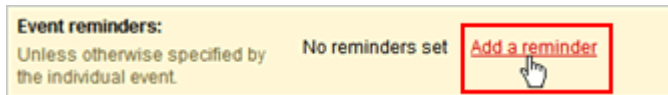
### Set up event reminders

By default, your calendar event reminders are turned off. Turn on event reminders to receive either a pop-up message or an email notification before a meeting.

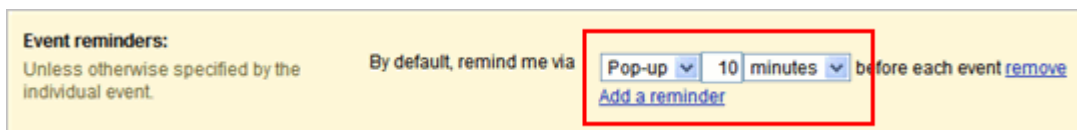
1. Open Google Calendar.
2. In the upper-right corner of the page, click **Settings > Calendars**.
3. Under **My Calendars**, click the **Notifications** link for your calendar. For example:



4. In the **Event reminders** section, click **Add a Reminder**:



5. Set reminder options.



6. Click **Save** at the bottom of the page.
- 

### Set up invitation replies

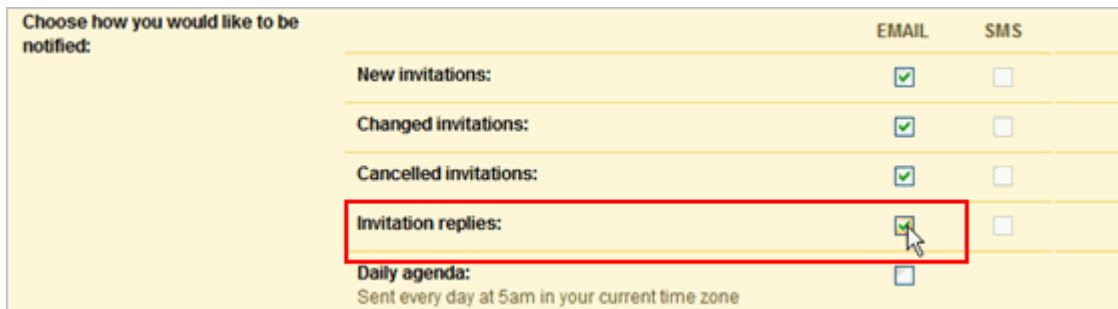
Turn on invitation replies to receive an email message when someone you invite to a meeting accepts or declines your invitation.

1. Open Google Calendar.

- In the upper-right corner of the page, click **Settings > Calendars**.
- Under **My Calendars**, click the **Notifications** link for your calendar. For example:



- In the **Choose how you would like to be notified** section, select the **Email** check box for **Invitation replies**.



- Click **Save** at the bottom of the page.

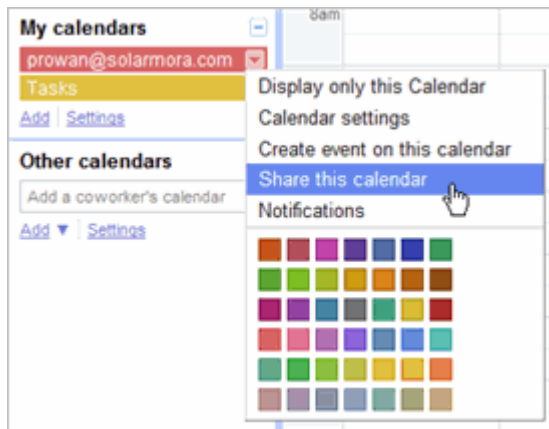
**Tip:** Get your list of meetings for the day automatically emailed to you each morning! Just click the **Email** check box for **Daily agenda**.

## Share your calendar

By default, your "free/busy" calendar information is shared with everyone in the TSTC domain. You can share additional information with everyone or just specific employees, or stop sharing all calendar information.

- Open Google Calendar.

2. In the **My calendars** list on the left, click the **down-arrow** next to your calendar, and then select **Share this calendar**.



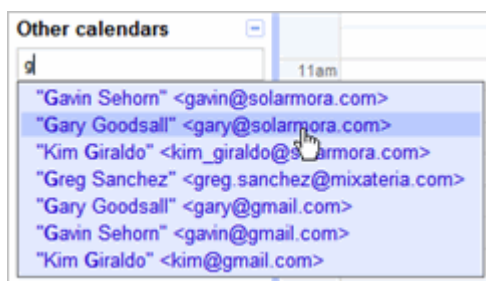
3. Select the sharing options you want to use for your calendar.

---

## View another user's calendar

If other users have shared their calendars with you, you can view those calendars. If a user hasn't yet shared his or her calendar with you, you can send a request to that person.

1. Open Google Calendar.
2. In the **Other calendars** list on the left, start typing a user's name or address in the **Add a coworker's calendar** field. In the list that appears, click the user whose calendar you want to add.



If the user has shared his or her calendar, it appears in your list under **Other calendars**, and the user's events appear on your calendar.

If the user has *not* shared his or her calendar, you'll see a page on which you can send a request to the user.

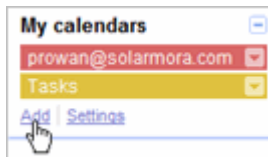
4. Edit the default message if you like, and then click **Send Invite**.

**Tip:** To hide or show the user's events on your calendar, simply click the calendar in your list.

## Create another calendar

You can create any number of secondary calendars. For example, you can set up a calendar for your workgroup or team to share. Each calendar you create appears in your list under **My Calendars**.

1. Open Google Calendar.
2. In the **My calendars** box on the left, click **Add**.



3. In the Create New Calendar window, enter a name for the calendar. You can also select a time zone and sharing options for the calendar.
4. When you're finished setting up the calendar, click **Create Calendar**.

## Contacts Basics:

Auto-complete, the contacts picker, & adding personal contacts

---

### About your contacts

You Google Apps account includes a Contacts Manager—an online address book. The contacts in Contacts Manager fall under one of the following two categories:

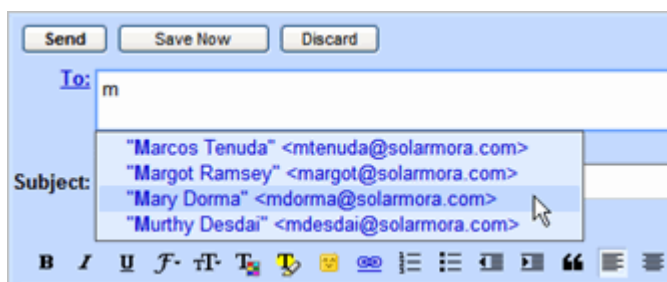
- **Personal contacts**
- **Shared corporate contacts:**
- 

**Note:** Our company mailing lists, called *groups*, aren't included in the shared corporate contacts list. You can find a list of our groups in the Groups directory: At the top of your Gmail or other Google service window, click **Groups**. Then, on your "My groups" page, click **Browse all groups**.

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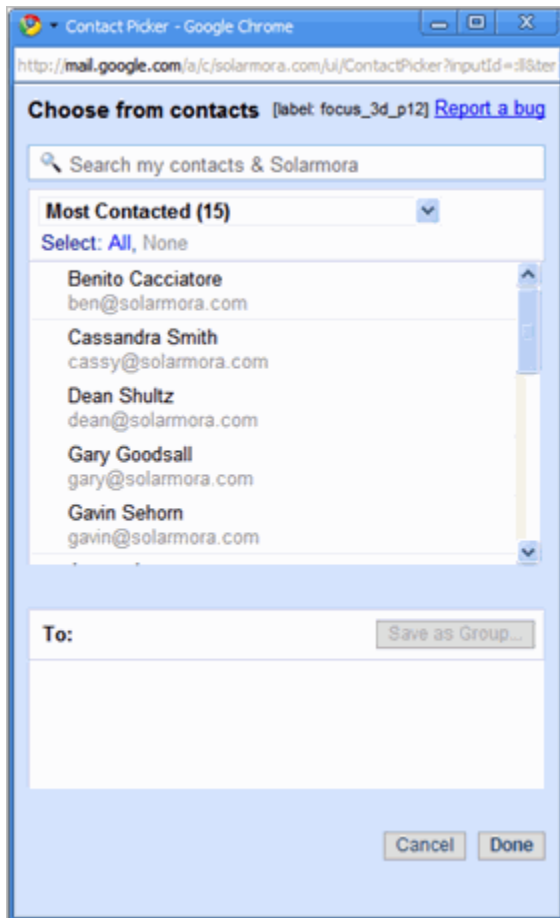
### Auto-complete address entry

Google Apps contacts manager knows the addresses of all your personal contacts and all TSTC employees, mailing lists, vendors, suppliers, and so on. In addition, it automatically remembers email addresses of other people outside of TSTC with whom you've corresponded. Therefore, when you start typing an address in an email message or meeting invitation, the addresses of personal contacts, employees, and anyone with whom you've corresponded automatically appear. For example:



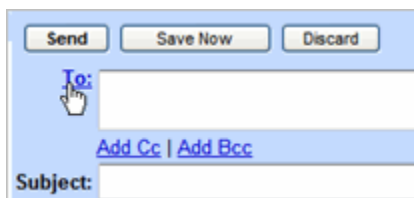
## The contacts picker

The contacts picker lets you select any of your personal or corporate contacts when composing an email message. With the contacts picker, you can search for contacts using auto-complete address entry or by browsing the list:



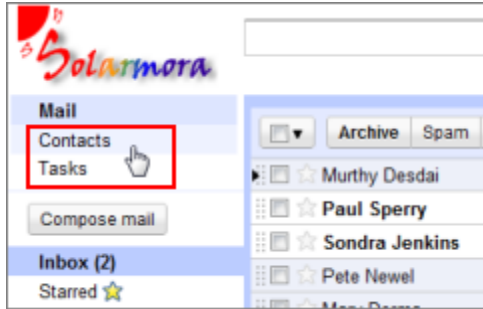
*To access the contacts picker when composing an email message:*

Click the **To:** link:

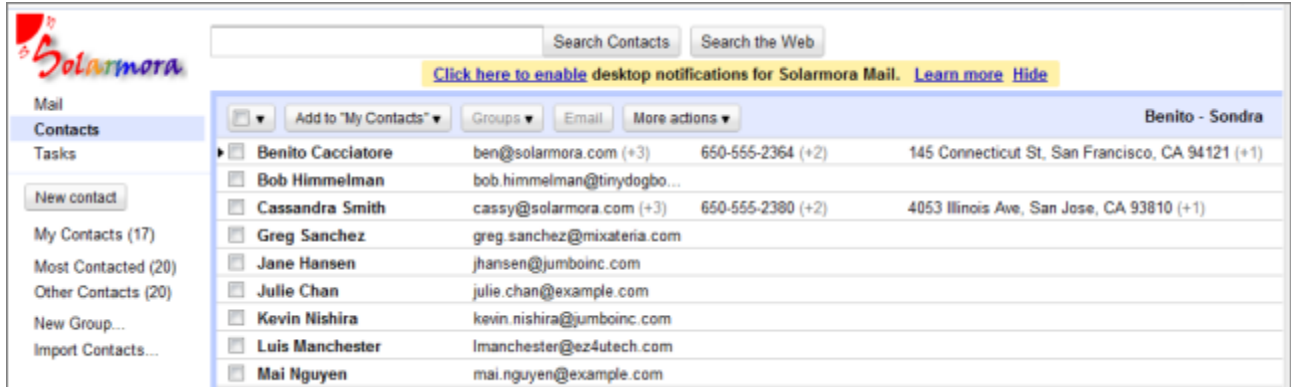


## View your personal contacts

1. Log in to Google Apps.
2. Click **Contacts** on the left or at the top of your window.

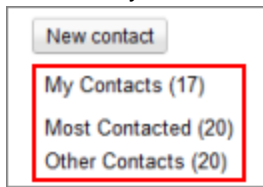


Your Contacts Manager appears. For example:



### Your default contact groups:

You'll see your contacts organized into these three default groups.



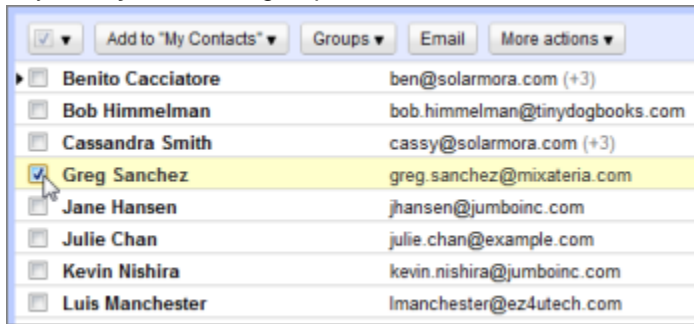
Click the group name to see the contacts it contains:

- **My Contacts:** Any contacts that you've imported or created in Contacts Manager.
- **All Contacts:** All the contacts in **My Contacts**, plus the email addresses of people you've corresponded with, either inside or outside [\[your company name\]](#). To add one or more of these addresses to **My Contacts**, select them, and then click **Move to My Contacts**.
- **Most Contacted:** The 20 addresses you use most frequently. Gmail automatically updates this list for you.

You can create your own contact groups to organize your contacts and to quickly enter multiple email addresses in email messages and meeting invitations. See the guide "Create Contact Groups."

*To view details about personal contacts:*

In your **My Contacts** group, select the checkbox for the contact.



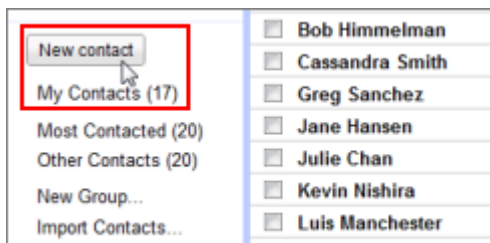
*To view details about corporate contacts:*

1. In the **Search Contacts** box, type part or all of the name of the contact. A list of possible matches appears.
2. Select the contact.

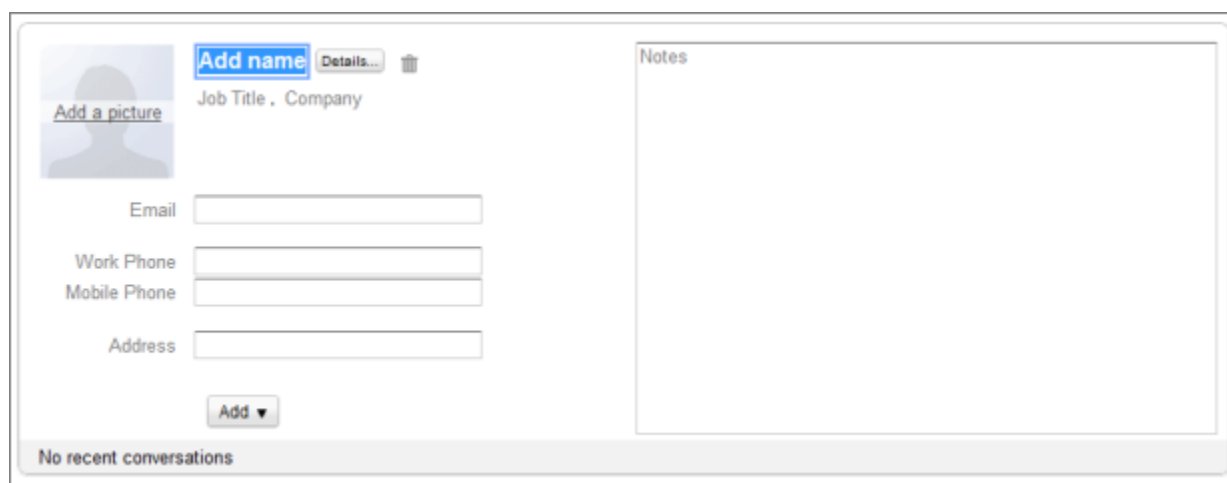
---

## Add a personal contact

1. Open Contacts Manager.
2. Click the **New Contact** button in the upper-left corner of the contacts manager:



3. Enter your contact's information in the fields. For additional fields, click **Add**.



The screenshot shows a contact form interface. On the left, there is a profile picture placeholder with the text "Add a picture" below it. To the right of the picture is a blue button labeled "Add name", followed by "Details..." and a trash icon. Below these is a text field for "Job Title, Company". Further down are four input fields labeled "Email", "Work Phone", "Mobile Phone", and "Address". At the bottom left is a button labeled "Add" with a downward arrow. On the right side of the form is a large text area labeled "Notes". At the bottom of the form, there is a status bar that says "No recent conversations".

4. Click **Save**.

**Note:** Each time you reply or forward an email message, or move a message from the **Spam** folder to your **Inbox**, contacts manager adds the email addresses to the **Suggested Contacts** group in your Contacts Manager.

# Create Contact Groups

Groups are also your personal mailing lists

---

## About contact groups

You can use contact groups to organize your contacts and as personal mailing lists—to send email messages or meeting invitations to groups of people you contact frequently, without having to enter each of their email addresses individually.

---

## Create a contact group

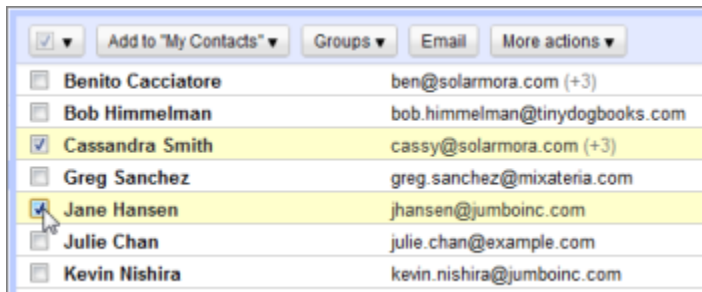
You can create a contact group in your Contacts Manager. Or, when composing an email message or creating a meeting invitation, you can quickly create a new contact group using the contacts picker.

*To create a contact group using your Contacts Manager:*

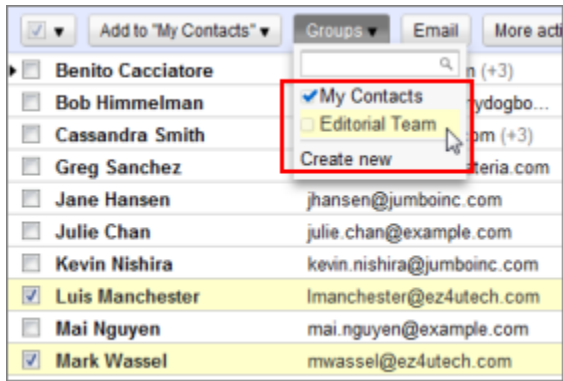
1. Open your Contacts Manager. (For details, see the guide "Contacts Basics").
2. Click **New Group** on the left.



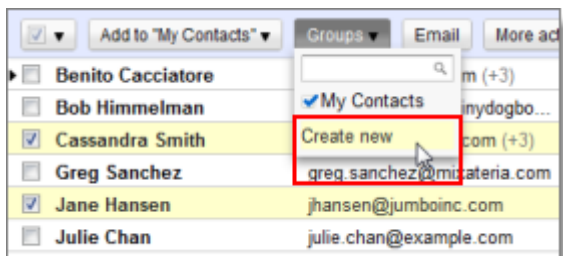
3. Enter the name of the group in the prompt that appears, and then click **OK**.
4. Select the checkbox for one or more contacts from your **My Contacts**, **Most Contacted**, or **Other Contacts** groups. For example:



5. From the **Groups** menu, select the group you just created.



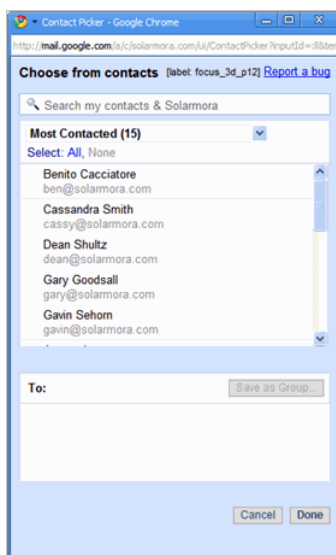
**Note:** Alternatively, you can first select contacts from your existing groups, and then click the **Groups > Create new**.



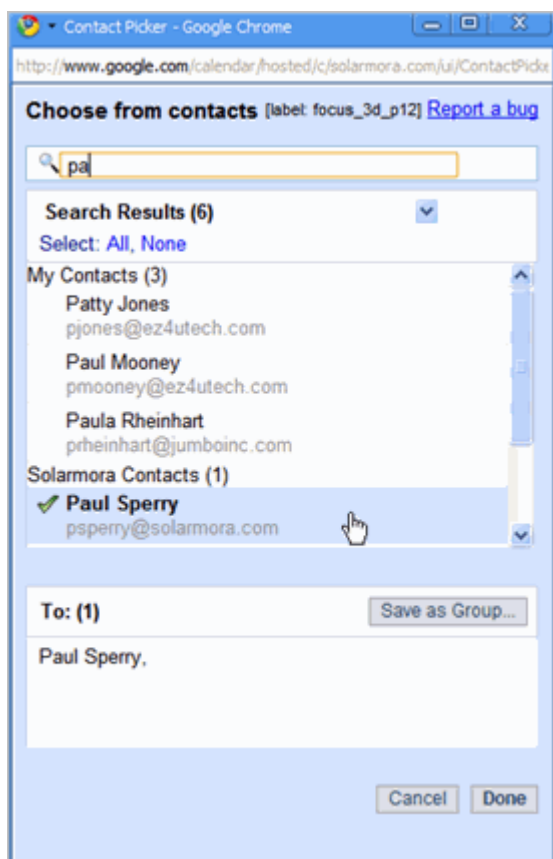
*To create a contact group using the contacts picker:*

1. While composing an email message, open the contacts picker by clicking the **To:** link.

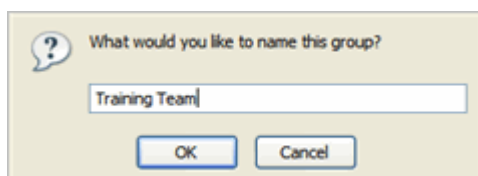
The contacts picker appears:



2. In the **Search contacts** box, start typing the name of a contact you want to add to the group. Then click the name to add it to the list below. Add more contacts, as needed.



3. When you are finished, click **Save as Group**.  
4. Enter the name of the group, and click **OK**. For example:



5. To add the group to your email message, click **Done**.

### *To remove members from a contact group:*

1. Open your Contacts Manager. (For details, see the guide "Contacts Basics").
2. From your list of contact groups under **My contacts**, select the group from which you want to remove members
3. Select the members of the group that you want to remove.
4. From the **Groups** menu, select the group from which you want to remove the members.

## Use your contact groups as mailing lists

To save time when sending an email message or meeting invitation, use your contact groups.

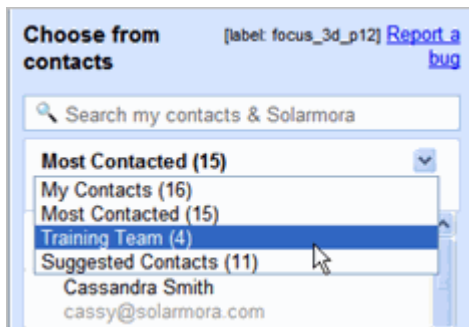
### *To send a message or meeting invitation to all the members of a group:*

Do one of the following:

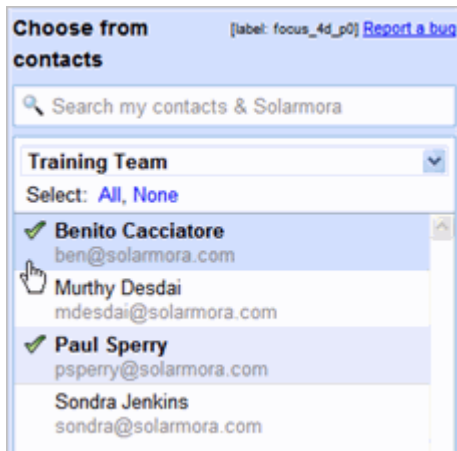
- If you are composing an email message, start typing the group's name in the **To:** field.
- If you are creating a meeting invitation, start typing the group's name in the **Add Guests** box.

### *To send a message to selected members of a group:*

1. While composing an email message, open the contacts picker by clicking the **To:** link.
2. Select the group in the drop-down list in the contacts picker:



3. Select the contacts to whom you want to send the invitation. For example:



Or, to send it to all contacts in the group, click **Select all**:

**Choose from contacts** [label: focus\_3d\_p12] [Report a bug](#)

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**Training Team (4)** ▼

Select: **All**, None

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## Create a Task List:

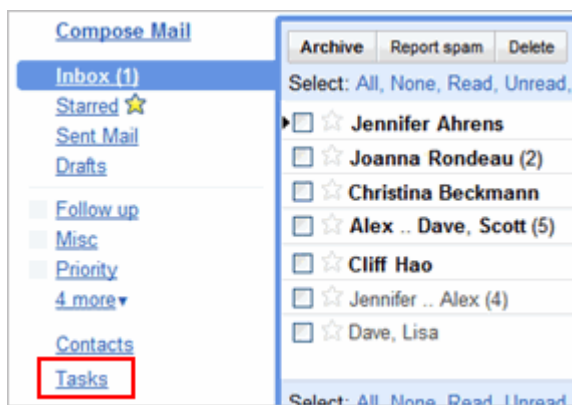
### Using the Tasks gadget

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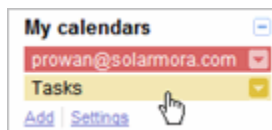
Use the Tasks gadget to keep your "to do" list handy.

#### *To open the Tasks gadget:*

In Gmail, click **Tasks** in the left pane:

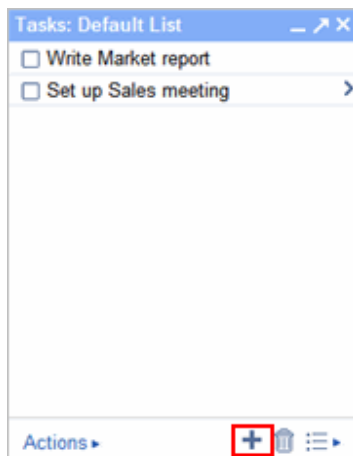


In Google Calendar, click the **Tasks** calendar under **My Calendars**:



#### *To add a task to your list:*

Click the "plus" (+) icon, or simply click in the Tasks window and start typing.



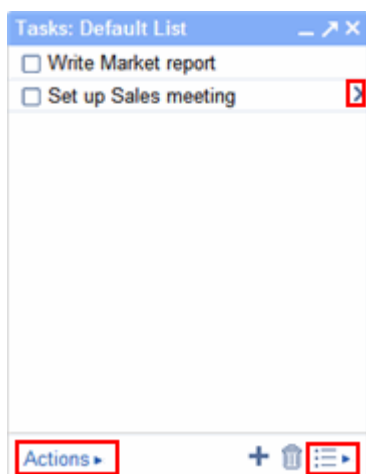
**Tip:** You can also add email messages to the list to create items for follow-up! First, select the messages in your inbox. Then, on the **More actions** menu, choose **Add to Tasks**.

*To format your list and create additional lists:*

On the **Actions** menu, you'll find options to indent or move items, edit details such as a due date, print your list, and more.

Click the arrow ( > ) to the right of the current task to go directly to the Edit Details screen, where you can enter a due date.

Use the **Switch List** menu in the lower right to rename the list and create more lists.



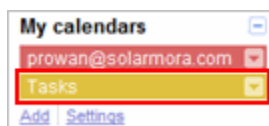
*To work in a separate, bigger window:*

Click the **Pop-out** arrow in the upper-right corner:



*To get reminders for task due dates on your calendar:*

On your Google Calendar, make sure the **Tasks** calendar is selected (highlighted with a color) under **My Calendars**:



If you want to turn off reminders at any time, just click the **Tasks** calendar in the list to de-select it.