

G Suite Applications

Drive - Gmail - Calendar

Course Outline

Lesson 1: About G Suite

- Creating a Google Account
- Using the Google Bar
- Accessing Google Apps
- Notifications
- Customize the Menu

Lesson 2: Gmail

- Looking at the Email Screen
- Creating an Email Message
- Sending an Attachment
- Receiving E-Mails
- Managing Your E-Mails
- Creating a Folder in your E-Mail
- Creating a New Label (Folder)
- Moving Messages to a Label (Folder)
- Creating and Deleting Contacts
- Creating a Contact
- Deleting a Contact
- Syncing your Gmail Account with Outlook

Lesson 3: Google Calendar

- What is Google Calendar?
- 7 Reasons to Use Google Calendar
- Accessing Google Calendar
- Looking at the Screen
- Manipulating the View
- Using Multiple Calendars
- General Settings
- Individual Calendar Settings
- Other Calendars
- Mobile Setup
- Creating Calendar Events
- Editing an Event
- Recurring Events
- Deleting an Event
- Other Actions
- Google Calendar Shortcuts

Lesson 4: Google Drive™

- What is Google Drive™
- Accessing Google Drive™
- My Drive
- New Items
- Creating a New Folder
- Uploading a File
- Uploading a Folder
- Changing the View
- Viewing A File in Drive
- Sharing Files and Folders