

# Maximize Your Use of Gmail & Google



2016

Your Google Heaven Guide:

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## What are we going to learn?

### Google Chrome

- Why & How to Use
- Customize & Bookmarks
- Any Computer

### Gmail Calendars

- Create Events
- Invite Others
- Share Calendars

### Gmail Email

- Send & Receive Email
- Archive, Delete & Label
- Spam, Trash & Searching
- All Email Accounts

### Google Drive

- Create Docs, Sheets & Slides
- Share & Collaborate

### Gmail Contacts

- Create Contacts & Groups
- Cleanup, Merge & Share

### Learn about

- Accessing on All Devices
- Google Music & Keep
- Photo Management

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## Google Chrome



### How & Why to Use

- Customize
- Access anywhere
- Logh In to Chrome
- Search Capabilities #1

### Settings - Customize

- Specific Pages on Startup
- Show Home Button 
- Show Bookmarks Bar

### Other Helpful Tools

- Refresh Button 
- Back Button 
- Forward Button 

- Download latest version
- Always 2 Browsers

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## Customize Chrome

## Exercise

Login to your Gmail account

Put link to Gmail on

Login to Chrome Browser

Bookmarks Bar

Use 

Select Bookmarks Bar

Under Settings Set

Done

Gmail as Home Page

Close & Reopen Chrome

Mark Show Home Button

Is Gmail Home Tab?

Is Home Button showing?

Mark Show Bookmarks Bar

Is Bookmarks Bar showing?

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## Gmail Email

Compose

COMPOSE

Send

Send

Starred



Delete



Spam



Archive



Back to Inbox



Formatting



Labels



Sent Mail  
Drafts (9)  
All Mail

Select & Groups



Searching

Spam & Trash

More labels

Drafts & All Mail



Settings

Configure Inbox



Space Used

3.93 GB (20%) of 19 GB used

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## Create Gmail

## Exercise

Login to your account

Enter Subject

Your Name

Make sure you are in InBox

Enter message

Your Name

Your address & phone

Click on

COMPOSE

Bonus points - use different

Fonts

Bold & Underline

Bullets or #s

Send to:

cathy.the.teacher@gmail.com

Send message

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## Gmail Contacts

Getting there  
or  
contacts.google.com



Groups  
Create New



Adding



More



Delete  
Merge  
Export

Searching



Email



Other Contacts (can promote)  
Reply, Reply to all, or Forward  
Automatic - Change General  
Create contacts for Auto Complete

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## Create Contacts

### Exercise

Login to your account

Add me as contact:

Cathy Oberkamp  
830 221 6067 [cathy.the.teacher@gmail.com](mailto:cathy.the.teacher@gmail.com)

Go go Google Contacts

Click on  
Select Contacts



Save contact  
Save Now

Click on



Go back to  
My Contacts

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## Gmail Calendars

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Getting there  
or  
calendar.google.com

Invite Others

Add guests

Display by

Day Week Month 4 Days Agenda

Notifications

Notifications Email 30 minutes x  
Pop-up 30 minutes x  
Add a notification

Settings (tabs)



General  
- Time Zones, Views etc  
Calendars  
- Share calendars

Create (red button on left)  
or left click on calendar  
**CREATE**

Important

All day  Repeat... Time zone

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## Create Event & Invite *Exercise*

Login to your account      Create Event or Appointment  
Name Event  
Set date and time

Go go Google Calendar      Add Guest (invite me)  
calendar.google.com      [cathy.the.teacher@gmail.com](mailto:cathy.the.teacher@gmail.com)

Check Notifications  
Bottom

Click on      **CREATE**      Save and send

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## Google Drive (aka Google Docs)

Getting there      Sharing  
or      Click on file or folder  
drive.google.com      Click on 

Create - edit - store - share      Share Warnings  
Docs- Sheets - Slides

New button - other things      Select - Can  
Create Folder      Edit - Comment - View  
Uploads - File & Folders      Advanced - more info

Name E-Docs      Settings -  
Top (Untitled Document)      Convert Uploads - Google  
Single Left Click      Sync - edit offline  
or File Rename

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## Create & Share E-Doc *Exercise*

Login to your account      Type your  
Name, email, & phone

Go go Google Drive      Name Document (top)  
drive.google.com      Where Untitled Document  
Type Your Name

Click on      **NEW**

Select Google Docs      Share this file with  
[cathy.the.teacher@gmail.com](mailto:cathy.the.teacher@gmail.com)

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## Other Google Heaven Goodies

Google Music	Google Voice
Google Photos	1# for all your phones
Google Bookmarks	Google Hangouts
Google Maps	Voice & Video & Text replaced Google Talk
Google Translate	Access from All Devices
Google Keep	Android Yes!!!
Google Blogger	iDevices Yes, but?
Google+	PC back home Yes
Google Search	YouTube "How to" Anything
	More Goodies 

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