

Google Apps Quick Start Guide

Log in and start using your email and chat features now

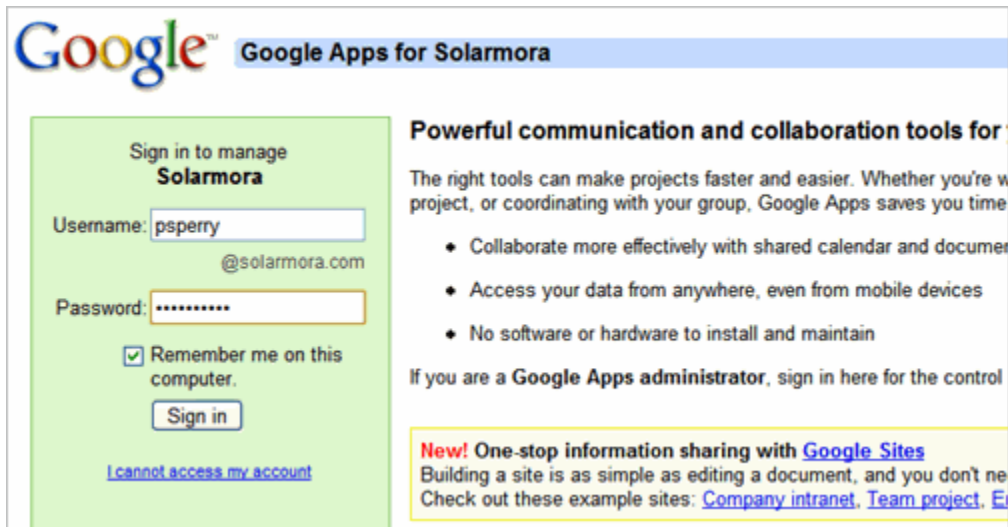
Log in to Gmail

1. Go to your Google Apps Mail page: <https://student.westgatech.edu>

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



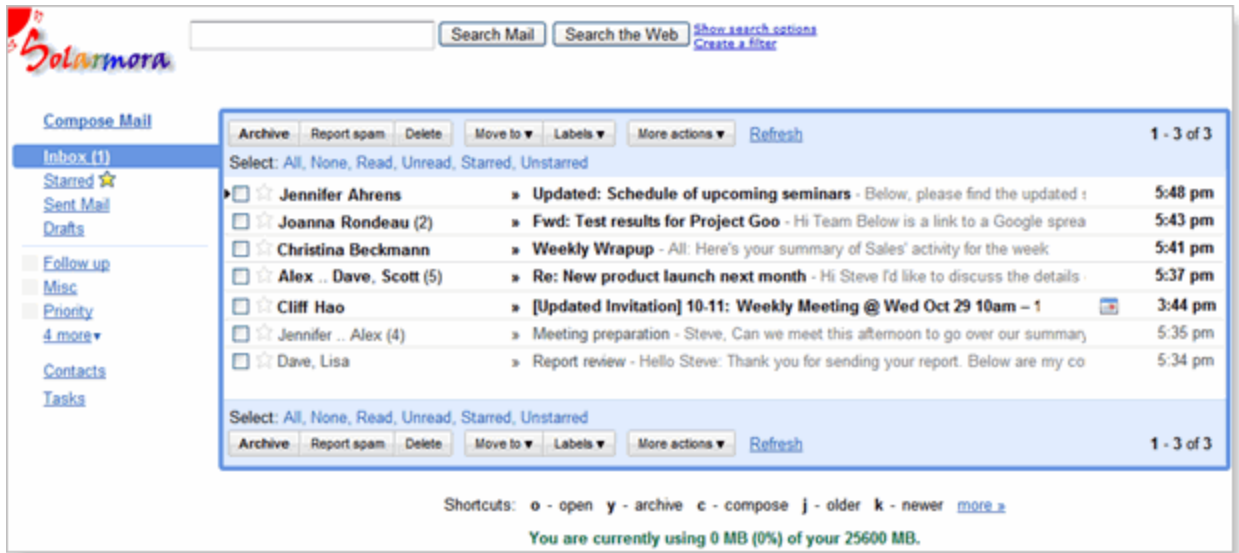
2. On the Sign In page, enter your existing user name and password the initial googleapps password is 8 digit birthdate (mmdyyy) then click **Sign In**:



The screenshot shows the Google Apps for Solarmora sign-in interface. On the left, there is a sign-in form with the following elements: the Google logo, the text "Sign in to manage Solarmora", a "Username:" field containing "psperry" with "@solarmora.com" below it, a "Password:" field with masked characters, a checked "Remember me on this computer." checkbox, a "Sign in" button, and a link for "I cannot access my account". On the right, there is a promotional section titled "Powerful communication and collaboration tools for" followed by a paragraph and three bullet points: "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 this is a note for administrators and a highlighted "New!" section for Google Sites with a link to "Company intranet, Team project, E..."

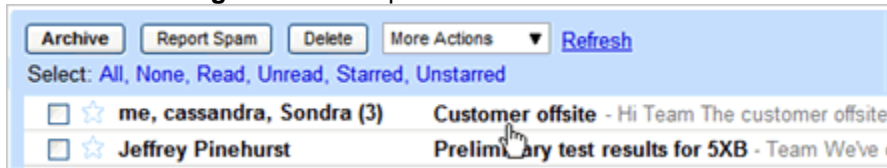
3. If this is your first time logging in, follow the on-screen instructions to activate your account.

Your Gmail Inbox appears. For example:

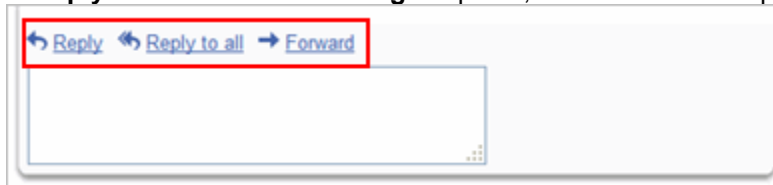


Use West Georgia Technical College Student Email

To read a message: Click it to open it:



To reply to or forward a message: Open it, and then click an option at the bottom of the message card:

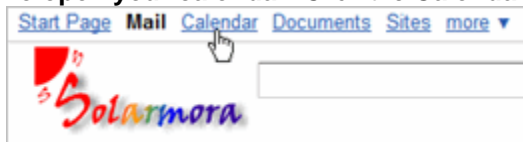


To compose a new message: Click **Compose Mail**:



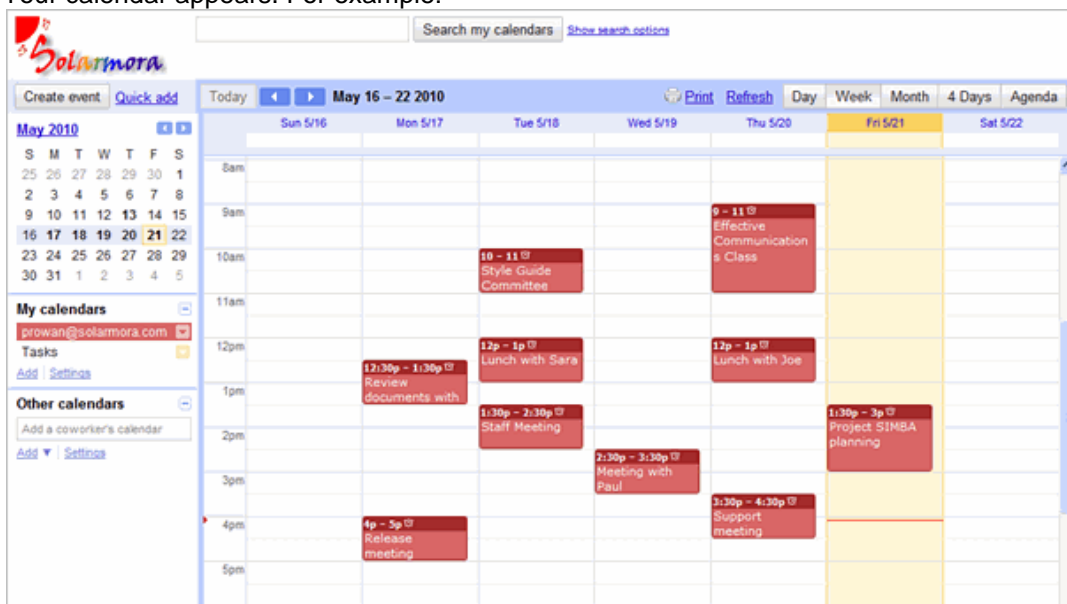
Open Your Calendar

To open your calendar: Click the **Calendar** link at the top of your Mail window:



If this is the first time you've opened your calendar, you'll be asked to set your time zone.

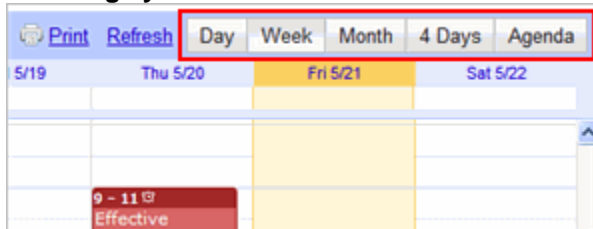
Your calendar appears. For example:



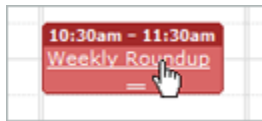
Important: Your calendar will likely be empty or show only a few new invitations. Therefore, you'll need to recreate your calendar events. For more information, see "**Next Steps**" below.

Use Your Calendar

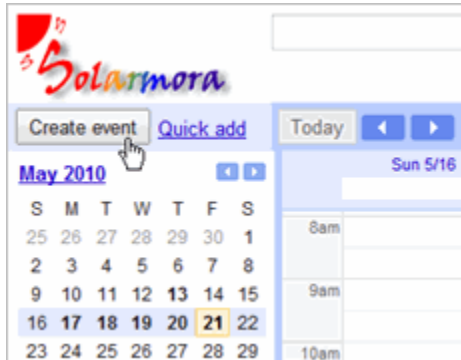
To change your calendar view: Click the tabs in the upper-right corner of the view:



To view or edit details about an event: Click its name:



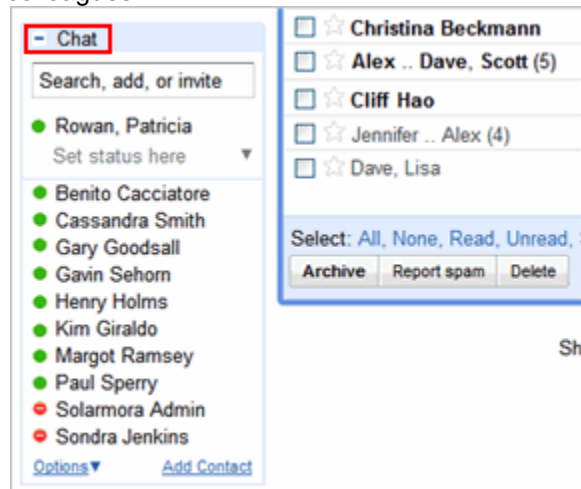
To create an event: Click **Create Event**:



Use Chat in Gmail

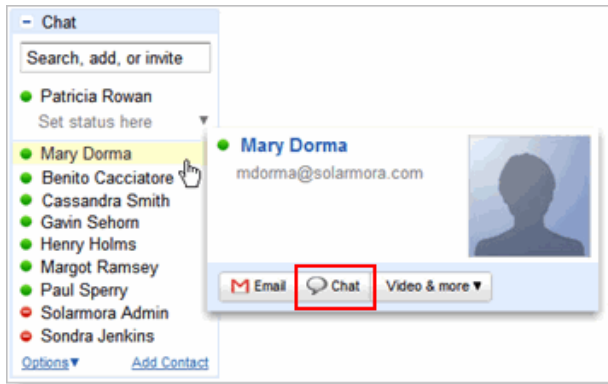
<<applies only if enabling Google Talk>>

Your Mail window includes a Chat gadget, which lets you send and receive instant messages with your colleagues:



The Chat window shows a list of people you've recently communicated with. You can also find a coworker by starting to type his or her name or email address in the **Search, add, or invite** box.

To start a chat: Simply point to a user in the list or search results, and then click **Chat** (or, if you haven't yet chatted with the user, click **Invite to Chat**):



Note: A green dot appears to the left of a contact who is online and available.

Next Steps....

Refer to the guide **Getting Started with Google Apps** to: <<optionally, add link to guide>>

- **Set up your email**, including adding an email signature, setting up email filters, and creating contact groups (email lists)
 - **Set up your calendar**, including recreating your events and turning on event notifications
 - **Learn how to use key features** in Gmail and Calendar
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If You Need Help Please Open a Help Desk Ticket

<http://onlinehelpdesk.westgatech.edu>