

# Google Apps Quick Start Guide

Log in and start using your email and chat features now

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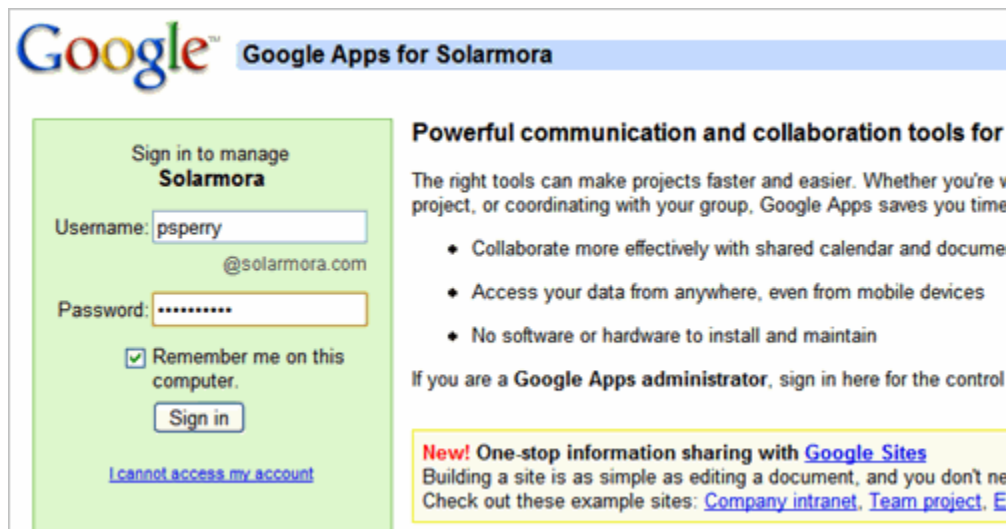
## Log in to Gmail

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

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



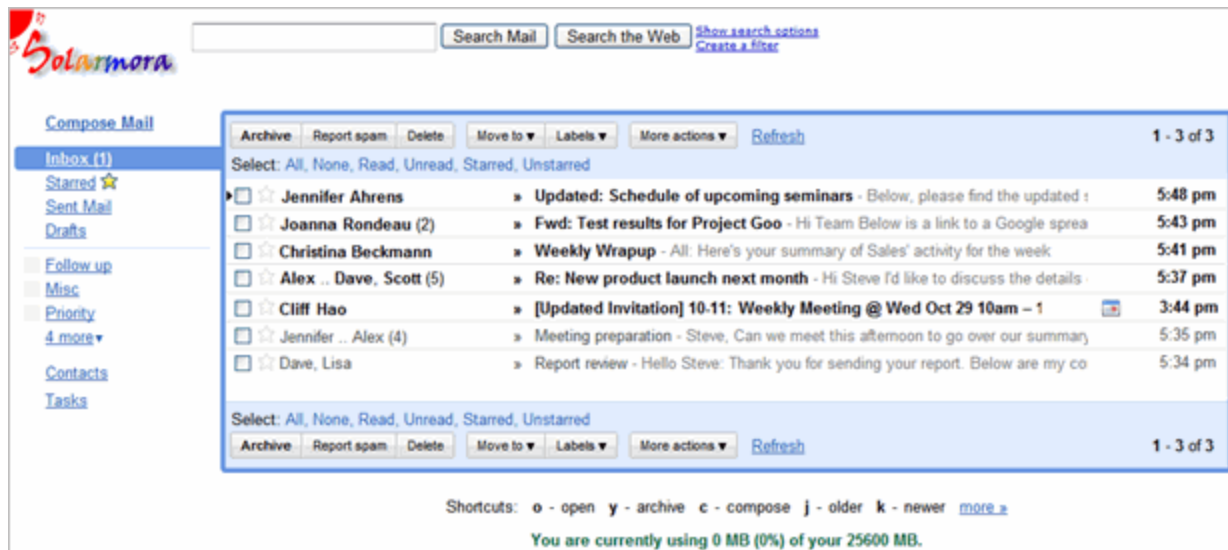
2. On the Sign In page, enter your existing user name and password the initial password is 8 digit birthdate (mmddyyyy) then click **Sign In**:



The screenshot shows the Google Apps for Solarmora sign-in page. On the left, there is a sign-in form with the following fields and options: "Sign in to manage Solarmora", "Username: psperry @solarmora.com", "Password: .....", a checked box for "Remember me on this computer.", and a "Sign in" button. Below the form is a link: "I cannot access my account". On the right, there is a section titled "Powerful communication and collaboration tools for..." with a sub-header "The right tools can make projects faster and easier. Whether you're w... project, or coordinating with your group, Google Apps saves you time". Below this are three bullet points: "Collaborate more effectively with shared calendar and documen...", "Access your data from anywhere, even from mobile devices", and "No software or hardware to install and maintain". At the bottom of this section, it says "If you are a Google Apps administrator, sign in here for the control". A yellow box at the bottom right contains a "New!" announcement: "One-stop information sharing with Google Sites. Building a site is as simple as editing a document, and you don't ne... Check out these example sites: Company intranet, Team project, E..."

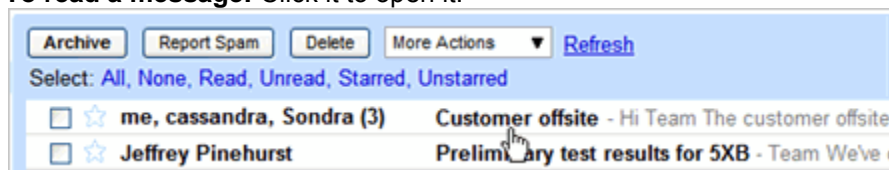
3. If this is your first time logging in, follow the on-screen instructions to activate your account.

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:

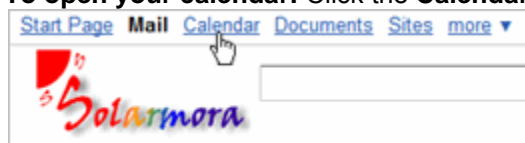


To compose a new message: Click **Compose Mail**:



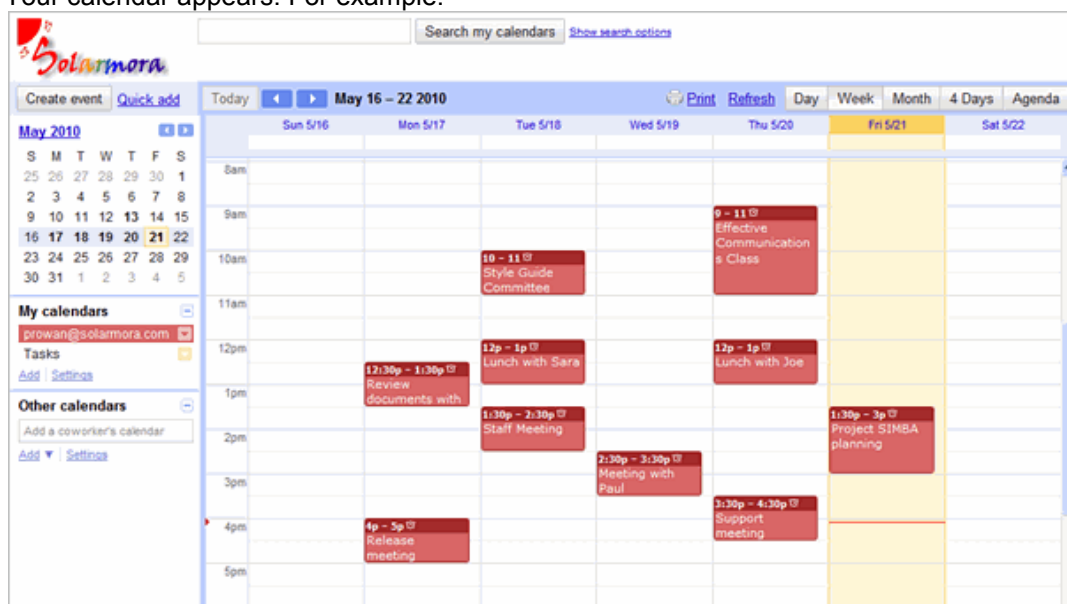
## Open Your Calendar

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.

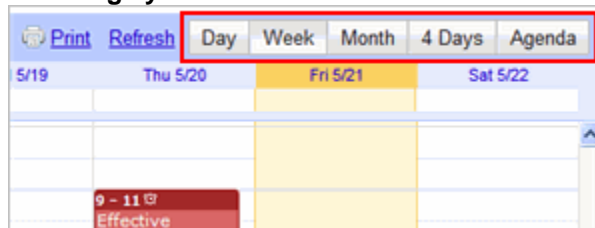
Your calendar appears. For example:



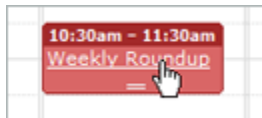
**Important:** Your calendar will likely be empty or show only a few new invitations. Therefore, you'll need to recreate your calendar events. For more information, see "**Next Steps**" below.

## Use Your Calendar

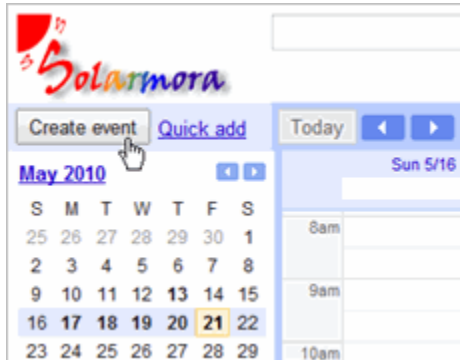
To change your calendar view: Click the tabs in the upper-right corner of the view:



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



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



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## Next Steps....

**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>