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 Student e-mail shortcut on your desktop:

2. On the Sign In page, enter your existing user name@student.westgatech.edu, you must enter the full email address and password the initial googleapps password is 8 digit birthdate (mmddyyyy) then click Sign In:

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

If You Need Help Please Open a Help Desk Ticket

http://onlinehelpdesk.westgatech.edu