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: 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:

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:

![Email interface showing messages]

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

![Reply and forward options]

To compose a new message: Click Compose Mail:

![Compose mail interface]
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:

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

If You Need Help Please Open a Help Desk Ticket

http://onlinehelpdesk.westgatech.edu