

# Google Apps Quick Start Guide

Log in and start using your email and chat features now

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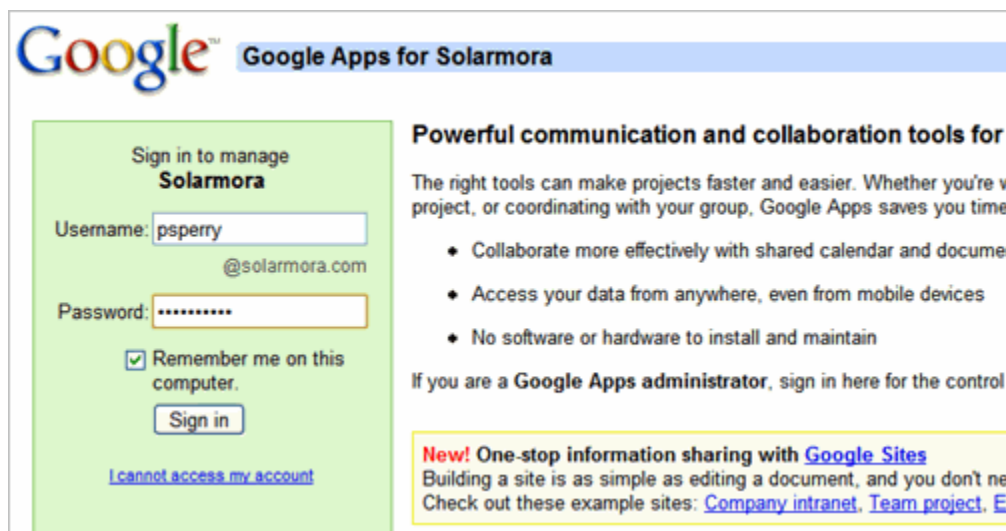
## Log in to Gmail

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: @solarmora.com
- Password:
- Remember me on this computer.
- 
- [I cannot access my account](#)

On the right, there is promotional text for Google Apps:

**Powerful communication and collaboration tools for**

The right tools can make projects faster and easier. Whether you're w project, or coordinating with your group, Google Apps saves you time

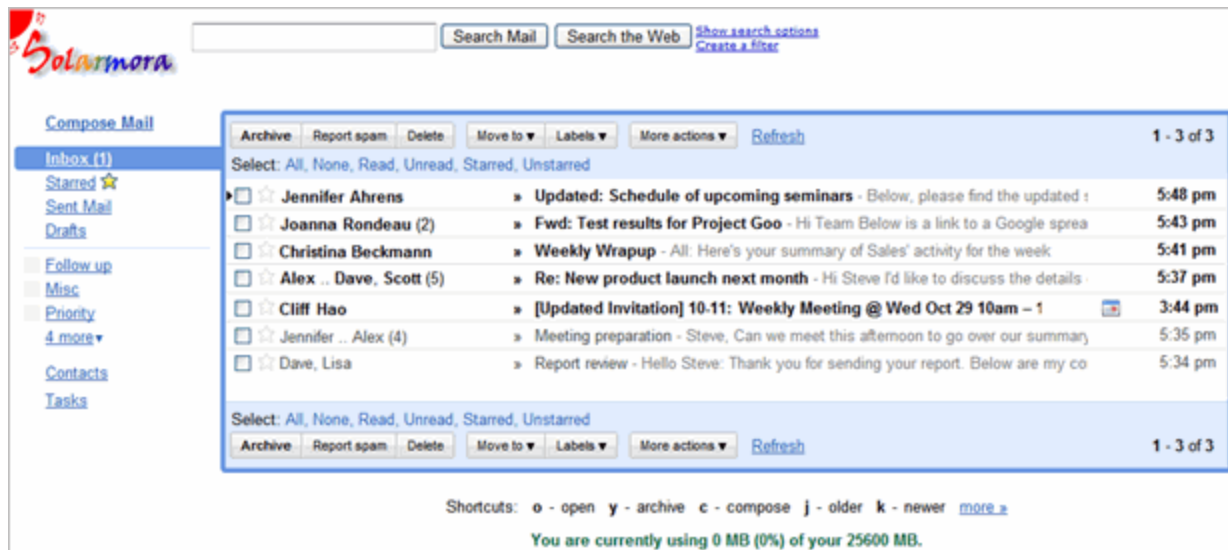
- Collaborate more effectively with shared calendar and documen
- Access your data from anywhere, even from mobile devices
- No software or hardware to install and maintain

If you are a **Google Apps administrator**, sign in here for the control

**New! 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](#)

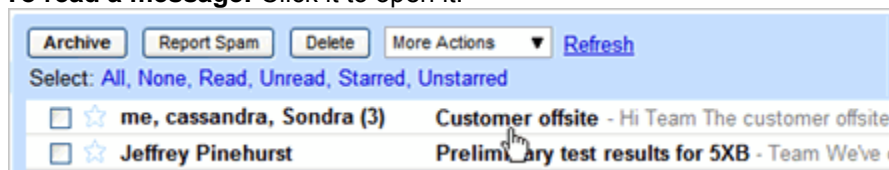
3. If this is your first time logging in, follow the on-screen instructions to activate your account.

Your Gmail Inbox appears. For example:

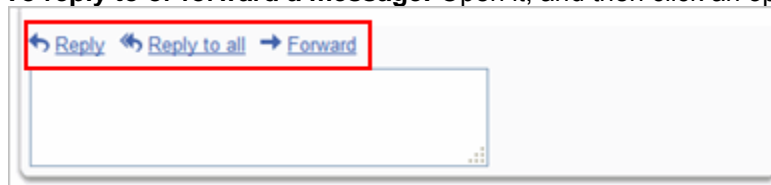


## Use West Georgia Technical College Student Email

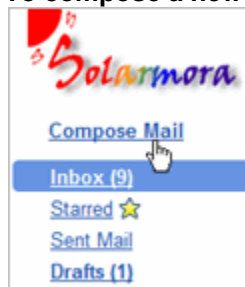
To read a message: Click it to open it:



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

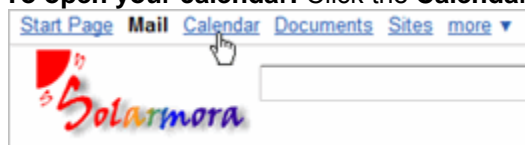


To compose a new message: Click **Compose Mail**:



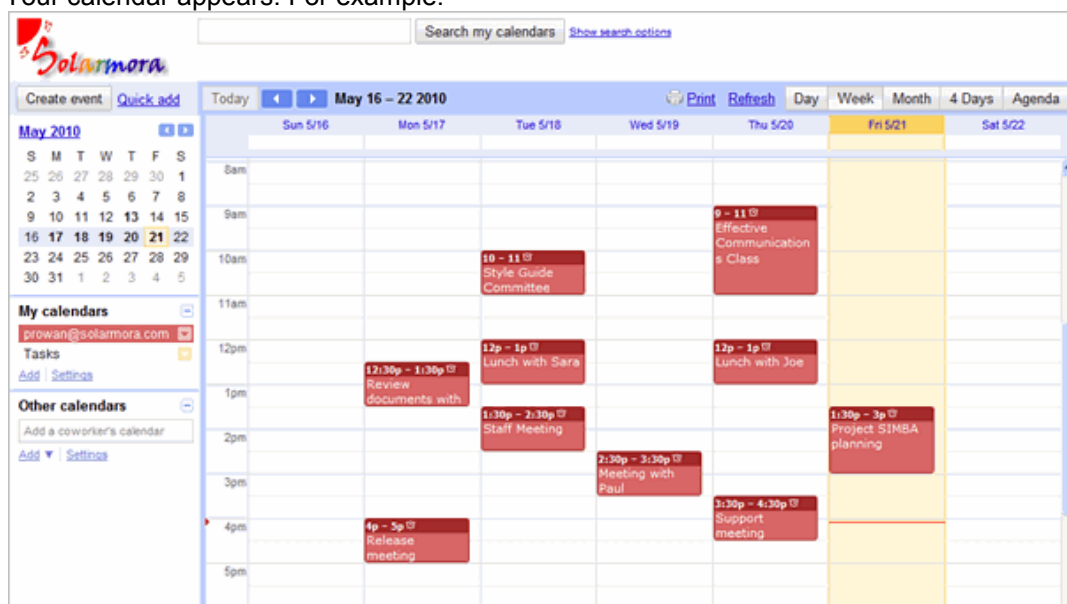
## Open Your Calendar

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.

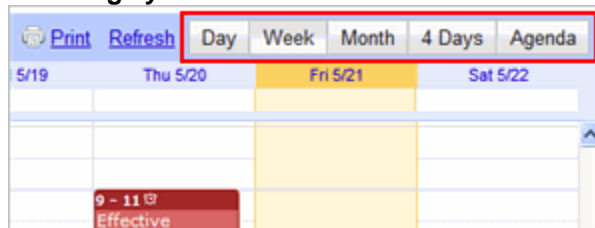
Your calendar appears. For example:



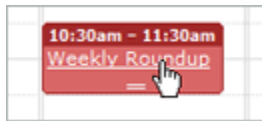
**Important:** Your calendar will likely be empty or show only a few new invitations. Therefore, you'll need to recreate your calendar events. For more information, see "**Next Steps**" below.

## Use Your Calendar

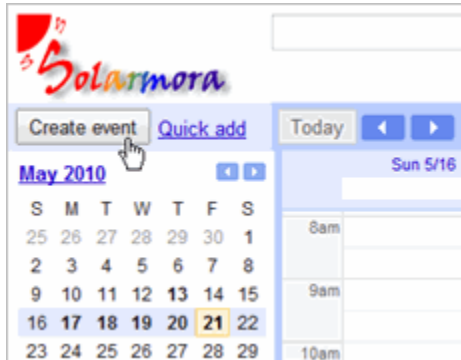
To change your calendar view: Click the tabs in the upper-right corner of the view:



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>