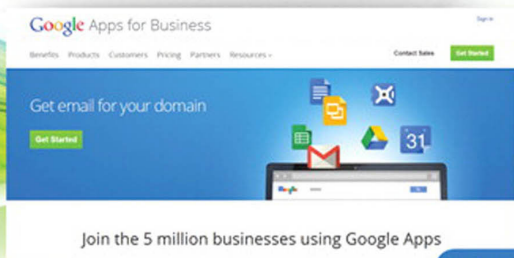


My Google Apps™



COVERS

Gmail, Calendar,
Drive, Docs,
Sheets, Slides,
Hangouts, Sites,
Vault

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My Google Apps™

Sherry Kinkoph Gunter
Patrice-Anne Rutledge

que®

800 East 96th Street,
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My Google Apps™

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Contents at a Glance

Prologue	What is Google Apps?.....	3
Chapter 1	Getting Started with Google Apps.....	11
Chapter 2	Managing Email and Contacts with Gmail.....	41
Chapter 3	Organizing Your Schedule with Calendar.....	71
Chapter 4	Storing and Sharing Files on Drive.....	99
Chapter 5	Creating Documents with Docs.....	129
Chapter 6	Tracking and Analyzing Data with Sheets.....	167
Chapter 7	Creating Presentations with Slides.....	201
Chapter 8	Communicating with Hangouts.....	241
Chapter 9	Creating Websites with Sites.....	267
Chapter 10	Archiving with Vault.....	295
Chapter 11	Exploring Other Google Tools.....	311
	Index.....	329

Table of Contents

P	What is Google Apps?	3
	Understanding Productivity Suites and Cloud Computing	4
	What Do I Get with Google Apps?	5
	Exploring the Benefits of Google Apps	7
1	Getting Started with Google Apps	11
	All About Google Apps	12
	Gmail	14
	Calendar	15
	Doc	16
	Sheets	17
	slides	19
	Hangouts	18
	Sites	19
	Vault	19
	More Apps	20
	What Do I Need to Get Started with Google Apps	21
	Do You Have a Domain Name?	22
	What's Your Email Address?	23
	What's Your Favorite Browser?	24
	Signing Up for Google Apps	25
	Sign Up for Google Apps for Business	25
	Exploring the Admin Console	29
	Add Users	32
	Manage Users	33
	Add Apps	34
	Upload Your Company Logo	35
	Change Your Personal Profile Picture	36
	Signing In and Out	37
	Sign In	37
	Sign Out	38
2	Managing Email and Contacts with Gmail	41
	Exploring Gmail	42
	Sign In to Gmail	44

Sign Out from Gmail.....	44
Switch Between Gmail Features	45
Expand and Collapse the Inbox List	45
Working with Messages	46
Compose a Message	46
Reply to a Message	47
Forward a Message	48
Attach a File to a Message	49
Download a File Attachment	50
Insert a Picture.....	51
Managing Messages	52
Turn On Tabs.....	52
Create a New Label	53
Apply a Label	54
Move Messages.....	55
Delete a Message	55
Archive a Message	56
Mark Messages	57
Remove Spam.....	58
Managing Contacts.....	59
Add a Contact.....	59
Edit Contacts.....	60
Create a Group	61
Working with Tasks.....	62
Create a Task.....	62
Make a New List.....	63
Email a List	64
Customizing Gmail	64
Add a Signature	65
Set Up an Automatic Reply.....	66
Switching to Gmail from Other Services.....	67
Move Mail from Another Account.....	67
Import Contacts	69

3 Organizing Your Schedule with Calendar 71

Exploring Calendar	72
Change Your Calendar View	73
Navigate Between Days, Weeks, and Months	76

Work with the Calendar List	76
Add a New Calendar	78
Scheduling Events and Appointments	80
Schedule an All-Day Event	81
Add an Event	81
Add an Event with Details	82
Add an Event with Quick Add	83
Schedule Time Slot Appointments	85
Edit Calendar Items	86
Working Reminders	87
Set Up a Reminder	88
Creating Tasks	89
Add a Task	90
Turn Tasks On or Off	90
Manage Tasks	91
Sharing Calendars	92
Share Your Calendar	92
Import a Calendar	94
Export Calendars	95
Enabling Mobile Notifications	95
Register Your Mobile Phone	95

4 Storing and Sharing Files on Drive 99

Exploring Drive	100
Navigate Around Drive	101
Change the View	104
Uploading Files and Folders	105
Upload a File	105
Drag and Drop a File	106
Upload a Folder	106
Creating New Files	107
Create a New File	108
Managing Folders and Files	108
Create a New Folder	110
Move Files Between Folders	111
Preview a File	112
Open a File	113
Search Files	114

Sort Files	116
Download a File	116
Sharing Files and Folders	117
Share a File	120
Edit User Access	122
Change the Visibility Option	123
Syncing Files	124
Install Google Drive on Your Computer	125
View Google Drive Folder Preferences	127

5**Creating Documents with Docs 129**

Opening Google Docs	130
Creating a Document	130
Create a Document from Google Drive	131
Create a Document from Google Docs	132
Create a Document from a Template	132
Formatting Documents	134
Select Text	136
Apply a New Font and Font Size	136
Apply a Style	138
Customize and Save a Style	138
Create Numbered and Bulleted Lists	139
Use the Paint Format Tool	141
Inserting Content in a Document	141
Insert an Image	143
Insert a Link	144
Insert a Drawing	145
Insert a Footnote	147
Insert a Special Character	147
Insert a Bookmark	148
Insert a Table of Contents	149
Inserting a Table	150
Insert a Table	150
Managing Your Documents	152
Open a Document	153
View Revisions History	154
Download a Document	154
Find Text in a Document	155

Replace Text in a Document.....	156
Viewing Documents.....	156
Collaborating on Documents.....	157
Add a Comment.....	158
Work with Comments.....	159
Using Google Docs Tools.....	159
Perform a Spell Check.....	160
Printing and Publishing Documents.....	161
Specify Page Setup Parameters.....	162
Print a Document.....	162
Publish a Document to the Web.....	163
Working with Add-ons.....	165
Install an Add-on.....	165

6

Tracking and Analyzing Data with Sheets **167**

Getting Started with Google Sheets.....	168
Creating a Spreadsheet.....	169
Create a Spreadsheet from Google Drive.....	169
Create a Spreadsheet from a Template.....	170
Entering Spreadsheet Data.....	171
Enter Sequential Data.....	171
Formatting Spreadsheets.....	172
Format Spreadsheet Content.....	172
Wrap Text.....	174
Apply Conditional Formatting.....	174
Working with Sheets, Rows, and Columns.....	175
Insert a New Sheet.....	175
Work with Sheets.....	176
Work with Rows and Columns.....	177
Working with Formulas and Functions.....	179
Enter a Formula Manually.....	179
Copy a Formula.....	181
Use the SUM Function.....	182
Inserting Content in a Spreadsheet.....	183
Insert a Chart.....	183
Insert an Image.....	185
Insert a Link.....	186
Insert a Note.....	187

Managing Your Spreadsheets.....	187
Open a Spreadsheet.....	188
Download a Spreadsheet.....	189
Edit a Spreadsheet.....	190
Specify View Options.....	190
Delete a Spreadsheet.....	190
Working with Spreadsheet Data.....	191
Sort Data by Column.....	192
Perform an Advanced Sort.....	193
Apply a Filter.....	193
Collaborating on Spreadsheets.....	194
Add a Comment.....	194
Work with Comments.....	195
Printing and Publishing Spreadsheets.....	196
Print a Spreadsheet.....	196
Publish a Spreadsheet to the Web.....	197

7**Creating Presentations with Slides 201**

Getting Started with Google Slides.....	202
Creating a Presentation.....	202
Create a Presentation from Google Drive.....	203
Create a Presentation from a Template.....	204
Working with Slides.....	205
Apply a Slide Layout.....	205
Apply a Slide Background.....	207
Apply a New Theme.....	208
Add a Slide to Your Presentation.....	208
Import Slides from Another Presentation.....	209
Organize Slides.....	210
Duplicate Slides.....	210
Delete Slides.....	210
Inserting Content in a Presentation.....	211
Insert a Text Box.....	212
Insert an Image.....	212
Insert a Link.....	213
Insert a Video.....	214
Insert a Line.....	215
Insert a Shape.....	215

Insert a Table	216
Formatting Presentations	217
Apply a New Font and Font Size	219
Create a Numbered List	220
Create a Bulleted List	220
Use the Paint Format Tool	222
Working with Transitions and Animations	222
Set Slide Transitions.....	223
Animate Slide Objects	224
Managing Your Presentations	224
Open a Presentation.....	225
Download a Presentation.....	226
Editing Presentations	226
Specify View Options	227
Collaborating on Presentations.....	229
Add a Comment.....	230
Work with Comments	230
Using Google Slides Tools.....	231
Perform a Spell Check.....	232
Printing and Publishing Presentations.....	233
Specify Print Settings and Preview Your Presentation..	233
Publish a Presentation to the Web.....	234
Delivering Your Presentation	236
Create Speaker Notes.....	236
Deliver Your Presentation	237

8

Communicating with Hangouts**241**

Exploring Hangouts	242
Get Started with Hangouts.....	244
Adding the Hangouts App	245
Install the Hangouts App as a Plug-in	247
Install the Desktop Hangouts App.....	247
Enable the Hangouts App in Gmail	248
Enable Google+ Premium Features.....	249
Working with Chat Hangouts.....	250
Start a Chat in Gmail	251
Start a Chat in Hangouts	252
Invite a New Contact.....	253

Insert a Picture into Your Chat.....	254
Archive Your Chat.....	255
Video Conferencing with Hangouts.....	256
Start a Video Call.....	256
Answer a Video Call Invite.....	258
Share Your Screen.....	259
Open a Chat Pane.....	260
Open a Google Drive File.....	261
Play with Google Effects	262
Take a Photo	263
Phone Calling with Hangouts	264
Place a Phone Call	264

9**Creating Websites with Sites****267**

Exploring Sites	268
Benefits of Using Sites	269
Tour Sites	270
Building Sites.....	271
Build a Basic Website.....	272
Customizing Your Page.....	274
Add Your Text	276
Format Text.....	277
Change the Layout.....	279
Insert an Image	280
Add a Link to Another Website	282
Add a Gadget.....	283
Adding Pages	285
Page Types	285
Add a Page.....	287
Add Links to Subpages.....	289
Reorganize Pages	290
Sharing Your Site	291
Share Your Site.....	292

10**Archiving with Vault****295**

Exploring Vault.....	296
Adding the Vault App	297

Add the Vault App	297
Assign Licenses	299
Sign In to Vault	301
Setting Retention Rules	302
Set a Custom Retention Rule	302
Set a Default Retention Rule	303
Working with Matters.....	303
Create a New Matter.....	304
Add a Collaborator.....	305
Creating Holds	305
Create a Hold.....	306
Searching Message Data	306
Search for Data	307
Exporting and Auditing Data	308
Export Search Results	308
Run an Audit Report.....	309

11**Exploring Other Google Tools****311**

Browsing the Web with Google Chrome	312
Surf the Web	314
Add a Bookmark	316
Pin a Tab.....	317
Working with Google Groups.....	317
Enable Google Groups for Business	319
Create a Group	319
Invite People to a Group.....	321
Start a Topic	321
Find Basic Permissions Settings	322
Understanding Google+ for Business	323
Enable Google+	324
Create a Google+ for Business Page	325
Other Google Apps to Try	327

Index**329**

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Dedication

Patrice: To my family, with thanks for their ongoing support and encouragement.

Sherry: To my lovable ogre, Shrek, aka Mathew with one T.

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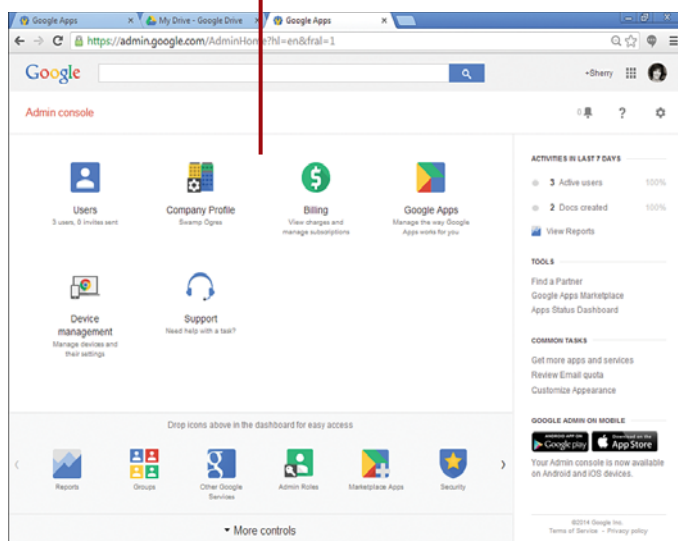
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Google Apps Dashboard



In this prologue, you learn about Google Apps—the cloud-based office suite that helps people to connect and get things done.

- Understanding productivity suites and cloud computing
- Exploring types of Google Apps accounts and apps
- Discovering the benefits of Google Apps

What Is Google Apps?

The name Google is synonymous with the Internet. In fact, it's so commonly associated with the Web, that its very name is now an official verb recognized by major dictionaries (Merriam Webster Collegiate Dictionary and Oxford English Dictionary, as of 2006). When someone tells you to “google it”, it means to look up something online using the extremely popular Google search site, www.google.com. Over the years, Google has grown from a search tool to include a successful web-based email service (Gmail), specialized tools and features like Google Maps and Google Earth, acquired online sensations like YouTube, and launched its own web browser (Chrome), just to name a few of Google's developments.

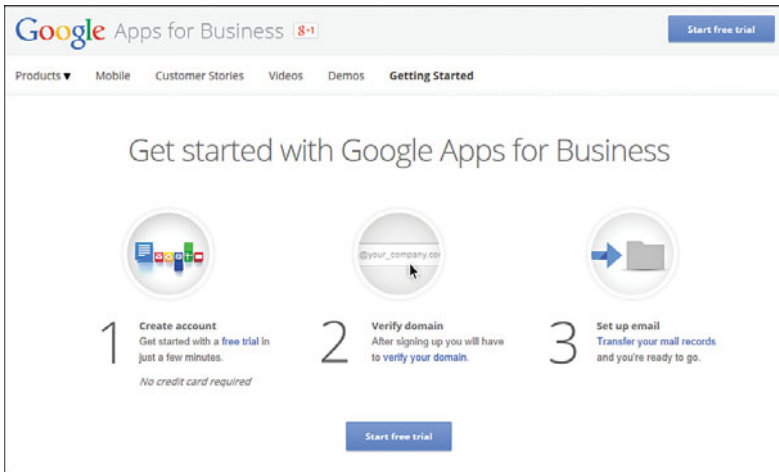
Google has a history of trying new technologies and products, and today Google has expanded to offer an ever-evolving series of web-based applications, called Google Apps. Targeting businesses, schools, and organizations, the applications offer essential services to bring people on your team together and equip them with tools to get things done.

Understanding Productivity Suites and Cloud Computing

You can use Google Apps to perform a variety of productivity tasks, the same kind of tasks you do with other desktop office programs—emailing, creating documents and spreadsheets, scheduling appointments, and more. Productivity suites—like Microsoft Office and WordPerfect Office—have been around a long time, helping us work better and faster at home, the office, or on the road. Typically, productivity suites, also called office suites, include word processing, spreadsheet, email, and presentation programs. In order to use these programs, you (and everyone else in your office or network) have to have the software installed on your system, or you at least have to have an app that allows you to read and work with the different file types for each program. Needless to say, the cost of installing and licensing all this software, plus paying the experts often needed to help administrate the programs on a network, is an expensive part of doing business.

With the advent of cloud computing, however, things are changing in the realm of office suites. Rather than buying and installing programs on your own hard drive, you can now access data and programs over the Internet. Cloud computing is growing in popularity, and companies are quickly taking advantage of all the innovations. Cloud services, such as Google, offer not only storage space on their giant network of servers but also access to web-platform apps—programs that run in an Internet browser rather than from your computer's hard drive. In other words, you can open the program from the Web instead of your own computer. Plus, you're not limited to using a computer to use the web apps; you can use any device that connects to the Internet and utilizes a screen in performing tasks. This includes tablets and smartphones.

Google Apps are a boon to companies and groups, large and small. Say you own a small company of 3 to 10 employees and you want everyone to work on documents at the same time. With Google Apps, employees can work on the documents and chat about them as a group—all without spending thousands of dollars and hours on administering a server and purchasing software. It's the ideal collaboration setup.



What Do I Get with Google Apps?

Anyone can set up a free Google account and utilize the free consumer products, including Gmail (email), Google Groups (Internet groups), and Picasa (photo organizing). But to tap into the essential business services and all the collaborative products, you must sign up for one of three types of Google Apps accounts:

- Google Apps for Business
- Google Apps for Education
- Google Apps for Government

At the time of this writing, Google Apps for Education is offered free for K-12 schools, universities, and colleges. All you need is a unique domain name to sign up. The Business and Government accounts charge a fee, and also require a unique domain name to sign up. Ready to find out how much? \$50 a year (per user) or \$5 a month (per user). If you include the Vault app with advanced security and retrieval features, the cost is \$10 a month (per user). As you can see, the Google Apps office suite is very economical!

No Domain Name? No Problem!


You can sign up for a domain through the Google Apps sign-up process. Google has partnered with several domain registrars to help you establish a domain name for your organization.

When you sign up for Google Apps with your domain name, everyone in your organization gets a custom email address; access to word processing, spreadsheet, and presentation apps; a shared calendar system; tools for building and adding to your website; and more. Here's a list of the main productivity Google Apps:

- Gmail
- Calendar
- Drive
- Docs
- Sheets
- Slides
- Hangouts
- Sites
- Vault


That's not all—Google is constantly adding more apps and you can always shop for them from among the categories listed on the Google Apps Marketplace web page. You'll find a huge array of apps available, including AdWords, Analytics, Blogger, and Voice.

Apps to fit your business

**Gmail**


Email with Google-powered search, up to 30 GB of storage, offline support, custom email addresses, and much more.

[Learn more](#)

**Calendar**


Easily schedule meetings at times that work for everyone, get meeting reminders, and share calendars.

[Learn more](#)

**Drive**


Google Drive allows you to store your files in the cloud, share them, and have access to them from anywhere.

[Learn more](#)

**Docs**

Create, share and work on documents with your whole team in real-time.

[Learn more](#)

**Sheets**

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What's New in Google Apps for Business?		February 12
Google Apps Overview		February 19
Google Apps Overview		February 24
Google Apps Overview		February 26
More webinars		

Exploring the Benefits of Google Apps

There are many benefits to tapping into the power of Google Apps. Whether you're a larger company or a very small organization, you're sure to find Google Apps incredibly reliable and easy to use; it'll be a boon to your bottom line. Here's what Google Apps can do for you:

- **Save Money**—Forego costly business startup and expansion costs that you incur with server and software expenses.
- **Easy Email**—Get a web address and customized email for your company and employees. Google uses your domain email alias for your messages, so users see your domain as the sender/receiver, even though your email account is managed with Gmail. Plus every user in your organization gets email accounts with Google Apps.
- **Docs for Everyone**—Creating documents, spreadsheets, and presentations in the cloud rather than on a hard drive makes it easy to access, work remotely with, and share files. You can use Google Docs, Sheets, and Slides with any operating system, including Windows and Mac. Storing files on Google's Drive app makes it easy to share them.
- **Manage Schedules**—Google's Gmail and Calendar apps work together to help you and your team track appointments, schedule dates, send requests, and receive notifications. You can connect Gmail to your smartphone and always have your schedule and reminders wherever you go.
- **Security and Backup**—With Google Drive, you always have cloud storage, plus easy access to shared folders and files. Google makes sure your data remains safe. Your Google account includes up to 30GB of storage for each user across all the apps combined, and you can grow that as needed for a small additional cost.
- **Work Remotely**—With cloud-based computing, everyone in your organization can access apps and files from wherever they are—as long as they have an Internet connection and a device to connect with.
- **No IT Maintenance**—Stop spending money on IT maintenance; Google Apps doesn't require any and keeps software updated. Plus, Google's own IT staff is ready to help at any time.
- **Website Creation**—If you don't already have a website, Google offers an app (Sites) to help you create one, plus you can incorporate your account

into Google Sites so you can edit your web pages from any device. With Sites, you can also create shared workspaces for your team, making it easy for everyone to find information and documents.

- **Video Conferencing and Messaging**—Set up video meetings with as many as 15 participants from wherever they are, which enables you to connect face-to-face even if you're not in the same room, or you can open up viewing-only for as many people as you want. You can conduct a quick call or ongoing dialog communication, message with text and pictures, and work on a document all at the same time.
- **Go Green**—Moving your team's activity to cloud computing not only saves money and time but also helps you spend less on energy costs, employee travel, office materials, and more.

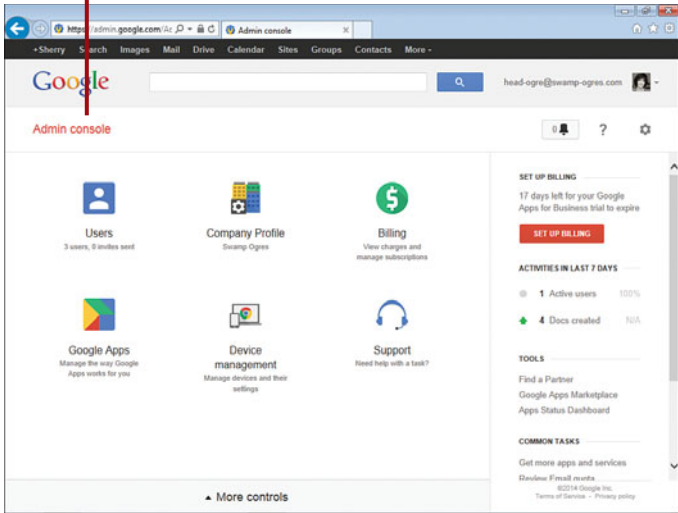
This is just the tip of the proverbial iceberg. Are you ready to learn how to put everything Google to work for you? Then let's dive in!

Try It Before You Buy It!

Google Apps offers a 30-day free trial, no credit card required for sign up. You can choose a free trial when signing up for an account. Simply have your domain name verified and transfer your email records, then you're good to go!

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Google Apps account
Admin console page



In this chapter, you learn about the Google Apps themselves and how to signup for an account:

- Discovering the benefits of using Google Apps
- Previewing what the main apps do
- Finding out what you need before you get started
- Walking through the signup procedure
- Learning your way around the Admin console
- Exploring a few ways to customize your account
- Learning how to sign on and off

1

Getting Started with Google Apps

Cloud technology is sweeping the globe, and businesses, schools, and other organizations are taking advantage of the opportunities it offers. Cloud-based services use the Web as a platform for applications and offer users space on their servers to store all types of files, usually for a fee. People are quickly finding out that using web-based applications and storing data online is much easier and more cost effective than desktop computing solutions. The beauty of cloud technology is it frees you from having to be in the same space to work together and you don't have to worry about maintaining software and servers.

Google has introduced a line of web-based apps for businesses, institutions, and other organizations, called Google Apps. Your first step to understanding Google Apps is figuring out what they are and what they can do for you. After you've decided they're right for you, signing up is easy and fast.

All About Google Apps

Google Apps is a productivity suite, also called an office suite. Designed especially for businesses, non-profits, institutions and other organizations, Google Apps offer unique collaboration tools and apps for conducting all kinds of work, all accessible from online. Here's how Google Apps can help you:

- **No software or hardware costs**—Cloud services like Google Apps do not require software installed on each computer or device that accesses them. You don't have to worry about licensed installations and making sure every user on your team has the correct software. This also means you don't have to worry about network or web servers, hiring technical support and consultants or other IT resources. Your only cost with Google Apps is a monthly or yearly subscription.
- **No upgrades**—You no longer have to worry about keeping everyone configured with the latest software upgrades. Google Apps upgrades their apps automatically without interruption in service. You can be sure everyone is using the latest app every time they log on.
- **More collaboration between users**—Google Apps simplifies working together, allowing people to see changes to documents in real time without the annoyances of out-of-sync edits. Everyone has access to documents at the same time, and changes appear immediately within a document.
- **More reliability**—You can expect greater reliability with your Google Apps uptime—the percentage of time that the service is available. Google Apps boasts a 99.9 percent system availability, so you don't have to fret about your people not having system access.
- **Secure and private**—Because you're storing your data online with Google Apps, your files are always available and easy to find. Unlike desktop systems where you always need to worry about backing up data to be prepared for hard drive crashes, or lost or stolen data, cloud storage means the files are available and accessible. Plus, Google uses the best auditing industry standards to keep data secure and private.
- **Constant support**—Google offers a wide array of software support, including discussion boards, forums, and help centers that are constantly updated. In addition, 24/7 customer support is available via phone, email, or self-service online chat.

It's Not All Good

Who Should Not Use Google Apps?

Google Apps might not work for every business, organization or team. Although situations vary widely, some of these downsides might prove unsurmountable to using Google's productivity suite:

- **No Internet connection**—Without access to the Internet, you cannot participate in cloud computing because everything's hosted away from your computer. Unreliable Internet connections or extremely slow connections can also hinder users a great deal.
- **Security issues**—No data is 100 percent safe, even in the cloud, so there is always risk in trusting hosting sites, Google included. Hijacked passwords also pose a threat, so password education and protection is tantamount to keeping your team safe online.
- **Change is difficult**—If your group's use of other office software, like Microsoft Office, is too ingrained, switching to a new platform might prove difficult, despite the cost savings.
- **Too much investment in other solutions**—If you've already invested a great deal of time and expense into your current productivity suite, which works fine for your budget and setup, switching might not be economically viable at this time. However, if you're experiencing ongoing costs, then you definitely need to look into cloud computing with Google Apps.

Cloud computing offers you and your team many advantages over desktop suites, cost being a big part of the appeal. Can you imagine not having to spend money for continual software upgrades, licensing, and support? Or rid yourself of the headaches of dealing with your IT infrastructure, exchange servers, and other hardware issues? What about the added functionality of being able to collaborate instantly on all your work projects, scheduling, and communication efforts? Or how about the advantage of managing your files from one spot using any computer, tablet, or mobile device? If all of this sounds appealing, then Google Apps is just right for you!

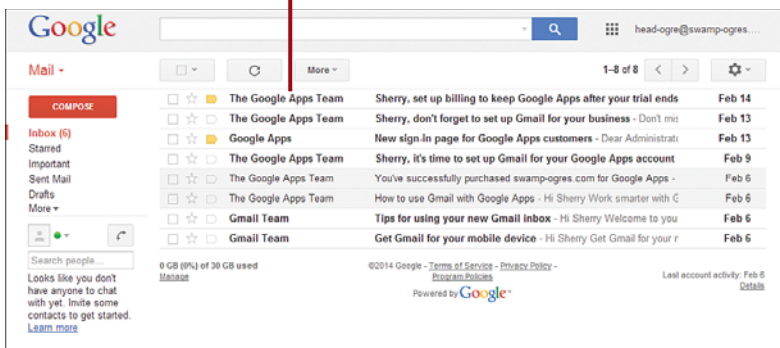
Let's take a look at each of the major apps in more detail.

Gmail

Gmail is Google's very successful email service. Gmail has been around as a free advertising-supported email service since 2004 and has grown into the most widely-used web-based email provider on the Internet. The regular free account requires the use of the @gmail.com email address domain, while Gmail for Google Apps allows you to customize your email address to use your organization's domain name.

You can also use Google's powerful search tools to look through your email messages to find what you're looking for, including filtering and searching for labels and documents. Gmail's inbox also lets you see who's online with you and connect via voice, text, or video chat. If you use a different email client, such as Microsoft Outlook or Apple Mail, you can use it with Gmail, too.

View email in your Gmail inbox



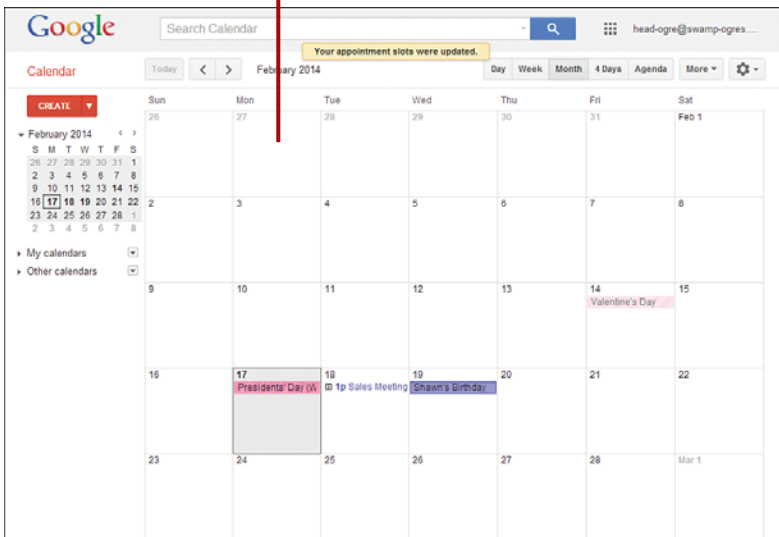
Regular Gmail versus Google Apps Gmail

Regular Gmail users receive 15MB of free storage per account, and can purchase additional storage to suit their needs. As a Google Apps user, you get 30MB of data storage for all the apps, including email, for each user on your account, plus customized email addresses! If 30MB isn't enough, you can always purchase more.

Calendar

Not only can you keep track of your own personal appointments using the Calendar app, you can also synchronize it with the rest of your team, scheduling meetings, conferences, events, and more. A perfect tool for organizing your daily activities, Calendar works seamlessly with your computer, tablet, and mobile device. You can attach files to events to make sure everyone has updated materials. You can share your calendar with others, as well as publish it on your website and set up reminders to help you remember upcoming meetings and events.

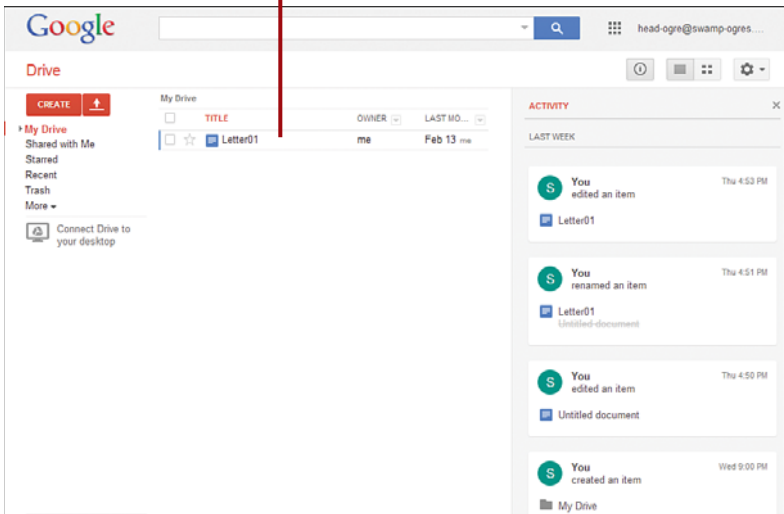
View your schedule with
Calendar



Drive

Google Drive is your go-to storage solution in the cloud. You can save your files to Drive and access them from anywhere, making it the perfect backup system. Rather than take up precious room on your computer's hard drive, for example, you can store your work online, including the docs, sheets, and slides you create with other Google Apps. You can upload photos, videos, and other files, and organize them into folders. Your data is always safe and accessible. You can also allow others to view a file or folder.

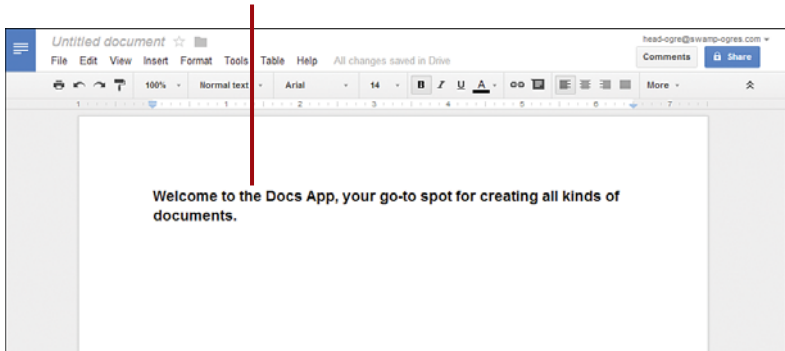
View items stored on your Drive



Docs

Docs is Google's word processing app. You can use it to create documents of all kinds. Whip up letters, reports, memos, and other types of text publications, and store them online. Like any other word processing software, you can create and edit document files, import and export content, control formatting to create the look you want, and make them print ready. Because you store documents online, you can easily share them for review and collaboration, email them, and more.

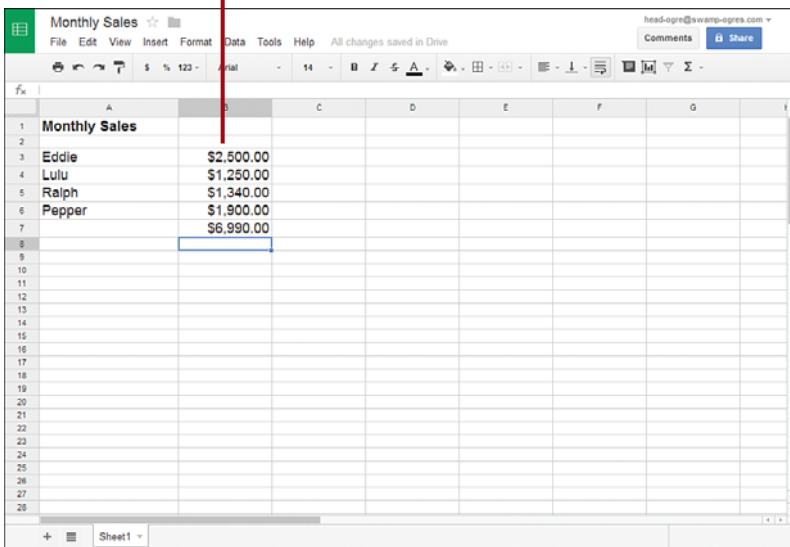
Use Docs to create text based documents



Sheets

Google Sheets is a spreadsheet app designed to help users work with numerical and other organizational data. Like any other spreadsheet program, Sheets lets you automate calculations in tables of data, write formulas and functions, create charts, and more. If you're used to using other popular programs, like Microsoft Excel or OpenOffice Calc, you'll find a similar interface in Sheets, with columns and rows intersecting to form cells for data entry.

Crunch numbers with Sheets



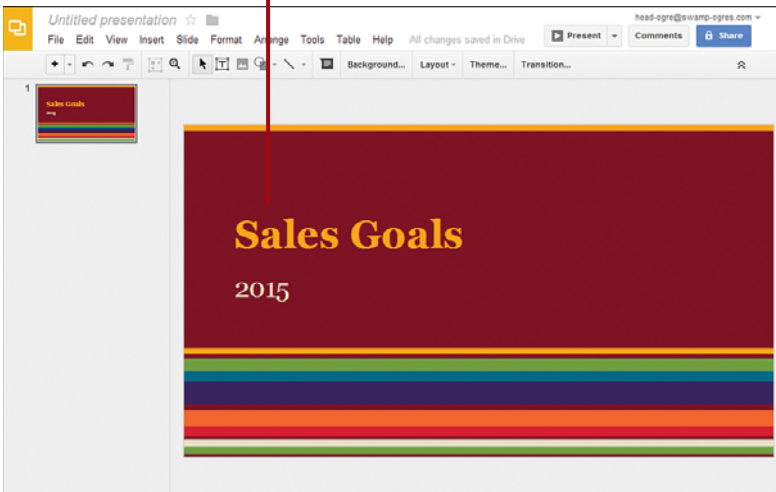
The screenshot shows a Google Sheets interface with a spreadsheet titled 'Monthly Sales'. The spreadsheet has columns A through I and rows 1 through 29. The data is as follows:

	A	B	C	D	E	F	G	H	I
1	Monthly Sales								
2									
3	Eddie	\$2,500.00							
4	Lulu	\$1,250.00							
5	Ralph	\$1,340.00							
6	Pepper	\$1,800.00							
7		\$6,990.00							
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Slides

Slides is Google's presentation app for creating all kinds of visual slide shows. You can quickly assemble slides to create presentations to share online. You can add text, photos, and video clips to create professional slide shows to convey an idea, message, or entertain. If you've worked with other presentation programs, like Microsoft PowerPoint, then you'll find it easy to switch over to the interface and tools in Slides.

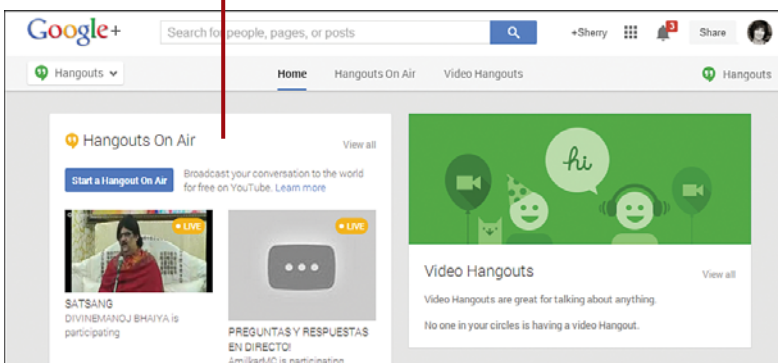
Design slide show presentations with Slides



Hangouts

Use Google's Hangouts app for messaging, voice, and video meetings online. Hangouts replaces Talk and Google+ Messenger as Google's instant messaging and video conferencing platform. With Hangouts, you can hold conversations with two or more users, plus you can save conversations, share photos and documents, and more. You can connect with any device, such as a tablet or smartphone, and even initiate video calls from Gmail.

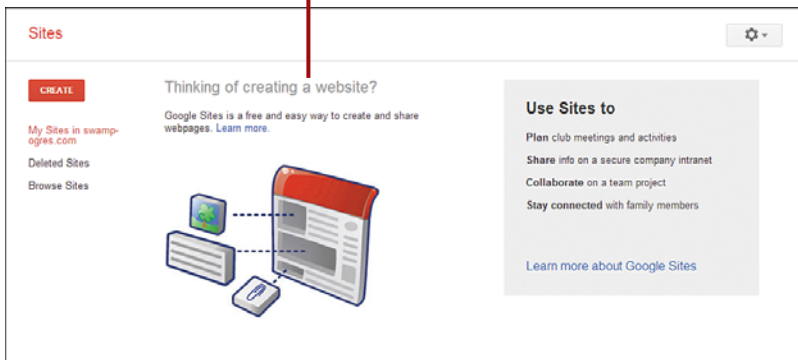
Use Hangouts to video conference online



Sites

Make your own custom workspace site for your entire team to interact and find data, or create a web page to share with customers. The Google Sites app lets you create structured wiki and web pages. For example, you can create a site as a one-stop spot for everything related to a project that allows users to grab the latest documents, calendars, and file attachments. Thankfully, you don't need to know HTML coding to get started. Building a site page is much like creating a document. Plus you'll find lots of templates to use to help you get started.

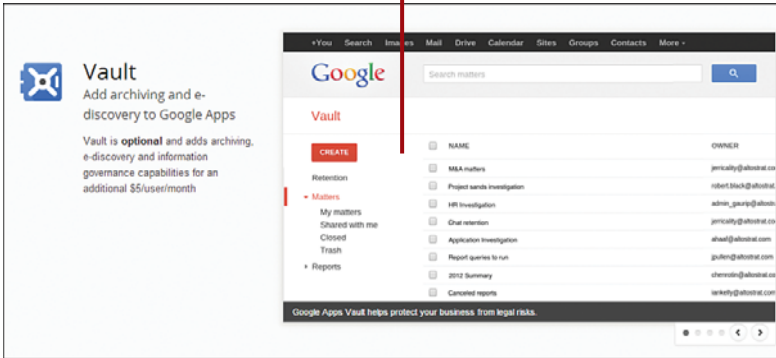
Make your own project website with Sites



Vault

Vault is an optional app purchase with Google Apps that you can use to help with archiving, e-discovery, and user activity reporting. What is e-discovery? It's a set of administrator tools to search incoming and outgoing email messages—which is often a requirement for businesses for legal reasons—and keep email and chat messages stored securely. For example, a business can legally be required to turn over all the emails concerning a particular topic or employee. With Vault, the information is stored and searchable, making it easy to find. At this writing, Vault is only available for Google Apps for Business users.

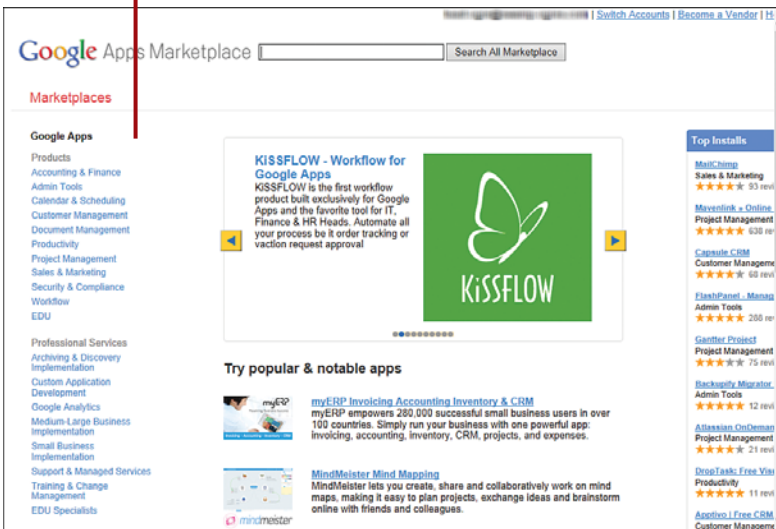
Add e-discovery capabilities with Vault



More Apps

There are additional apps available on the Google site, and more are being added all the time. Check the Google Apps Marketplace page (www.google.com/enterprise/marketplace) anytime you want to browse other apps. You can use the site to review top apps, browse among special categories, or conduct a search for a specific kind of app.

Shop for more apps in the marketplace



What Do I Need to Get Started with Google Apps?

Google offers its productivity suite in several editions, and the one you signup for depends on what type of organization you are. Here's the price breakdown:

- **Google Apps for Business**—\$5 per user per month, or \$50 per user per year
- **Google Apps for Education**—Free for grades K-12, colleges and universities
- **Google Apps for Government**—\$50 per user per year

Party of One?

Are you the only employee? Google Apps is just as useful to you, especially if you work with different clients in different locations. You can conduct online video calls, share documents, and schedule meetings with other people in your social or business network.

Want to know what you're getting with an Google Apps account? Most of the main apps are available in each edition (Vault costs extra); here's what else is included:

- 30GB Gmail and Drive storage (for each user)
- Custom email addresses for your domain
- Unlimited users (you can add as many as you need)
- 24/7 customer support
- Video chat, calendar, and document editing
- Business controls and security
- 99.9 percent uptime guarantee

If you're signing up for a Google Apps for Education account, these additional points apply:

- No ads for faculty, staff, or students
- Other staff and volunteers might see ads
- 30GB storage per person across all the products

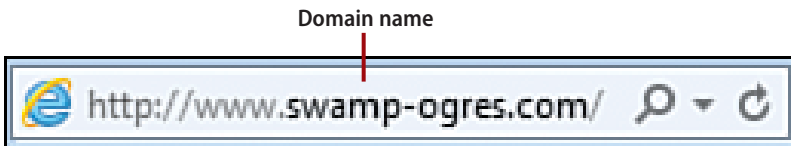
Other than determining whether you are a business, educational institution, or government entity, all you need is a domain name, email address, a secondary email address, and your favorite web browser.

Free Trial!

Don't forget, Google offers a 30-day free trial of Google Apps so you can try it before you commit to it. At the end of the trial period, you can start your paid subscription.

Do You Have a Domain Name?

Google Apps requires a domain name to associate the apps with and you need to verify you are the owner or administrator. A domain name is a unique name for your website, often looking something like this: mycompany.com. Your domain name marks your unique site and is used in the URL (Uniform Resource Locator) you type into the browser's address box to display your web page.



A domain name is required as part of your Gmail customization. The verification process helps Google ensure that only your organization uses the domain for emailing and other tasks. To verify the domain during signup, you need access to the domain's DNS (Domain Name System) settings (which are available from and managed by the domain host), need to know the server that hosts your site, or must have a Google Analytics account for your domain. Google enables domain services for your domain name, but your account still remains with your original domain host.

Must I Use My Primary Domain?

No. You can register a new domain name just for Google Apps, thus making a secondary domain. You might consider this route if you want to leave your existing website as it is, without bothering any of the resources you have associated with the site. However, this means your customized Google Apps email address is attached to the new domain rather than the existing website. Thankfully, you can work around this issue by adding the original domain to your account via the Domains tool found on the Admin console. After you have created your account, click the More controls link at the bottom of the dashboard to find the Domains tool.

If you don't have a domain name, you can purchase one during signup from Google's registration partners. It's incredibly easy to do so, and the cost is very reasonable. As part of creating a new domain name, Google checks the name you choose against all the other registered names. If you choose a name that's already in use by someone else, you'll have to come up with another name or variation.

Google's domain registration package includes a yearly fee, protects the domain against unauthorized transfer, and automatically configures it to work with Google services. It's up to you to manage the settings for your DNS going forward, such as setting any functionality options required for your particular organization.

Do I Need a Web Page?

You don't have to have an actual web page associated with your domain name; you just need a domain name to create your Google Apps account. You can use Google Sites to help you create a simple page if you want to make one later.

What's Your Email Address?

During the signup process, Google asks you for a primary email address, such as my_name@mycompany.com. This email address becomes your login name for your Google Apps account. This is the email address others will see, so choose one that clearly identifies you as it relates to your organization.

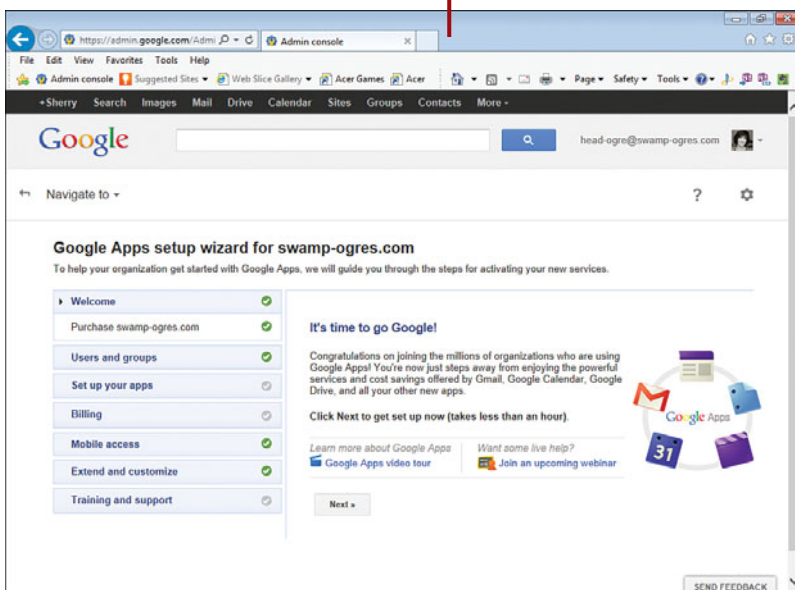
You also need to add a secondary email address to use in case you forget your login information and need Google to email it to you again. The secondary email address should be outside of your Google Apps domain, like the email address you currently use.

What's Your Favorite Browser?

If you're concerned about being able to use Google Apps on a Windows, Macintosh or Linux system, don't worry. Google Apps is platform independent, so it works with any system. All you need to run Google Apps is an updated web browser. There are many web browsers to choose from. Here are a few popular ones, one of which you probably use:

- Internet Explorer (Microsoft)
- Safari (Apple)
- Opera
- Firefox (Mozilla)
- Chrome (Google)

Internet Explorer



Update Your Browser!

Make sure you and others in your work group update to the latest version of your web browser before you sign up for Google Apps. Users can optimize their Google Apps performance when using the latest browser edition.

Signing Up for Google Apps

You can sign up for a Google Apps account from any browser window. Much like any other sign up process you encounter, Google asks you for pertinent information, like name, address, and so on. Just fill out the forms as prompted. The following steps show you how to sign up for Google Apps for Business, but signing up for the other types of Google Apps editions work pretty much the same way.

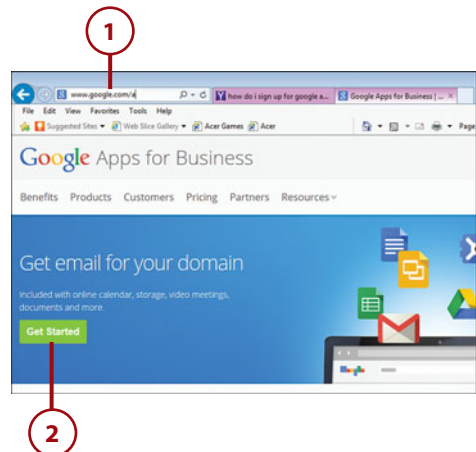
Upgrade to Google Apps for Business

If you have an existing Google account from previous versions of Google Apps, you can upgrade to Google Apps for Business and take full advantage of all the business tools. From the Admin console page, click Company Profile, click Profile, and click Upgrade to Google Apps for Business.

Sign Up for Google Apps for Business

These steps show you how to sign up for Google Apps for Business. Signing up for the other types of Google Apps editions work pretty much the same way; there are just some slight variations in the forms you fill out.

1. In your browser's address box, type `www.google.com/a` and press Enter/Return.
2. Click the Get Started button.



Not a Business?

If you're signing up as a school, college, university, government affiliation, or nonprofit group, you can start at the same Google Apps for Business page (www.google.com/a), but click the Google Apps for Education or Google Apps for Government links. You'll follow a similar sign up process shown in these steps, but you'll need to verify domain name ownership. If you're a registered nonprofit group, use the Google Apps for Education path.

3. Enter your first name, last name, and your current work email address in the About you section of the form.
4. Fill out your business information, including name, number of employees, country, and phone number.
5. Click the Next button.
6. Specify whether you want to use an existing domain name or purchase a new one. From here out, the sign up procedure varies based on your choice. If you're using an existing domain name, go to the next step. If you're creating a new name, skip to Step 8.
7. Enter your domain name and click the Next button. Skip to Step 23.

About you

Name

First Last

Current email address you use at work

you@emailaddress.com

About your business

Business or organization name

Name

Number of employees

Please select

Country/Region

United States

Phone

US

Next

Your Business Domain Address

I would like to:

☐ Use a domain name I have already purchased.
You'll need to verify that you own it.

☐ Buy a new domain now.
Starting from \$8 a year. Includes automatic email setup.

Next

Your Business Domain Address

I would like to:

☒ Use a domain name I have already purchased.
You'll need to verify that you own it.

☐ Buy a new domain now.
Starting from \$8 a year. Includes automatic email setup.

Your own domain

Next

Verify Your Domain

If you have an existing domain name, you must verify it. Google gives you instructions on how to do so starting with a welcome email that includes a link you can follow to verify your domain.

8. Enter the new domain name you're creating and click the Check Availability button to see if it's available. If not, try another variation.
9. Enter your address information and click the Next button.
10. Enter the email address you want to create for your Google Apps account.
11. Enter a password and retype it to confirm it.
12. Enter the word verification.
13. Select the agreement check box. Optionally, you can opt to receive special announcements, special offers, and such; select the top check box to do so.
14. Click the Accept and Signup button.

Buy a new domain now.
Starting from \$8 a year. Includes automatic email setup.

Your new domain

.com \$12.00

Check Availability

Your address

Country/Region
United States

Address Line 1

Address Line 2

City/Town:

State:

Zip Code:

Next

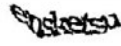
Create your Google apps account

Choose your username
 @willaguns.com

Create password

Re-enter password

Prove you're not a robot

 **recorded**

Type the text:

☐ I would like to receive emails regarding updates, announcements, special offers, and market research.

☒ I have read and agree to the Google Apps for Business agreement.

Accept and signup

15. Review the purchase plan for your domain and select the terms and services check box.
16. Click the Continue button.
17. Review your purchase and select the acknowledge check box.
18. Click the Continue button.
19. Fill out the billing profile form and click the Continue button.
20. Set up your payment options, entering your credit card or bank information and click the Submit and Activate My Account button.
21. Google takes you to your Admin console page where you can set up your account by adding more users or take a tour of the administration tools.

Continue Setting Up?

To go ahead and add more users to the account, click the Add Users link on the Admin console page, or to check out the layout of your Admin console, click the Tour of Admin Console link. To skip these tasks, click the Next Step button, and click the Close Set Up button.

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21

>>>Go Further

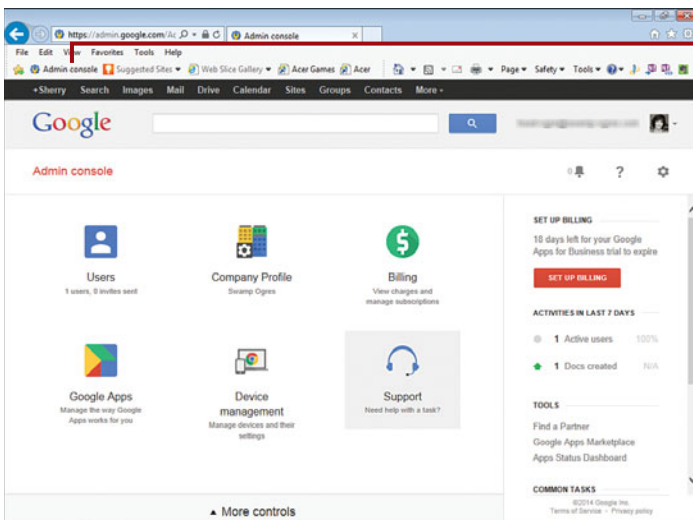
USING THE SETUP WIZARD

Your new Google Apps account offers a variety of options to help you get set up and running at full steam. You can access these options using Settings options. Simply click the Settings button (looks like a gear or cog) and click Setup, Take a Tour, or Take a Marketplace Tour.

If you click the Setup option, Google opens a setup wizard that walks you through steps for activating new services. You can always skip the details for now or exit the wizard entirely. You can return to it at any time and resume your learning. You also have the option of taking a video tour or joining a scheduled webinar. Starting with a Welcome page, you can progress at your own pace, learning about features as you go along.

Exploring the Admin Console

The Admin console page, also called the dashboard, is your go-to spot for administrating tasks for Google Apps for you and your team. Google takes you to the Admin console after you complete the signup process, but you can sign in anytime by typing `google.com/a/yourdomain.com` in your browser's address box, substituting your own domain name, of course.



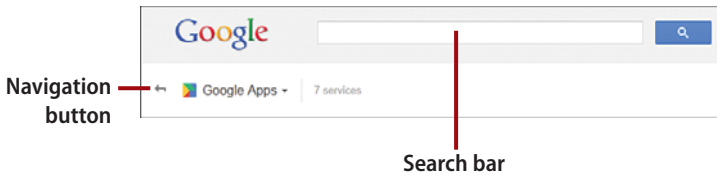
Bookmark
your Admin
console

Bookmark It

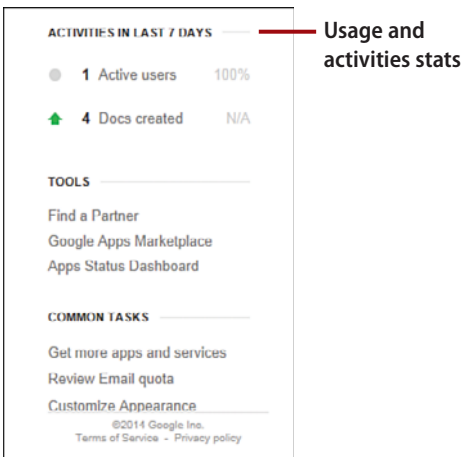
It's a good idea to bookmark the page so you can easily navigate to it in a flash. Use your browser window's tools to save the page as a bookmark or favorite.



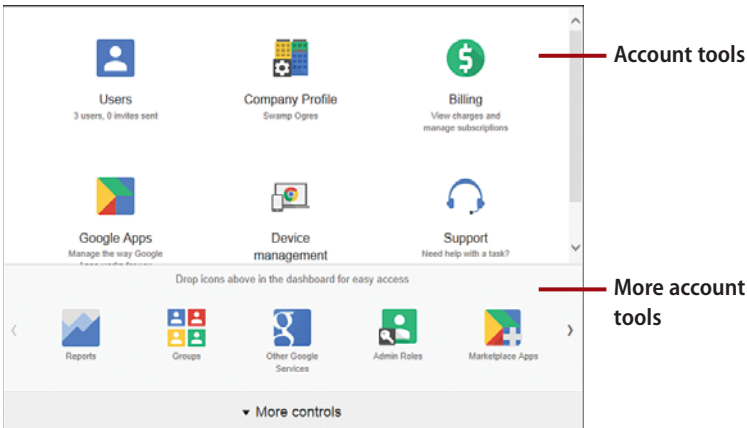
Look for any announcements and alerts using the Notifications button, which is shaped like a bell. Click the button to view all notifications. To the right of the Notifications button, you can find the Help and Settings buttons. Use them to find help with tasks or change settings.



You can use the universal Search bar at the top of the page to conduct a search. As you open different tools, you can use the Navigation button at the far left corner of the page to return to the Admin console.



The console's right pane offers a quick look at usage and activities stats, plus more tools and common tasks.



The control icons, or tools, on the Admin console page are for managing apps and users. You can drag them around the page to rearrange them. To add more controls, you can click the More Controls link and drag icons from the bar to the dashboard to add them to your main administration tools.

Here's what you can do with the default tools already on the console:

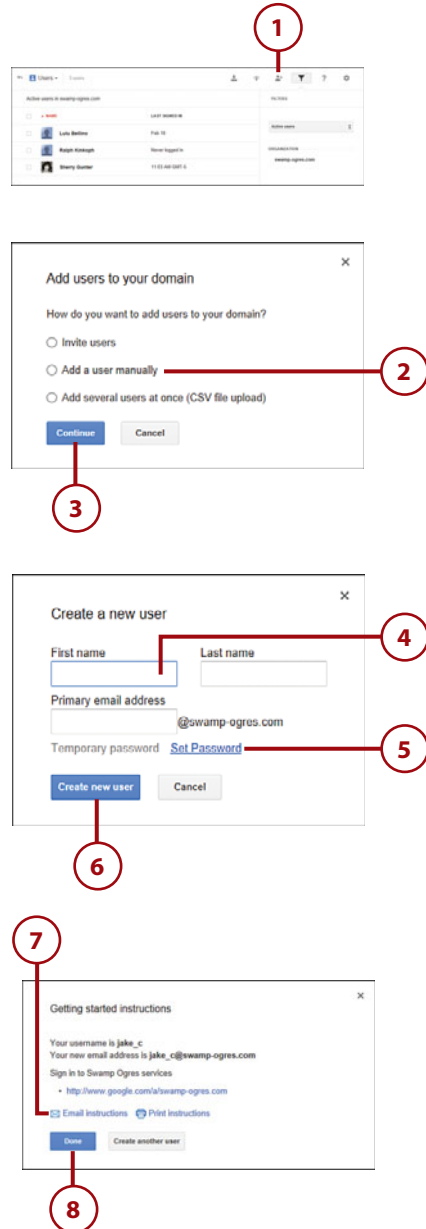
- **Users**—Add more users to your domain. You can also reset passwords and view activity logs.
- **Company Profile**—View and personalize your Google account, such as adding a company logo, time zone setting, and more.
- **Billing**—Access tools for managing your billing, payment plans, and subscription renewals for the account.
- **Google Apps**—Manage how Google Apps works for your team. You can enable and disable individual apps and customize the settings for how each app works.
- **Device Management**—Manage devices that connect with the account, such as smartphones and tablets.
- **Support**—Find help through online chat, phone, or email support.

From the Admin console, you can carry out administration tasks for your Google Apps account and however many users you have assigned to it. You can use the console page to activate services, configure features, add more users or reset passwords, check billing, and more. Whether you're the only user or administrating a large group of users, the Admin console page is your launching pad for taking care of your organization's Google Apps account.

Add Users

To add users to your account you assign them a unique email address. You can choose to invite users to work with you by sending out an email invitation, add users manually, or add a bunch at once using a CSV file upload (Google provides a tutorial). The steps here show how to add them manually.

1. Click the Users icon on the Admin console page and click the Add More Users button.
2. Click the Add a User manually option button.
3. Click the Continue button.
4. Enter the user's name and the primary email address you want to assign. Google sets a temporary password for the account.
5. Click the Set Password link if you want to set a password for the account and enter a password and retype it to confirm it. Optionally, select the Require User to Change Password at Next Sign In check box.
6. Click the Create New User button.
7. Optionally, you can choose to email the sign in instructions to the new user, or you can print them out.
8. Click the Done button to finish, or click the Create Another User button to add more users.



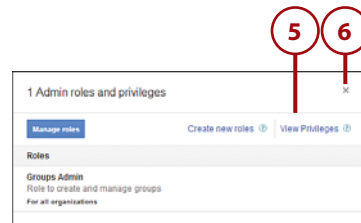
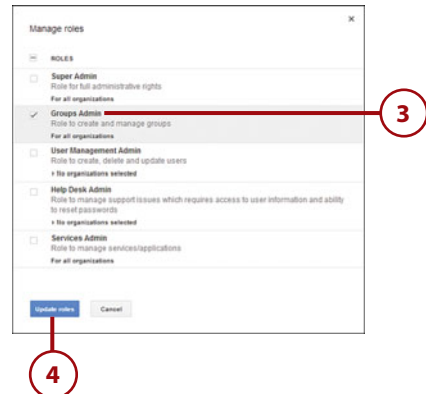
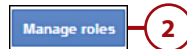
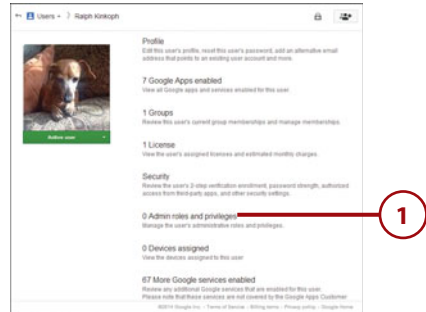
Manage Users

From your list of active users, you can click a username to view that person's Information page, which includes tools for editing the profile, resetting a password, assigning groups, and viewing a user license.

1. To add administrative privileges from the user's information page, click the Admin Roles and Privileges link.
2. Click the Manage Roles button.
3. Select a role for the user. If you select Super Admin, for example, the user is assigned the same administrative tools and privileges as the original account owner.
4. Click the Update Roles button.
5. Google assigns the role.
6. Google assigns the role. Optionally, if you want to customize which controls the user can manage, you can click the View Privileges link.

What's on the Information Page

The user's Information page keeps track of how much allotted storage space they've used, when they were last logged on, and how many documents they created. You can scroll down the page to view settings and click a setting to make changes.



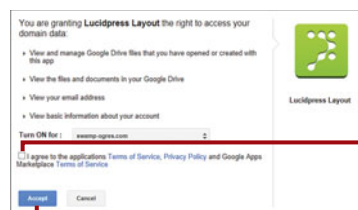
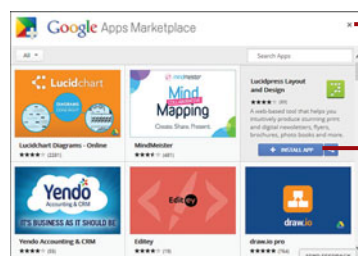
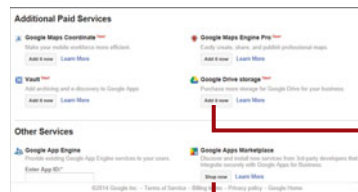
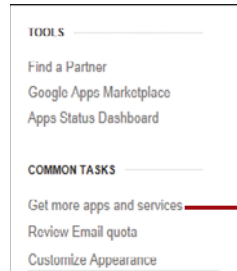
Add Apps

You can easily add apps and services to your account from the Admin console page. You can quickly view additional services Google offers, as well as link to the Google Apps Marketplace to shop for more.

1. Click the Get More Apps and Services link.
2. Click the Add It Now button to add a listed app or service.
3. Click the Shop Now button to shop for more apps.
4. Scroll through the apps and pause your mouse pointer over an app to learn more about it. To add it, click the Install App button.
5. Select the agreement check box.
6. Click the Accept button to add the app to your account.
7. Click the Close button (x) to exit.

View More of the Marketplace

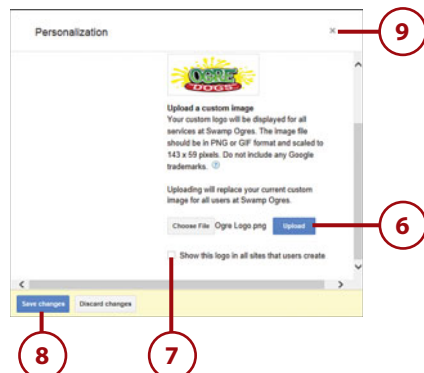
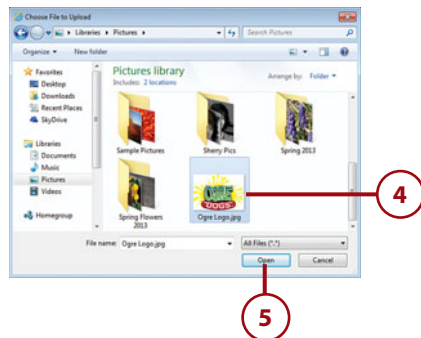
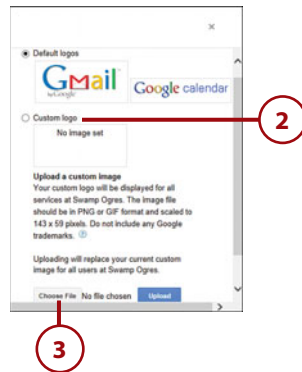
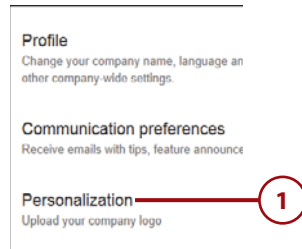
To view a bigger window of available apps, visit the Google Apps Marketplace page; type www.google.com/appsmarketplace in your browser's address box. You can shop by business categories on the full marketplace page.



Upload Your Company Logo

Ready to replace the generic Google account logo with something more suited for your organization? Before you upload a logo, make sure it utilizes the PNG or GIF file format, and is sized at 143 x 59 pixels. The upload won't work unless the logo matches these parameters.

1. Click the Company Profile icon on the Admin console page and click Personalization.
2. Click the Custom Logo option button.
3. Click the Choose File button.
4. Navigate to the logo file you want to use, select it.
5. click the Open button.
6. Click the Upload button.
7. Optionally, select the Show This Logo in All Sites That Users Create check box.
8. Click the Save Changes button.
9. Click the Close button (x) to exit.



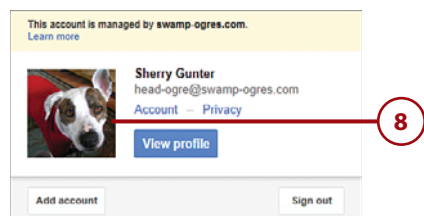
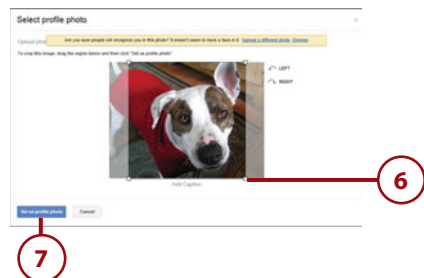
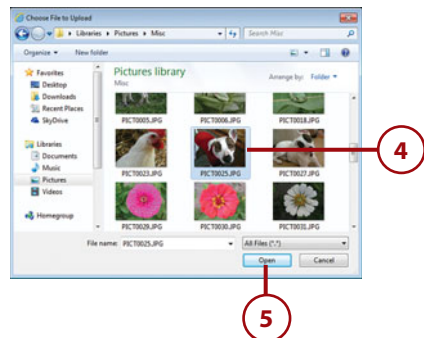
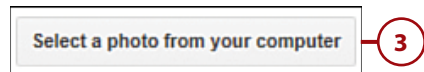
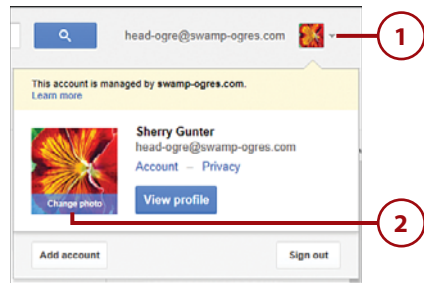
Change Your Personal Profile Picture

You can easily change the profile picture in the upper-right corner of the Admin console page. Your profile picture is displayed throughout your apps, such as Gmail, and is helpful to identify you when interacting with others online.

1. Click the drop-down arrow next to your profile picture on the Admin console page.
2. Pause your mouse pointer over the image and click Change Photo.
3. Click the Select a Photo from Your Computer button.
4. Navigate to picture file you want to use, select it.
5. Click the Open button.
6. Google uploads the file; drag the corners to crop the picture the way you want it.
7. Click the Set as Profile Photo button.
8. Your image is now part of your profile.

Change More Profile Details

You can continue editing your personal profile by clicking the View Profile button.



Signing In and Out

One of the big benefits of using Google Apps is the ability to use it from any computer, tablet, or smartphone. As long as you have an Internet connection, you can sign in (also known as log in) to Google Apps. Like most web accounts, you need to use the Sign in page in order to access Google Apps. You can also sign out (also known as log out) when you no longer want to work with your account.

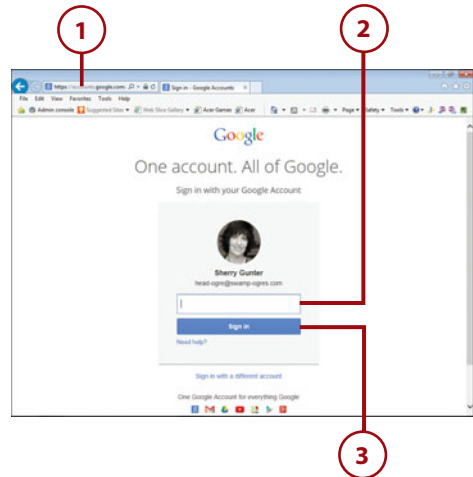
Sign In

If you've signed out of your Google Apps account, or closed the browser window, you can easily find your way back again.

1. In your browser's address box, type `www.google.com/a/your-domain.com` (substituting your own domain name of course) or `accounts.google.com` and press Enter/Return.
2. Enter your password.
3. Click the Sign In button.

Sign In As Another User

If you're sharing a computer, another user can also sign in to their account from the Sign in page. Simply, click the Sign In with a Different Account link, enter the user's username and password, and click the Sign In button.



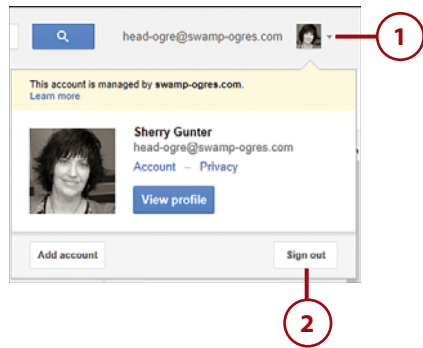
Bookmark It!

You can speed up your sign in process if you bookmark the Sign in page so you can quickly return to it without having to type in the URL. Look for a bookmark or favorites feature on your browser to help you save your favorite websites.

Sign Out

When you finish working with your Google Apps account, you can sign out.

1. Click the drop-down arrow next to your profile picture.
2. Click the Sign Out button.



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Index

A

about

- Calendar, 7, 15, 71
- Docs, 7, 16, 129
- Drive, about, 7, 15-16, 99
- Gmail, 7, 14, 41
- Google Apps, 3, 7, 11
- Hangouts, 18, 241
- other Google tools, 311
- Sheets, 7, 17, 167
- Sites, 7-8, 19, 267
- Slides, 7, 17-18, 201
- Vault, 19-20, 295

access

- levels, specifying, 117-119
- options, 120

account

- customizing, 11
- personalizing, 31
- signing up for, 11
- tools, 31

Actions menu, 146

activate services, 31

activity

- logs, viewing, 31
- stats, 30

add

- apps, 34
- comments, 157-158, 230

- contacts, 59-60
- coworker's calendar, 79
- events, 83-84
- Hangouts app, 245
- more storage, 117
- new calendar, 78
- numbers in cells, 180
- sheets, 175
- signature, 65
- subfolders, 110
- users
 - Chrome*, 315
 - to account*, 32
- Vault app, 297-299

Add a Reminder link, 88

Add Task button, 90

Add Users link, 28

add-ons

- install, 165
- Sheets, 199
- working with, 165

additional

- storage, purchasing, 117
- toolbar buttons, 146

address box, Chrome, 312

Admin console

- about, 11
- add Vault via, 297
- adding users, 28
- billing, 117
- bookmarking, 29-30

- Domains tool, 23
 - enable Google+, 324
 - exploring, 29-31
 - page, upgrading from, 25
 - sample page, 10
 - tour of, 28
 - Admin Roles and Privileges
 - link, 33
 - administration
 - tasks, spot for, 29
 - tools, taking tour of, 28
 - administrator enabling
 - Groups, 319
 - advanced sort, performing, 193
 - advertising-supported Gmail
 - accounts, 42
 - AdWords, 6
 - Agenda view, 75
 - alarm clock icon, 87
 - all-day events
 - displaying, 74
 - scheduling, 81
 - Allow comments check box, 289
 - Analytics, 6
 - animating objects, Slides, 224
 - animation
 - pitfalls, 222
 - working with, 222
 - announcements page, 285
 - answer a video call, 258
 - Anyone with a link setting, 118
 - app
 - adding, 34
 - available in each edition, 21
 - browsing, 20
 - customizing settings for, 31
 - enable and disable, 31
 - to fit your business, 6
 - using on video call, 257
 - Apple Mail, using with Gmail, 14
 - apply
 - email label, 54
 - filter, Sheets, 193
 - new font and font size, 219
 - style, 138
 - appointments
 - adding block, 85-86
 - color coding, 87
 - keep track of, 15
 - tracking, 7
 - apps
 - Calendar, 7, 15, 70-96
 - Capture, 262, 263
 - Docs, 7, 16, 128-165
 - Drive, 7, 15-16, 98-127
 - Effects, 262
 - Forms, 108
 - Gmail, 7, 14, 40-69
 - Groups for Business, 317-322
 - Hangouts, 18, 240-265
 - others to try, 327
 - Screenshare, 259
 - Sheets, 7, 17, 166-199
 - Sites, 7-8, 19, 266-292
 - Slides, 7, 17-18, 200-238
 - Talk, 242
 - Vault, 19-20, 294-309
 - Apps icon, 73
 - archive
 - chat, 255, 296
 - message, 56, 296
 - with Vault, 19
 - Archived Hangouts button, 255
 - assign
 - licenses, Vault, 299-300
 - labels to messages, 52
 - attach a file to email, 49
 - attachments, viruses in, 50
 - audit
 - data, Vault, 308-309
 - report data, viewing, 309
 - reports, create, 296
 - trail for matter, 304
 - auditing industry standards, 12
 - automatic
 - email reply, 66
 - republishing, preventing, 234
 - Automatically Republish
 - check box, 163
 - automatically resize columns, 179
 - automating calculations, 17
 - Avery Label Merge, 165
 - Aviary, 327
- ## B
- Back to Inbox button, 48
 - background, apply to slide, 207
 - backup
 - data, 12
 - securely*, 297
 - system, Drive as, 15
 - with Google Drive, 7
 - BCC (blind carbon copy), 47
 - benefits of
 - Google Apps, 7, 11
 - using Sites, 269
 - billing, 31
 - changes to, 117
 - blank Docs document, 128
 - blocking a user, 253
 - blog site, 268
 - Blogger, 6
 - bookmark
 - Admin Console, 29-30
 - deleting, 149
 - inserting, 142, 148
 - sign in page, 38
 - Bookmark bar, Chrome, 316
 - broadcast video calls on
 - YouTube, 256

Browse Interesting Calendars, 79

browser

- choosing, 25
- pin and unpin tabs, 317
- updating, 25

browsing

- other apps, 20
- web with Chrome, 312-315

build

- basic website, 272-273
- Google+ page, 326

bulleted lists, creating, 139, 140

business

- cost per user, 21
- Google+ for, 323
- information, filling in, 26
- meetings, 242
- page, create on Google+, 325-326
- web-based apps for, 11

button displays, 172

C

calculations, perform manually, 183

Calendar

- about, 15, 71
- access from mobile phone, 96
- add
 - appointment, 85-86*
 - events, 80-82*
 - new, 78*
 - others, 79*
- adjust density, 75
- Agenda view, 75
- app, 6, 7, 70-96
- assign a due date with, 62
- change view, 73-75
- color coding, 87
- create
 - event, 86*
 - tasks, 89, 90*
- edit items, 86

exploring, 72-75

list, 76-77

manage displays, 72

navigation arrow buttons, 76

Navigation bar, 72

permissions settings, 93

Quick Add feature, 83-84

sample page, 70

scheduling capabilities, 72

shared system calendar, 6

synchronizing with Gmail, 43

view

- other users, 73*
- your schedule, 15*

calendars

- deleting, 77
- export, 95
- import, 94
- keep private, 93
- sharing, 92-93
- in Groups, 318

camera, stop in video call, 257

Can comment, 118, 120

Can edit, 118, 120

Can view, 118, 120

Capture button, 263

categories, Google+ pages, 323

CC (carbon copy), 47

cell

- adding numbers in, 180
- moving to another, 171

change

- calendar view, 73-75
- color, Sheets, 176
- difficulty of, 13
- layout, 279
- licenses, Vault, 301
- profile picture, 36
- view in video call, 257
- visibility option, 123
- your reply, 68

chart

- create, 17

insert in spreadsheet, 183-184

chat

- add people to, 253
- archiving, 255, 296
- Hangouts, working with, 250
- insert picture into, 254
- pane, opening, 260
- start
 - in Gmail, 251*
 - in Hangouts, 252*
- turn message into video, 252
- window, clearing, 255

Check Availability button, 27

Choose File button, 51

Chrome

- add bookmark, 316
- add users, 315
- browser page, 310
- browsing web with, 312-315
- installation, 313
- menu button, 312
- new tab or window, 315
- omnibox, 312
- pin and unpin tabs, 317
- sign in, 315
- surf the web, 314
- web browser, 3, 24

Chrome menu button, 316

Circles, Google+, 61

classroom learning module, 268

cloud

computing

- fewer costs with, 13*
- understanding, 3, 4*

storage

- about, 99*
- free with Google, 7*
- organizing, 110*
- other services, 100*
- with Drive, 15*

technology, freedom of, 11

- cloud-based
 - Calendar, 71
 - club members, central page for, 268
 - collaborating on
 - documents, 157
 - spreadsheets, 194-195
 - collaboration
 - setup, 4
 - tools, 12
 - collaborative inboxes, Groups, 318
 - collaborator, add or remove, 305
 - collapse inbox list, 45
 - colleges, Google Apps free for, 5
 - colon, adding cells, 180
 - color coding appointments, 87
 - columns
 - sort data by, 192
 - working with, 177, 178
 - comment
 - notifications, 230
 - pane, add to video call, 257
 - comments
 - adding, 157-158, 194
 - button, 159, 195
 - inserting, 142
 - turn off, 289
 - working with, 159, 195, 230-231
 - Compact Controls, 156
 - company
 - logo, uploading, 35
 - profile, 25, 31, 35
 - complex calculations, 181
 - compliance requirements, 297
 - computer, adding Hangouts, 245
 - conditional formatting, 174-175
 - configure features, 31
 - Consistency Checker, 165
 - Contact Manager tool, 59
 - contacts
 - adding new, 59-60*
 - create Gmail index of, 43
 - details, filling in, 59
 - editing, 60
 - importing, 69
 - invite new, 253-254
 - managing with Gmail, 41
 - using existing, 46
 - Contacts Manager, Circles, 61
 - content
 - boxes, expanding, 279
 - create new from Drive, 101
 - insert in spreadsheet, 183
 - inserting, 141-142
 - search Drive, 115
 - conversations, saving, 18
 - convert file formats, 153, 188-189
 - copy a formula, 181-182
 - copy and paste a URL, 144
 - copyright
 - issues, 281
 - symbols, inserting, 147
 - cost of
 - Business and Government accounts, 5
 - software, 4
 - coworker's calendar, adding, 79
 - create
 - document, 130-131
 - email label, 53
 - files, 107-108
 - folder, 110
 - Google+ business page, 325-326
 - Group, 61, 319-320
 - holds, Vault, 305-306
 - matter, 304
 - numbered and bulleted lists, 139, 140
 - presentations, 201, 202-205
 - spreadsheet, 168, 169
 - task in Gmail, 62-63
 - Create a Group Hangout button, 253
 - Create button
 - new file, 108
 - on Drive, 102
 - preset apps, 107
 - Create Calendar button, 78
 - Create New Folder link, 111
 - Create Shared
 - Notes button, 261
 - Sketchpad button, 261
 - criteria for
 - search, 114
 - sorting files, 116
 - crunching numbers with Sheets, 17
 - CSV file
 - create, 309
 - exporting as, 69
 - upload, 32
 - custom
 - colors for tables, 151
 - email address, 6, 21
 - customer support, 12, 21 Hangouts, 242
 - customize
 - style, 138, 139
 - the 4 days view, 74
 - customized retention rule, 302
 - customizing
 - Gmail, 64
 - lists, 221
 - web page, 274
 - your account, 11
-
- ## D
-
- dashboard
 - Admin console page, 29
 - Google Apps, 2

- open Help Center from, 326
- data
 - export and audit, 308-309
 - keeping secure and private, 12
 - loss of, 12
 - organizing spreadsheets, 191
 - retaining, 303
 - safety of, 13
 - storage of, 7
 - in Gmail*, 14
- default retention rule, 302, 303
- delete
 - calendar, 77
 - contact, 60
 - document, 155
 - drawing, 146
 - event, 81, 82, 86
 - files, 113
 - footnote, 147
 - message, 55
 - note, 187
 - post, 322
 - presentation, 226
 - slides, 210
 - spreadsheet, 190
 - web page, 288
- Delete Forever, 114
- delivering your presentation, 236-238
- desktop
 - computing solutions, 11
 - install Hangouts app on, 247-248
- Details and Activity button, 103
- details, adding to events, 82
- device
 - Calendar working with, 15
 - edit web pages from, 8
 - management, 31
 - synchronize browser settings, 315
- dictionary, 160, 231
- discovering benefits of Google Apps, 3
- discussion
 - boards, 12
 - groups on Internet, 318
- displaying
 - day, week or month, 76
 - email tabs, 53
 - files in Drive, 127
- DNS (Domain Name System), 22
- managing settings, 23
- Docs
 - about, 6, 16, 129
 - Actions menu, 146
 - app, 128-165
 - blank document, 128
 - bookmarks, 148
 - collaborating, 157
 - comments, 158, 159
 - continuous saving, 131
 - copy and paste a URL, 144
 - create documents, 129, 103-131, 132
 - delete a document, 155
 - download documents, 154-155
 - drawing, 146
 - find text in document, 155
 - fonts, 136-137
 - footnotes, 147
 - get started, 130
 - insert a drawing, 145
 - insert menu, 142-143
 - integrated with Drive, 101
 - keyboard shortcuts, 134, 135
 - list options, 140
 - managing documents, 152
 - new document from Drive, 107
 - open a document, 153
 - opening, 130
 - printing and publishing, 161-164
 - replace text, 156
 - revisions history, 154
 - special characters, 147-148
 - spelling, 160-161
 - storage, 117
 - styles, 138, 139
 - table of contents, 149
 - tables, 150-151
 - templates, 132-134
 - text, 136
 - toolbar buttons, 134, 135
 - tools, 159, 160
 - using, 7
 - view options, 157
 - viewing documents, 156-157
 - working with add-ons, 165
- documents
 - collaborating, 157
 - create
 - from Docs*, 16, 129, 132
 - from Drive*, 131, 132
 - in cloud*, 7
 - new*, 130-131
 - deleting, 155
 - downloading, 154-155
 - editing, 21
 - find text in, 155
 - formatting, 134
 - printing, 162-163
 - replace text in, 156
 - republishing, 163
 - sharing, 18
 - viewing, 156-157
- docx format, 154
- domain
 - check availability, 27
 - custom email addresses for, 21
 - primary or secondary, 23
 - registration package, 23
 - verifying, 27
- domain host, account with, 22
- domain names
 - about, 5, 22
 - purchasing new, 26
 - using existing, 26
 - verifying, 22

- web page for, 23
- Domains
 - tool, 23
- download
 - attachment, 50
 - document, 154-155
 - file, 116
 - files from Drive, 109
 - presentation, 226
 - spreadsheet, 189
- Download CSV button, 309
- Download Plugin button, 247
- downsides of using Google Apps, 13
- draft emails, 48
- drag and drop
 - file, 106
 - messages, 56
 - method, 185, 212
- drawing
 - create from Drive, 108
 - inserting, 141, 145
 - options, additional, 146
- Drive storage, 21
- Drive
 - about, 6, 7, 15-16, 99
 - access options, 120
 - Activity pane, 103
 - app, 98-127
 - cloud storage with, 7
 - create
 - document from, 131, 132*
 - new content from, 101*
 - new file, 102, 107-108*
 - new folder in, 110*
 - presentation from, 203-204*
 - spreadsheet from, 169*
 - drag and drop files, 106
 - exploring, 100-104
 - files, searching, 114, 115
 - first time access, 101
 - folder tree, 109
 - Grid view, 104
 - help topics, 104
 - how to use, 99
 - installing, 110, 125-126
- List view, 104
 - navigating, 101-103
 - onscreen elements, 101-102
 - open docs, 130
 - preset filters, 108, 109
 - Restore button, 114
 - sample page, 98
 - Search box, 103
 - setting preferences, 127
 - Share button, 121
 - storage, 117
 - Trash feature, 113
 - upload
 - file to video, 261-262*
 - files, 105*
 - folders, 106-107*
 - using photo from, 281
- DropBox, 100
- due dates, managing with Gmail, 43
- duplicating slides, 210

E

- email
 - account, managing, 7
 - archiving, 296
 - comment notifications, 158, 230
 - invitation to view file, 118
 - label
 - applying, 54*
 - creating new, 53*
 - list, Google Groups, 317-318
 - managing with Gmail, 41
 - moving from another account, 67-68
 - programs, 4
 - reminder, 88
 - searching messages, 14
 - send notifications by, 195
 - tabs, displaying, 53
 - task list, 64
 - using multiple labels, 54
- embedding calendar on web page, 275
- emoji, 251
- emoticons, 147
- employees
 - only one, 21
 - profile page, 268
 - travel, reducing, 8
 - working on documents, 4
- Empty Trash button on Drive, 113
- enable
 - Google Groups for Business, 319
 - Google+ premium features, 249
 - Google+, 324
 - Hangouts app in Gmail, 248
 - mobile notifications, 95
- Enable Folder Upload option, 107
- engineering calculations, Sheets, 179
- enter
 - sequential data, 171
 - spreadsheet data, 171

errors, spelling, 161

events

add to calendar, 80

adding, 83-84

details, 82

attaching files to, 15

edit and delete, 86

invite others to, 83

pop-up reminder for,
87-88

remembering, 15

exact phrase, finding, 115

Excel, 17, 169

viewing, 112

expand inbox list, 45

exploring

Calendar, 72-75

Drive, 100-104

Google tools, 310-327

Hangouts, 242-244

Sites, 268-270

Vault, 296-297

export

calendar, 95

contacts, 69

data, Vault, 296, 308

F

FaceTime, 242

family

get-togethers on

Hangouts, 242

website, 268

features in Gmail, 45

file

attach to email, 49

attachment, download, 50

cabinet, page, 285

create new from Drive,
107-108

delete, 113

display in Drive, 127

download, 116

drag and drop, 106

filtering view on Drive,
102

formats, 153, 185, 188-189

inserting, 51

move between folders,
111

open, 113

preview, 112

rename, 112

search, 114, 115

share, 117-119, 120-121

sort, 116

storing and sharing on
Drive, 99

syncing, 124

type, save video as, 262

types of, Drive, 101

unsharing, 122

uploading, 105

filter

applying, 193

email messages, 14

turn off, 194

view of files, 109

Find a Time tab, 83

find

and replace, 156

archived messages, 56

text in document, 155

Firefox, 24, 312

folder tree, screenshot, 109

folders

and files, managing, 108

create new, 111

renaming, 112

sharing, 121

upload to Drive, 106-107

fonts

applying, 136, 219

dialog box, 136-137

view more, 219

footnotes, inserting, 142, 147

formats

image, 212

Slides, 225, 226

formatting

cells, 174

documents, 134

email signature, 65

presentations, 217

spreadsheets, 172

text, 136, 141

Forms, create in Drive, 108

formula

copying, 181-182

enter manually, 179-180

formulas and functions

working with, 179

writing, 17

forums, 12

Google Groups, 317

tab, Gmail, 52

forward a message, 48-49

free

data storage in Gmail, 14

Google Groups, 318

trial of Google Apps, 8, 22

Freshbooks, 327

friend's calendar, adding, 79

Full Screen, 156

view, 259

G

gadget

add to web page, 274,

275, 283-284

reconfiguring, 284

removing from web page,
278

Get Hangouts button, 247

Get More Apps and Services

link, 34

get started

Docs, 130

Google Apps, 11

Hangouts, 244

how to, 21-22

Slides, 202

Get Started button, 126

Get Your Page button,

Google+, 325

GIF file format for logo, 35

Gmail

about, 3, 5, 6, 14, 41

add

account user, 68

- signature*, 65
 - app, 40-69
 - automatic reply, 66
 - benefits, 7
 - Contact Manager tool, 59
 - create a group, 61
 - customizing, 22, 64
 - default tabs, 52
 - email task list, 64
 - enable Hangouts app in, 242, 248
 - exploring, 42-43
 - features, 45
 - free data storage, 14
 - Google Tasks in, 62
 - Google+ users, 61
 - Hangouts icon in, 246
 - importing contacts, 69
 - inbox, viewing, 14
 - initiating video calls from, 18
 - Mail Fetcher tool, 67
 - make a new list, 63
 - managing contacts with, 41
 - marking messages, 57
 - original account user, 68
 - page, add Hangouts from, 245
 - People Widget Pop-up, 59
 - pop-up people widget, 43
 - regular vs Google Apps, 14
 - remove spam, 58
 - sample page, 40
 - Settings button, 57
 - signing in and out, 44
 - smartphone, connect to, 7
 - Starred category, 57
 - start a chat in, 251
 - storage, 21, 117
 - switching to, 67-68
 - synchronizing with Calendar, 43
 - Tasks feature, 43, 89
- Google Analytics
- account, 22
- Google Apps, 10-38
- about, 3, 5, 12
 - account
 - inclusions*, 21
 - login name for*, 23
 - signing up*, 5
 - benefits of using, 7, 11
 - dashboard, 2
 - editions, 5
 - free trial, 8
 - getting started with, 21
 - list of, 6
 - platform independent, 24
 - who should not use, 13
- Google Apps for Business
- about, 5
 - cost per user, 21
 - signing up for, 25-28
 - Vault, 19
- Google Apps for Education
- about*, 5
 - free use of, 21
- Google Apps for Government
- about, 5
 - cost per user, 21
- Google Apps Marketplace
- page, 6, 20, 34
- Google Calendar, *see* Calendar
- Google Chrome, *see* Chrome
- Google Docs, *see* Docs
- Google Drive button, 261
- Google Drive, *see* Drive
- Google Earth, 3
- Google Effects, 262
- Google Forms, 108
- Google Groups for Business app, 317-322
- Google Groups, *see* Groups
- Google Hangouts, *see* Hangouts
- Google items, 274, 275
- Google Maps Coordinate, 327
- Google Maps Engine Pro, 327
- Google Maps, 3
- Google Marketplace, helpful apps, 327
- Google Sheets, *see* Sheets
- Google Slides, *see* Slides
- Google Talk app, 242
- Google Tasks in Gmail, 62
- Google tools
- about, 311
 - exploring, 310-327
- Google Translate, 160
- Google, account, setting up, 5
- google.com, 3
- Google+
- business page, 323, 325-326
 - Circles, 61
 - description of, 323
 - enabling, 324
 - Hangouts built into, 242
 - page, learn about building, 326
 - Photos, 42, 117
 - premium features, enable, 249
- government, cost per user, 21
- green, going, 8
- Grid view, Drive, 104
- Groups
- add welcome message, 320
 - creating, 319-320
 - delete a post, 322
 - enable, 319
 - home page, 318
 - inviting people to, 321
 - managing permissions, 322
 - start a new topic, 321-322

H

Hangouts

- about, 6, 18, 241
- answering a video call, 258
- app, 240-265
- adding*, 245

- install as plug-in*, 247
- archive, 255
- blocking a user, 253
- chat pane, 260
- clearing window, 255
- desktop app, 244
- e-discovery, 298
- exploring, 242-244
- Fullscreen view, 259
- Google+ account, 323
- hardware requirements, 244
- histories, 298
- icon in browser shortcuts, 246
- inviting others, 258-259
- notes on Drive, 261-262
- phone calling, 264-265
- plug-in, 244
- Screenshare, 259
- start chat in, 252
- using Vault with, 298
- video
 - call*, 256-257
 - conferencing*, 240, 256
 - viewing files, 262
 - windows, 243
 - working with chat, 250
- Hangouts on Air page, 256
- hard drive crashes, 12, 100
- hardware
 - costs, 12
 - requirements for Hangouts, 244
- header, editing, 276
- headers and footers, inserting, 142
- Hello Fax, 165
- Help button, 30
- Help Center, 12
 - adding storage*, 117
 - Drive, 104
 - Vault, 301
- help, finding, 31
- hide menu and toolbar, 156
- Hide Sheet, 177
- hierarchy, using, 286
- hijacked passwords, 13
- hold, definition of, 305
- Holds list page, 306
- home page, Sites, 270, 271
- horizontal lines, inserting, 142
- HTML (HyperText Markup Language), 269
 - format*, 154
- iCloud, 100
- icon
 - drag from bar to dashboard, 31
 - in Gmail for Hangouts, 246
- ideograms, 251
- image
 - formats, 212
 - inserting, 141, 143, 185
 - sizes, Sheets, 185
- import
 - calendar, 94
 - contacts, 69
 - slides, 209
- inbox list in Gmail, 45
- increased message size, 49
- information
 - density, Calendar, 75
 - governance, 296
- insert
 - bookmark, 148
 - content, 141-142
 - in presentation*, 211-216
 - drawing, 145
 - footnote, 147
 - image, 143, 185, 212-213
 - line, Slides, 215
 - link, 144, 186, 213
 - pictures, 51, 280-281
 - into chat*, 254
 - shape, Slides, 215
 - text box, 212
 - video, 214
- Insert menu, 142, 143, 183, 211, 274
- Insert Photos icon, 51
- Insert Table, 150, 216
- install
 - add-on, 165
 - Chrome, 313
 - Drive, 110, 125-126
 - Hangouts app as plug-in, 247
- instant messaging, 18, 243, 250
- institutions, web-based apps for, 11
- Internet
 - Google synonymous with, 3
 - unreliable access to, 13
- Internet Explorer, 24, 312
- interviews, 242
- intranet site, 268
- investment in other solutions, 13
- invite
 - new contact, 253-254
 - others to events, 83
 - people to Groups, 321
 - users, 32
 - to video call, 258-259
- Invite People button, 256, 258
- Is owner, 118, 119, 120
- IT
 - infrastructure, dealing with, 13
 - maintenance, 7
 - resources, 12
- It's Not All Good
 - arranging objects, 216
 - blocking a user, 253
 - Hangouts functionality, 245
 - Internet connection, 13
 - Quick Add feature, 84

- security issues, 13
- sharing files, 122
- switching platforms, 13
- templates, 134
- transition and animation
 - pitfalls, 222
- translation tool, 160
- viewing attachments, 50
- web publishing, 164, 198, 235

- item, remove from
 - web page, 284

J

- Java applet, enable, 107

K

- K-12 schools, free Google Apps, 5
- keyboard shortcuts, 134, 135
- keywords search
 - Chrome, 314
 - domain, 297
 - messages, 306

L

- label
 - applying to email, 54
 - assigning to messages, 52
 - creating for email, 53
 - using multiple, 54
- landing page, 285
- layout of web page, change, 279
- layouts, Slides, 205-206
- learn more about Google+
 - page, 326
- lectures, 242
- licensed installations, 12
- licenses
 - assigning, 299-300
 - changing, 301
- Line button, 215

- link
 - adding, 282
 - inserting, 51, 141, 144, 186, 213
 - sharing, 124
- Linux system, using Google Apps on, 24
- list
 - of shortcuts, 136
 - page, 286
- List view, Drive, 104
- lists
 - customizing, 221
 - numbered and bulleted, 139, 140, 220
- live chat, 250
- login
 - information, forgetting, 24
 - name for Google Apps account, 23
- logo
 - adding, 31
 - uploading, 35
- lost or stolen data, 12

M

- Macintosh, using Google Apps on, 24
- Mail Fetcher tool, 67
- maintenance, IT, 7
- malware
 - in attachments, 50
 - protection, Chrome, 313
- manage
 - devices, 31
 - messages, 52
 - permissions, Groups, 322
 - presentations, 224
 - schedules, 7
 - spreadsheets, 187-190
 - tasks, 91
 - users, 33
- Manage Licenses icon, 301
- Manage Roles button, 33
- Manage Site page, 274
 - editing page elements, 276, 277, 278
- Managing link, 322
- manually
 - add users, 32
 - enter a formula, 179-180
 - perform calculations, 183
- Maps, 3
- mark messages, 57
- marketplace, shopping for apps, 34
- masters, working with slide, 228
- matters, Vault, 303-304
- MBOX file format, 308
- meeting
 - remembering, 15
 - setting up, 8
 - times, synchronizing, 71
- memo, sending to a group, 61
- Merge by MailChimp, 165
- message
 - archiving, 56
 - assigning star, 57
 - chat, turn into video chat, 252
 - composing, 46
 - data, search, 306-307
 - deleting, 55
 - drag and drop, 56
 - forwarding, 48-49
 - holds, 296
 - managing, 52
 - marking, 57
 - moving, 55
 - reply to, 47-48
 - size, 49
- messaging, 8
- metadata tags, Vault, 307
- microphone for Hangouts, 244
- Microsoft Excel, see Excel

Microsoft Office, see Office

Microsoft Outlook, see Outlook

Microsoft PowerPoint, see PowerPoint

Microsoft Word, see Word

mini calendar, 72, 76

missing toolbar buttons, 218

mobile

- device, adding Hangouts, 245
- notifications, enabling, 95
- phone
 - access Calendar from*, 96
 - registering*, 95-96

money, saving with Google Apps, 7

month calendar display, 74

monthly subscription, 12

More apps button, 257

More button, toolbar, 134, 172, 218

More Controls link, 31

More Fonts, 137, 219

move

- files, 111, 116
- mail from another account, 67-68
- messages, 55

Mozilla Firefox, 24

multiple

- files
 - drag*, 106
 - upload*, 105
- labels, using, 54
- rows, selecting, 177
- text selections, 222
 - formatting*, 141
 - music, storing*, 99

mute sound in video call, 257

My Drive, 109

- navigate folders in, 101-102

N

name already in use, 23

navigation

- arrow buttons, Calendar, 76
- Drive, 101-103
- presentation, 237
- subpage, 289

network via Google+, 323

new

- folder, creating, 110
- topic, start in Groups, 321-322

New Hangout, 253

New Slide button, 208

New Window, Chrome, 315

no ads for Education edition, 22

non-Google Apps file, opening, 113

Not Spam button, 58

Notepad, 308

notifications

- by email, 230
- enabling mobile, 95
- receiving, 7
- send by email, 158, 195

Notifications button, 30

numbered lists, creating, 139, 140

O

odt format, 154

office materials, spending less on, 8

Office suite, 4, 12

- ingrained use of, 13

omnibox, Chrome, 312

on-the-record messages, 298

OneDrive, 100

ongoing costs, 13

online file storage, 100

open

- chat pane, 260
- document, 153
- existing spreadsheet, 168
- Google Docs, 130
- non-Google Apps file, 113
- presentation, 225
- spreadsheet, 188

Open Link in New Tab, Chrome, 315

OpenDocument Format, 154

OpenOffice Calc, 17

Opera, 24, 312

operating systems, 7

operators, predefined search, 115

options, spell check, 161

organizations, web-based apps for, 11

organize

- folders and files, 108
- slides, 210
- web content, 274
- with Calendar, 71

Outlook

- exporting contacts, 69
- importing emails, 67
- using with Gmail, 14

overlay

- calendars, 78
- others' calendars, 73
- tasks, 91

ownership, understanding, 119

P

page

- add or remove, 287-288
- learn about building Google+, 326
- level permissions, 291
- location, specifying, 286
- numbers and breaks,

- inserting, 142
 - reordering, 286
 - reorganize, 290
 - setup, 162
 - view, 290
- Paint Format button
 - using, 141
- Paint Format tool, 222
- paper clip icon, 50
- passwords
 - resetting, 31
 - threat of hijacked, 13
- payment plans, managing, 31
- PDF Document, 154
- People Widget Pop-up, 59
- people, add to current chat, 253
- perform
 - advanced sort, 193
 - calculations manually, 183
 - complex calculations, 181
 - spell check, 160, 232
- permission
 - managing in Groups, 322
 - settings, 291
 - Calendar*, 93
 - webcam, 143, 212
- personal profile picture, 36
- personalizing account, 31
- phishing protection, Chrome, 313
- phone calling with Hangouts, 264-265
- photo album of video call, 262
- Photo from Your Computer button, 254
- photos
 - sharing, 18
 - storing, 99
 - using from Drive, 281
- Picasa, 5
 - storage, 117
 - Web Albums, 42
- picture
 - changing, 36
 - inserting, 51, 280-281
 - into chat, 254
- pin a tab in browser, 317
- pivot table report, creating, 191
- place phone call in Hangouts, 264-265
- Plain Text, 154
- platform, switching to new, 13
- plug-in
 - for Hangouts, 244
 - install Hangouts app as, 247
- PNG format for logo, 35
- pop-up
 - people widget on Gmail, 43
 - reminder, 87-88
- posts, deleting in Groups, 322
- PowerPoint, 17, 203
 - convert presentation from, 225
 - download presentation as, 238
 - import slides from, 209
- PPTX (PowerPoint format), 238
- practice page, Sites, 275
- Preferences dialog box, 160
 - Slides, 231
- preferences, setting in Drive, 127
- premium features, enabling, 242
- Present button, 214, 237
- presentations
 - adding slide to, 208
 - app, access to, 6
 - collaborating on, 229
 - creating, 7, 17-18, 202-205
 - delivering, 236-238
 - downloading, 226
 - editing, 226
 - formatting, 217
 - inserting content, 211-216
 - managing, 224
 - options, 238
 - sharing, 17-18
- preset filters, Drive, 108, 109
- prevent automatic republication, 197
- preview a file, 112
- primary
 - calendar, 72
 - domain, 23
 - email address, 23
- Primary tab, Gmail, 52
- Print button, 162
- Print Layout, 156, 157
- Print Task List, 92
- printing
 - and publishing
 - documents*, 161-164
 - spreadsheets*, 196-197
 - presentations, Slides, 233
 - without previewing, 234
- privacy concerns, 235
 - web publishing, 164
- Private, default setting, 118, 122, 123
- privileges, understanding, 300
- product demos, 242
- productivity suites
 - about, 3, 4, 12
 - editions of, 21
- professional slide shows, creating, 17-18
- profile picture
 - changing, 36
 - for video feed, 257
- program, opening from Web, 4
- project
 - site, 268
 - website, make your own, 19

Promotions tab, Gmail, 52
 Protect Sheet, 177
 Public on the Web setting, 118
 public video call, 259
 Publish to the Web, 163-164
 publishing
 presentations, Slides, 234-235
 stop, 197
 your calendar, 15
 purchase plan, reviewing, 28

Q

Q&A forum, Groups, 318
 Quick Add feature, 83-84

R

Recent, 109
 reconfigure gadget, 284
 register your mobile phone, 95-96
 registered nonprofit group, sign up process, 26
 registrar, domain names, 5
 regular Gmail, free data storage, 14
 Reload This Page button, Chrome, 314
 reminders
 setting up, 15
 working with, 87-88
 remote access of apps and files, 7
 Remove Reminder button, 88
 removing
 event, 81, 82
 site, 273
 reorganize pages, 290
 replace text in document, 156

reply to
 email from account, 68
 message, 47-48
 report file, create and download, 309
 Report Spam button, 58
 Reports feature, Vault, 308
 republication, prevent automatic, 163, 197, 234
 requests, sending, 7
 Research pane, 160, 231
 Reset Styles, 139
 resize rows and columns, 178
 Resolve button, 159
 Restore button on Drive, 114
 retaining data indefinitely, 303
 retention rules, setting, 302
 Revert to This Version link, 278
 review comments, 231
 Revision History
 list, 278
 pane, 154
 revisions to website, keeping track of, 278
 Rich Text format (rtf), 154
 right-clicking shortcuts, 111
 rows, working with, 177, 178
 run an audit report, 309

S

Safari, 24, 312
 safeguarding data, 295
 save
 button, no need for, 131, 169, 204
 filter view, 194
 money with Google Apps, 7
 style, 138
 video as file type, 262
 Save to Drive, 50

schedule
 capabilities, 72
 coordinating, 83
 displays, 76
 events and appointments, 80
 managing, 7
 organize with Calendar, 71
 Screenshare app, 259
 search
 email messages, 14
 files, 114, 115
 fonts, 137
 functions, Vault, 296
 message data, 306-307
 operators, using, 115
 results, export, 308
 Search bar, 30
 Search box
 Chrome, 312
 Drive, 103
 secondary
 domain, 23
 email address, 24
 security
 issues, 13
 with Google Drive, 7
 with Vault, 21
 select text, 136
 Select Who Can Join button, Groups, 320
 self-service online chat, 12
 send comment notifications, 158
 sent emails, copy of, 48
 sequential data, entering, 171
 server, administering a, 4
 Set as Default button, 162
 set up automatic email reply, 66
 settings
 permissions, 291
 Groups, 322
 retention rules, 302

- sharing files, 118
- Talk/Hangouts, 250
- visibility, 292
- Settings button
 - using, 30, 104
- setup
 - legal holds, 296
 - wizard, using, 29
- Shape button, 145, 211
- shapes, inserting, 215
- share
 - files, 117-119, 120-121
 - folders, 117-119, 121
 - links, 124
 - files in the cloud, 98
 - settings, 119, 121, 122, 124
 - calendar, 15, 92-93
 - site, 291, 292
- Share button on Drive, 121
- Share Settings dialog box, 121, 122, 124
- Shared with Me, 109
- shared
 - calendar system, 6
 - workspaces, creating, 8
- Sheets
 - about, 6, 7, 17, 167
 - adding, 175
 - app, 166-199
 - apply a filter, 193
 - blank spreadsheet, 166
 - Change Color, 176
 - chart preview, 184
 - collaborating, 194-195
 - comments, 194-195
 - copy
 - and paste URL*, 186
 - formula*, 181-182
 - create spreadsheet from, 170
 - data, 191
 - delete a spreadsheet, 190
 - exploring add-ons, 199
 - file formats, 185
 - formulas and functions, 179
 - getting started with, 168
 - insert
 - chart*, 183-184
 - content*, 183-186
 - images*, 185
 - note*, 187
 - integrated with Drive, 101
 - new spreadsheet from Drive, 107
 - print a spreadsheet, 196
 - publish a spreadsheet to web, 197-198
 - shortcuts, 172
 - menu*, 176
 - sort data by column, 192
 - storage, 117
 - SUM function, 182-183
 - tracking and analyzing data, 167-199
 - view audit report in, 309
 - view options, 190
 - wrap text, 174
- Shop Now button, 34
- shortcuts
 - list, 136
 - menu, 111, 172, 176, 178
 - Sheets, 172
 - Slides, 219
 - Sync, 126
 - tables, 150
 - formatting*, 217
- Show Equation Toolbar, 156
- Show Ruler, 156
- Show Spelling Suggestions, 156, 157
- sign in and out, 37-38
 - of Gmail, 44
- Sign In to Chrome, 315
- sign on and off, 11
- Sign Out button, Google Apps, 38
- sign up
 - for a domain, 5
 - procedure, 11
 - process, 25-28
- sign-on page, Vault, 301
- signature, adding to Gmail, 65
- Site Location box, 272
- site-level permissions, 291
- Sites
 - about, 6, 7-8, 19, 267
 - app, 266-292
 - benefits to using, 269
 - comments, turn off, 289
 - content boxes, 279
 - creating websites with, 267-292
 - customizing page, 274
 - downside to, 269
 - edit page elements, 277
 - embed multimedia, 269
 - exploring, 268-270
 - format text, 277-278
 - free with Google account, 269
 - gadget, adding, 283-284
 - home page, 270
 - insert image, 280-281
 - item, removing, 284
 - layout change, 279
 - link, adding, 282
 - page, adding, 287-288
 - permission settings, 269
 - practice page, 275
 - sample home page, 266
 - search function, 269
 - share your website, 291-292
 - site, removing, 273
 - subpages, add links to, 289
 - templates, 269, 273
 - text, adding, 276
 - touring, 270
 - videos, adding, 282-283
 - website, building, 271-273
 - wiki page, building, 268
- SkyDrive, 100
- Skype, 242
- slide
 - masters, working with, 228
 - shows, creating, 17-18

Slides

- about, 6, 7, 17-18, 201
 - animations, 222, 224
 - app, 200-238
 - background, applying, 207
 - blank slide, 200
 - collaboration, 229
 - comments, 230, 231
 - convert files from formats, 225, 226
 - fonts and font size, 219
 - getting started with, 202
 - images, 212-213
 - import slides, 209
 - inserting content, 211-216
 - integrated with Drive, 101
 - layouts, 205-206
 - Line button, 215
 - links, 213
 - lists, 220
 - organizing, 210
 - Paint Format tool, 222
 - presentations
 - creating*, 201, 204, 205, 224-228
 - delivering*, 236-238
 - printing*, 233
 - publishing*, 234-235
 - Shape button, 215
 - slides, adding, 208
 - speaker notes, 236
 - storage, 117
 - tables, 216
 - text, 222
 - boxes*, 212
 - themes, 203, 208
 - toolbar buttons, 218
 - tools, 231
 - transitions, 222, 223
 - video, 214
 - view options, 227
 - working with, 205-210
- slow Internet connections, 13
- smartphones
- Hangouts and, 241, 244
 - managing, 31
 - using web apps with, 4
- smiley icons, 251
- SMS (Short Message Service)
- texts, 95, 96
- Snooze Notifications, 252
- social network, Google+, 323
- Social tab, Gmail, 52
- software
 - costs, 4, 12
 - support, 12
 - updating, 7
- solutions, investment in other, 13
- sort
 - data by column, 192
 - files, 116
 - perform advanced, 193
 - tasks by due date, 62
- sound, mute in video call, 257
- spam filter, Gmail, 42, 58
- speaker notes, creating, 236
- special characters, inserting, 147-148
- Specific People option, 118, 123
- specify
 - automatic substitutions, 160
 - view options, 227
- spell checker, 159, 160, 161, 231-232
- spelling suggestions, 161
- spreadsheet
 - app
 - access to*, 6
 - Sheets*, *about*, 17
 - blank, 166
 - collaborating, 194-195
 - create new, 7, 108, 168, 169
 - current vs entire, 189
 - data, working with, 191-194
 - downloading, 189
 - enhancing, 167
 - entering data, 171
 - formatting, 172, 173
 - insert content, 183-184
 - managing, 187-190
 - opening, 168, 188
 - printing and publishing, 196-197
 - programs*, 4
 - staff meetings, 242
 - star, assigning to message, 57
 - Starred category, Gmail, 57, 109
 - start
 - chat in Gmail, 251
 - page, 286
 - video call, Hangouts, 256-257
 - Start Publishing button, 163
 - Start Screenshare button, 259
 - Stop Publishing button, 164, 197, 235
 - stop publishing to web, 197
 - storage
 - Drive, 7, 157
 - Gmail accounts, 42
 - online, 15
 - per user, 21-22
 - purchase additional, 117
 - via upload, 99
 - Stream, Google+, 323
 - Styles button, 138
 - styles
 - applying, 136, 138
 - save customization, 139
 - subfolders, adding, 110
 - Submit a Template link, 133
 - subpages
 - about, 286, 287
 - add links to, 287, 289
 - subscription
 - monthly or yearly, 12
 - renewals, 31
 - to special calendars, 79
 - suggestions, spelling, 161
 - SUM function, 182-183
 - support
 - array of, 12

- finding, 31
- SurveyMonkey
 - getting, 327
- Switch List button, 63
- switch
 - to Gmail, 67-68
 - to new platform, 13
 - users, Chrome, 315
 - views, Drive, 104
- symbols, inserting, 142
- Sync shortcut, 126
- synchronize
 - browser settings, 315
 - files, 101
 - meeting times, 71
- syncing files, 124
- system access, 12

T

- managing, 91
- Tasks pane, 89, 90
- team, creating workspaces for, 8
- template
 - document, 130, 132-133
 - pages, 286
 - presentation, 204-205
 - sharing, 133
 - spreadsheet, 169, 170
 - using pre-built, 273
- Template Gallery, 132, 165, 204
- text
 - adding to web page, 276
 - chat, 14, 250
 - documents, creating, 16
 - editing on web page, 277-278
 - formatting, 222
 - selecting, 136
- Text Box button, 145, 211, 212
- theme
 - applying new, 208
 - choosing, 203
- time
 - management, 72
 - zone setting, 31
- Title Slide layout, 205-206
- toolbar buttons, 134, 135, 218
- additional, 146
- Tools menu, 159, 160, 231
- top-level pages, 286
- topic, Groups, start new, 321-322
- Tour of Admin Console, 28
- touring Sites, 270
- Track Changes, 165
- tracking invites, Groups, 321
- trademark symbols, inserting, 147
- transfer ownership of file, 119
- transitions
 - pitfalls, 222
 - setting, 223
 - working with, 222
- translation tool, 160
- Trash, 109, 113
 - list, retrieve item from, 114
- Triplt, 327
- Turn Google+ On button, 324
- turn off comments, 289
- turn tasks on or off, 90-91
- tutorial, Google+ page, 326
- Two-Sided check box, 163
- txt format, 154
- types of
 - accounts, exploring, 3
 - files, Drive, 101
 - interaction with files, 118
 - web page, 285-286

U

- unavailable, show yourself as, 252
- understanding
 - Google+, 323
 - ownership, 119
- Undo button, 278
- unhide a sheet, 177
- universities, Google Apps free for, 5
- unpin a tab in browser, 317
- unreliable Internet connections, 13
- unshare a file, 122
- Untitled Presentation, 203
- Update Roles button, 33
- Update Table of Contents, 149
- Updates tab, Gmail, 52
- updating
 - software, 7
 - styles, 138

- upgrades, 12
 - to Google Apps for Business, 25
- upload
 - file to Drive, 105
 - image to web page, 280-281
 - template, 133
 - your company logo, 35
- uptime guarantee, 21
- URL (Uniform Resource Locator), 22
 - availability of, 272
 - copy and paste, 144, 186
 - paste in link field, 214
 - typing in Chrome, 314
- usage stats, 30
- Use This Template button, 170
- users
 - access, editing, 122
 - activity reporting, 19
 - adding, 31, 32
 - blocking, 253
 - collaboration, 12
 - information page, 33
 - managing, 33
 - signing in as, 27
 - unlimited, 21
- using
 - numbers in formulas, 180
 - setup wizard, 29
 - web image, 281

V

- Vacation Responder option, 66
- Vault
 - about, 5, 6, 19-20, 295
 - adding app, 297-299
 - app, 294-309
 - assign licenses, 299-300
 - change licenses, 301
 - collaborators, 305
 - exploring, 296-297

- export and audit data, 308-309
- extra cost of, 21
- free trial, 297
- Help Center, 301
- holds, 305-306
- matters, 303-304
- metadata tags, 307
- retention rules, 302-303
- sample page, 294
- search message data, 306-307
- sign-on page, 301
- using with Hangouts, 298
- verifying domain, 22, 27
- video
 - call
 - answering*, 258
 - button*, 252, 256
 - invite others to*, 258-259
 - outside group*, 259
 - using apps during*, 257
- chat, 14, 21, 244
 - conferencing
 - about*, 8
 - calls*, 241
 - Hangouts*, 18
 - sharing*, 256
 - meetings, Hangouts, 18
 - storing, 99
 - web page, add to, 282-283
 - won't play, 214
- view
 - change in video call, 257
 - exported data, 308
 - multiple calendars, 78
 - options, specifying, 190, 227
 - pages, 290
 - revisions history, 154
 - tasks with another calendar, 91
 - your schedule with Calendar, 15
- View Comments, Sheets, 177
- View menu, 227-228
- View Profile button, 36

- viewer
 - window, 112
 - file types supported, 112
- viewing
 - documents, 156-157
 - files on Hangouts, 262
 - Gmail, 14
 - items in Drive, 15-16
- virtual hard drive, 100
- virus protection software, 50
- viruses in attachments, 50
- visibility
 - options for files, 118
 - settings, 292
 - changing, 123
- voice chat, connecting via, 14
- Voice app, 6

W-X

- web browser
 - choosing, 24
 - updating, 25
- web
 - apps, 11
 - camera for Hangouts, 244
 - content, sharing via Google+, 323
 - image, using, 281
 - page
 - about*, 285
 - creating with Sites*, 19
 - customizing*, 274
 - elements, editing*, 276, 277
 - for domain name*, 23
 - html format*
 - upload image to*, 280-281
 - platform apps, access to, 4
 - programming and upkeep, 269
 - publish
 - document to*, 163-164
 - spreadsheet*, 197-198
 - publishing pitfalls, 198, 235

- surfing, Chrome, 314
- webcam
 - permission, 212
 - taking pictures with, 143
 - webinars*, 242
- website
 - access to tools for building, 6
 - add pages, 285-286, 287-288
 - building, 271-273
 - creation, 7-8
 - removing pages, 288
 - week calendar display, 74
- Who Has Access list, 119, 122
- wiki pages
 - about, 268
 - creating, 19
- Windows, using Google Apps on, 24
- word count tool, 160
- word processing
 - access to, 6
 - app, 16
 - programs, 4
- Word
 - documents, 154
 - viewing, 112
- Wordpad, 308
- WordPerfect Office, 4
- working
 - remotely, 7
 - with chat Hangouts, 250
 - with comments, 159, 230-231
 - with formulas and functions, 179
 - with reminders, 87-88
 - with rows and columns, 177

- with Slides, 205-210
- workspaces, creating shared, 8
- Wrap Text button, 174

Y-Z

- yearly subscription to Google Apps, 12
- Your domain only, 118
- Your domain with the link, 118
- YouTube
 - broadcast video calls on, 256
 - Google ownership of, 3
 - inserting videos from, 214
 - video, embedding, 275