Google Workspace

TECH WITH MIKE

2-Step Authentication

With 2-Step Verification, also called two-factor authentication, you can add an extra layer of security to your account in case your password is stolen. After you set up 2-Step Verification, you can sign in to your account with:

- Your password
- Your phone

Allow 2-Step Verification

- Open your Google Account.
- In the navigation panel, select Security.
- Under "Signing in to Google," select 2-Step Verification and then Get started.
- Follow the on-screen steps.

Tip: If you use an account through your work, school, or other group, these steps might not work. If you can't set up 2-Step Verification, contact your administrator for help.

Verify it's you with a second step

After you turn on 2-Step Verification, you must complete a second step to verify it's you when you sign in. To help protect your account, Google will ask that you complete a specific second step.

Use Google prompts

We recommend you sign in with Google prompts. It's easier to tap a prompt than enter a verification code. Prompts can also help protect against SIM swap and other phone number-based hacks.

Google prompts are push notifications you'll receive on:

- Android phones that are signed in to your Google Account
- iPhones with the Smart Lock app , the Gmail app , or Google app signed in to your Google Account

Based on the device and location info in the notification, you can:

- Allow the sign in if you requested it by tapping Yes
- Block the sign-in if you didn't request it by tapping No

For added security, Google may ask you for your PIN or other confirmation.

Chrome

After you install Chrome browser, you can add profiles, import your bookmarks, sync settings across your devices, and more.

Identify which account you're in

If you have several Google accounts, such as personal Gmail accounts and an administrator account, you can easily identify and manage your accounts.

1. Go to google.com.
   a. If you're signed in to your browser, at the top right, you'll see an icon with your initial or profile photo.
   b. If you're not signed in to an account, you'll see Sign in.
2. Hover over or click your profile photo or initial. You'll see the email account that you're signed in with:
   3. If the email address ends in @gmail.com, you're logged in with your personal Google account.
   4. If the email address ends in your domain address (@yourbusiness.com), you're signed into your Google Workspace account.
   5. If you chose a different icon for each of your Google accounts, the icon can identify which account you're using.

Create Chrome Browser Profiles

Creating different Chrome profiles lets you switch between your work account and your other Google accounts, such as personal or test accounts, without signing out each time.

Add a Chrome profile:
1. In Chrome browser, at the top right, click Profile "".
2. Click Manage people.
3. Click Add person.
4. Choose a name and a photo.
5. Click Save. A new window will open and ask you to turn on sync.
6. (Optional) Turn sync on in Chrome with a Google Account for the new profile. Their bookmarks, history, passwords, and other settings will automatically sync.

Switch to another profile:
1. In the top-right corner, click your profile icon.
2. Click the profile you want to switch to.

Open new tabs or windows

1. In Chrome browser, at the top right, click More ""and thenNew Tab or New Window.
2. (Optional) To move a tab:
    a. Drag it outside the existing window or into a new window.
    b. Drag it to a different position in the window.

Use apps

From Chrome browser, you can run Google Workspace apps, such as Google Docs, Sheets, and Slides.

1. In Chrome browser, open a new tab.
2. At the top right, click the App Launcher and choose the app you want to open.

Gmail

Create Labels to organize Gmail

You can create labels that store your emails. Add as many labels as you want to an email.

Note: Labels are different from folders. If you delete a message, it will be erased from every label that it's attached to and your entire inbox.

1. On your computer, go to Gmail.
2. On the left, scroll down, then click More.
3. Click Create new label.
4. Name your label.
5. Click Create.

Add a Label

In your inbox:	An email you're writing:	Move email to another label:
On your computer, go to Gmail.	On your computer, go to Gmail.	On your computer, go to Gmail.
Select the messages.	Click Compose.	Select the message.
At the top, click Labels	In the bottom right, click More	At the top, click Labels
Select a label, or create a new one.	Click Label, then select labels you want to add.	Uncheck the current label, then select a new one.
	Click Apply.	Click Apply.

Signatures

Add or change a signature

You can put up to 10,000 characters in your signature.

1. Open Gmail.
2. In the top right, click Settings Settings and then See all settings.
3. In the "Signature" section, add your signature text in the box. If you want, you can format your message by adding an image or changing the text style.
4. At the bottom of the page, click Save Changes.

Manage multiple signatures

You can use different signatures for your emails. For example, you can set a signature default for new emails you compose or reply to. You can also choose a different signature with each email you send.

Tip: If you want to change your signature while you write an email, at the bottom of the window, click Insert (signature pen).

Templates

Enable Templates

1. Open Gmail.
2. At the top right, click Settings ""and thenSee all settings.
3. At the top, click Advanced.
4. In the Templates section, select Enable.
5. At the bottom, click Save Changes.

Create or change templates

Note: You can create up to 50 templates.

1. Open Gmail and click Compose.
2. In the Compose window, enter your template text.
3. Click More ""and thenTemplates.
4. Choose an option:
   a. To create a new template, click Save draft as template and thenSave as new template.
   b. To change a previously saved template, click Save draft as template and under Overwrite Template, choose a template and click Save to overwrite it.
5. (Optional) To send an email, compose your message and click Send.

Insert Templates

1. Open Gmail and click Compose.
2. Click More ""and thenTemplates.
3. To insert a template, under Insert template, choose a saved template to insert in your email.
4. Compose the rest of your message and click Send.

Schedule an email to send later

1. Open Gmail.
2. Click Compose and enter a recipient and text.
3. At the bottom, next to Send, click the Down arrow Drop down, thenSchedule send.
4. Select or specify a date and time to send the message.

Undo Sending Your Mail

Undo sending email

1. Open Gmail and send your email.
2. Click Undo at the bottom of the page.
3. Depending on your settings, there's a limited amount of seconds to click Undo before it disappears.

Adjust the Undo Send cancellation period

1. At the top right, click Settings and then See all settings.
2. On the General tab, scroll to the Undo Send feature.
3. Select a different cancellation period and click Save Changes.

Calendar

Set up a new calendar

You can only create new calendars from a browser and not from the Google Calendar app. Once the calendar is created, you can find it on your browser and in the app.

1. On your computer, open Google Calendar.
2. On the left, next to "Other calendars," click Add other calendars Plus and then Create new calendar.
3. Add a name and description for your calendar.
4. Click Create calendar.

If you want to share your calendar, click on it in the left bar, then select Share with specific people.

Use a link to add a public calendar

Important: You can only add a calendar with a link if the other person's calendar is public.

1. On your computer, open Google Calendar.
2. On the left, next to "Other calendars," click Add Add other calendars and then From URL.
3. Enter the calendar's address.
4. Click Add calendar. The calendar appears on the left, under "Other calendars."

<mark>*KW Boston Northwest Calendar URL:*</mark>

https://kwmci.ical.pboffice.net/?981f0adf-4111-4371-9268-55492dc0511d

Drive

Your Google Drive has <u>Unlimited</u> Storage! Use it up!

Share a single file

Step 1: Find the file you want to share

1. On a computer, go to Google Drive, Docs, Sheets, or Slides.
2. Click the file you want to share.
3. Click Share or Share Share.

Step 2: Choose who to share with & how they can use your file

1. Select the file you want to share.
2. Click Share or Share Share.
3. Enter the email address you want to share with.
4. To decide what role people will have on your file, select Viewer, Commenter, or Editor.
5. Choose to notify people.
6. Click Send or Share.

At any time, a Google Docs, Sheets, or Slides file can only be edited on up to 100 open tabs or devices. If there are more than 100 instances of the file open, only the owner and some users with editing permissions can edit the file.

Forms

Manage event registrations, create a quick opinion poll, and much more. With Google Forms, you can create and analyze surveys right in your mobile or web browser—no special software required. You get instant results as they come in. And, you can summarize survey results at a glance with charts and graphs.

Create a New Form

1. Choose an option:
    a. From forms.google.com, click Blank or choose a template.
    b. From drive.google.com, click Newand thenscroll to Google Forms. Next to Google Forms, point to the Right arrow "" and click Blank form, Blank quiz, or From a template.
2. Name your form: In the top-left corner, click Untitled form or the template form name and enter a new name.
3. (Optional) Do any of the following actions:
    a. Add a description: Under the form name, add your text.
    b. Add a header, change the theme and background color, or font style: Click Customize Theme "" and then choose your options.

Add Questions

1. Click Untitled Question and enter your question. You get suggestions based on your type of question.
2. (Optional) To change the question type, click the Down arrow "" and choose an option.
3. Add response options (if applicable for your question type).
4. To add a copy of the existing question, click Duplicate "".
5. (Optional) To specify if people must answer the question, click Required.
6. To add a new question, click Add question "".

When you're done adding questions, you can choose your form's settings and preview your changes before sending it out.

Choose Form Settings

Decide who can access your form and whether to collect email addresses from people. By default, form sharing is limited to your organization and email collection is turned off.

1. Open a form, and at the top of it, click Settings.
2. Next to Responses, click the Down arrow "" and choose from the following options:
    a. Collect email addresses—Collect respondents' email addresses.

    b. Send responders a copy of their response—Send copies of responses on request or automatically.

    c. Allow response editing—Let people change their answers after submitting them.

    d. Restrict to users in your organization and its trusted organizations —Limit your form's audience to your organization. Turn this setting off to distribute your form externally.

    e. Limit to 1 response—Allow people to complete your form only once.

Manage how you present form responses

1. Open a form, and at the top of it, click Settings.
2. Next to Presentation, click the Down arrow "" and choose from the following options:
   a. Confirmation message—You can customize the message people get after they submit the form.
   b. Show link to submit another response—Allow people to submit as many form responses as they like.
   c. View results summary—Let people see a summary of everyone's answers.
   d. Important: After someone fills out your form, they get a link to the results. Response summaries show full text responses or charts for each question and are visible to anyone who can respond to the form.
   e. Disable autosave for all respondents—You can turn this setting off if you don't want respondents' drafts to automatically autosave. Drafts remain for 30 days from their last edit or until the form is complete.

When you're ready to send out your form, you can send it by email, copy and paste a link in a chat or email message, embed it on a website, or share a link on social media.

At the top right of the form, click Send. If the form's audience is limited to your organization, check the Automatically collect respondent's (your organization) email box.

Choose how you want to send the form:

Options for sharing forms

1. Email—Click Email "". Enter email addresses in the To field. You can customize the subject and message contents.
2. Link—Click Link Insert link. You can shorten the URL. Click Copy and paste the link into a chat, conversation, or email.
3. Website content—Click Embed "". You can specify inline frame dimensions. Click Copy and paste the HTML into your website or blog
4. Social media—Click one of the social media icons.

After you send out your form, you'll see responses on the Responses tab. You can also get an email when new responses arrive.

See Responses in Forms

You can see a summary of all responses or look at individual responses on the Response tab. You can also view the form questions by clicking on the Question tab. To switch between individual responses, click the individual's email.

See Responses in Sheets

To analyze your responses further, you can send them to a spreadsheet. The spreadsheet is linked to your form, so responses appear in real time.

Send responses to a new spreadsheet:
In Forms, on the Responses tab, click More ""and thenSelect response destination.
Select Create a new spreadsheet.
(Optional) To change the name, enter a new one.
Click Create.

There's an App for That!

You can download and log in to these apps which are synced with the web versions.

- Chrome
- Gmail
- Google Drive
- Sheets
- Docs
- Slides