WEST GEORGIA TECHNICAL COLLEGE

Google

# Google Apps Quick Start Guide

**Log in and start using your email and chat features now**

## Log in to Gmail

**1.** Go to your Google Apps Mail page: **https://student.westgatech.edu**

Or, double-click the **Student e-mail** shortcut on your desktop:

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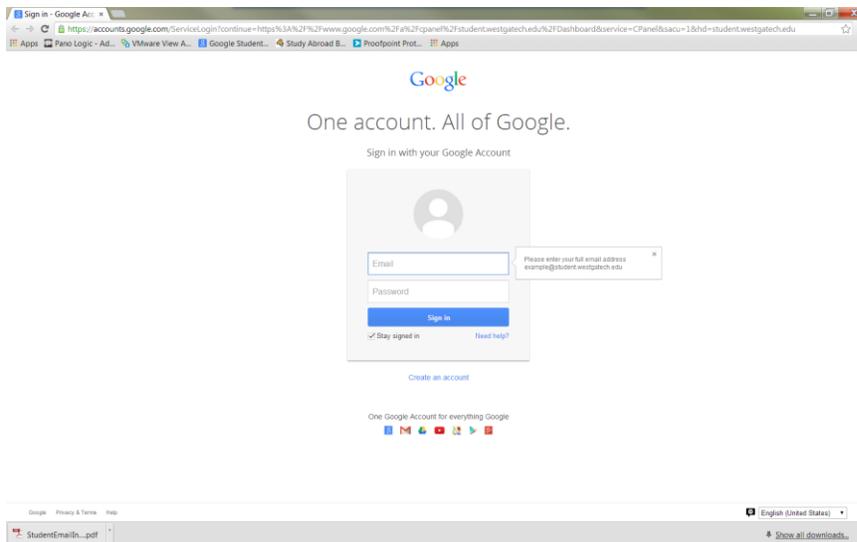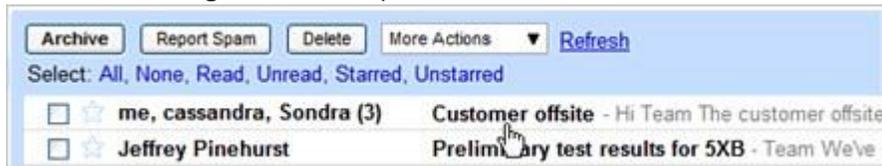


**3.** If this is your first time logging in, follow the on-screen instructions to activate your account.

Your Gmail Inbox appears. For example:

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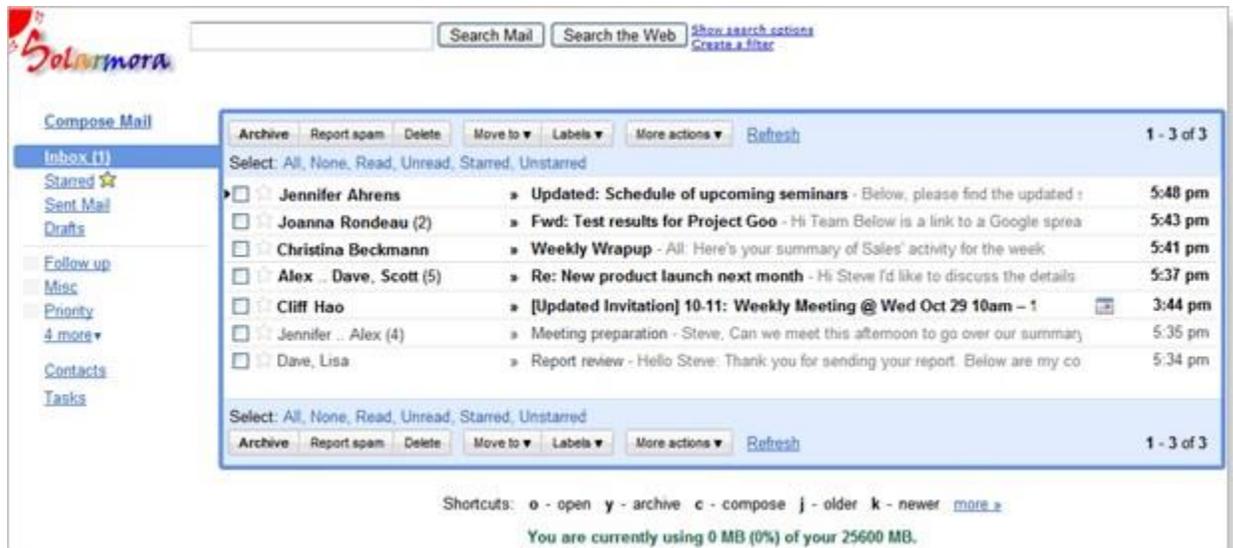
## Use West Georgia Technical College Student Email

**To read a message:** Click it to open it:



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



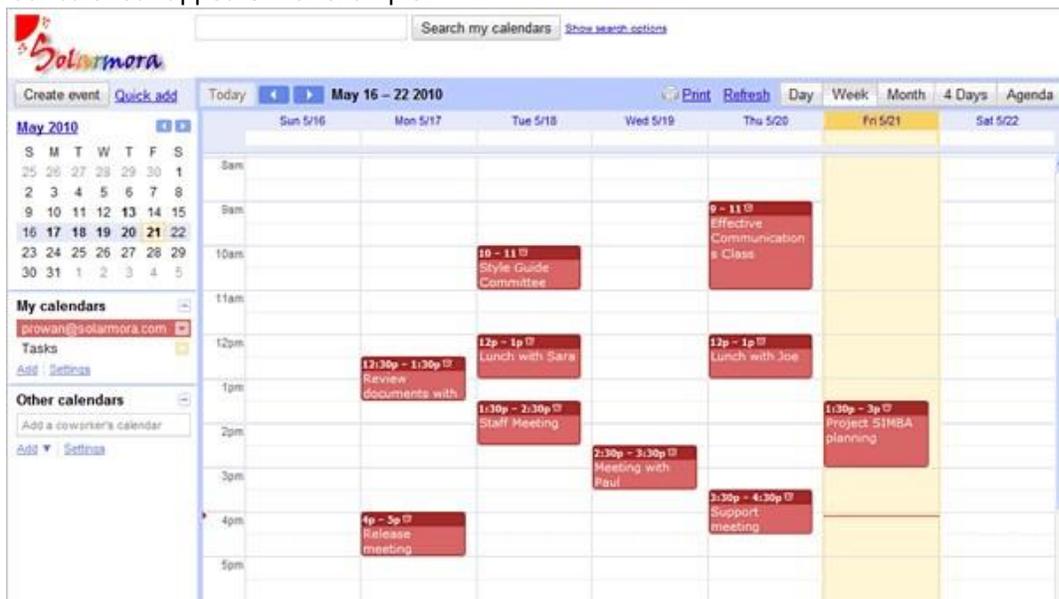**To compose a new message:** Click **Compose Mail**:

# Open Your Calendar

**To open your calendar:** Click the **Calendar** link at the top of your Mail window:



If this is the first time you've opened your calendar, you'll be asked to set your time zone.

Your calendar appears. For example:



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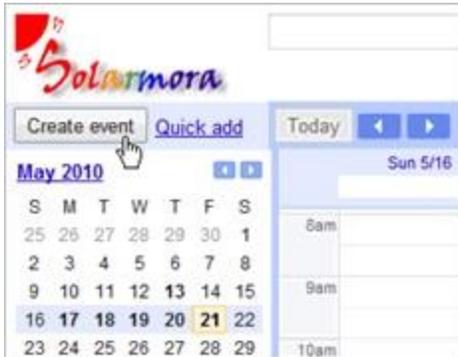
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# Use Your Calendar

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

**To view or edit details about an event:** Click its name:
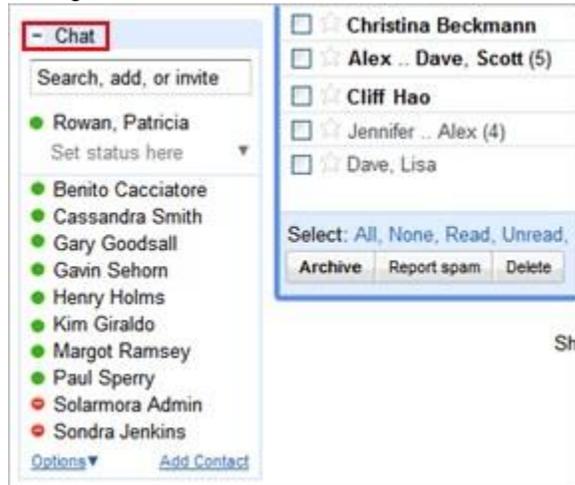


**To create an event:** Click **Create Event**:



## Use Chat in Gmail

<<applies only if enabling Google Talk>>
Your Mail window includes a Chat gadget, which lets you send and receive instant messages with your colleagues:



The Chat window shows a list of people you've recently communicated with. You can also find a coworker by starting to type his or her name or email address in the **Search, add, or invite** box.

**To start a chat:** Simply point to a user in the list or search results, and then click **Chat** (or, if you haven't yet chatted with the user, click **Invite to Chat**):
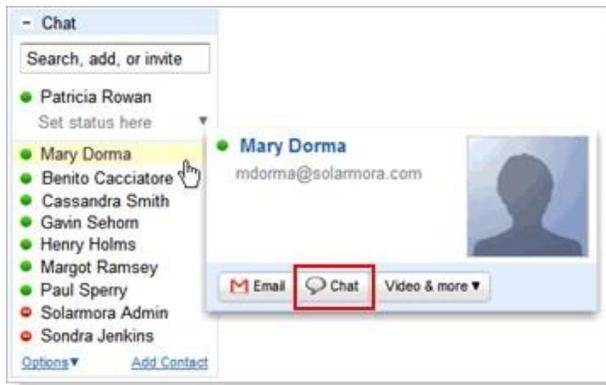
**Note:** A green dot appears to the left of a contact who is online and available.

## Next Steps....

Refer to the guide *Getting Started with Google Apps* to: <<optionally, add link to guide>>

- **Set up your email**, including adding an email signature, setting up email filters, and creating contact groups (email lists)
- **Set up your calendar**, including recreating your events and turning on event notifications
- **Learn how to use key features** in Gmail and Calendar

## If You Need Help Please Open a Help Desk Ticket

http://onlinehelpdesk.westgatech.edu