

Google Apps Training and Tutorials

Please use the following videos and links for comprehensive training, help documents, and tutorials for Google Apps for education

Google Training Tutorial Video

GMAIL

- https://support.google.com/a/users/answer/9259748?visit_id=637044172895517706-1802837434&hl=en&rd=1

Google Drive

- https://support.google.com/a/users/answer/9310246?hl=en&ref_topic=9296420&visit_id=637044172895517706-1802837434&rd=1

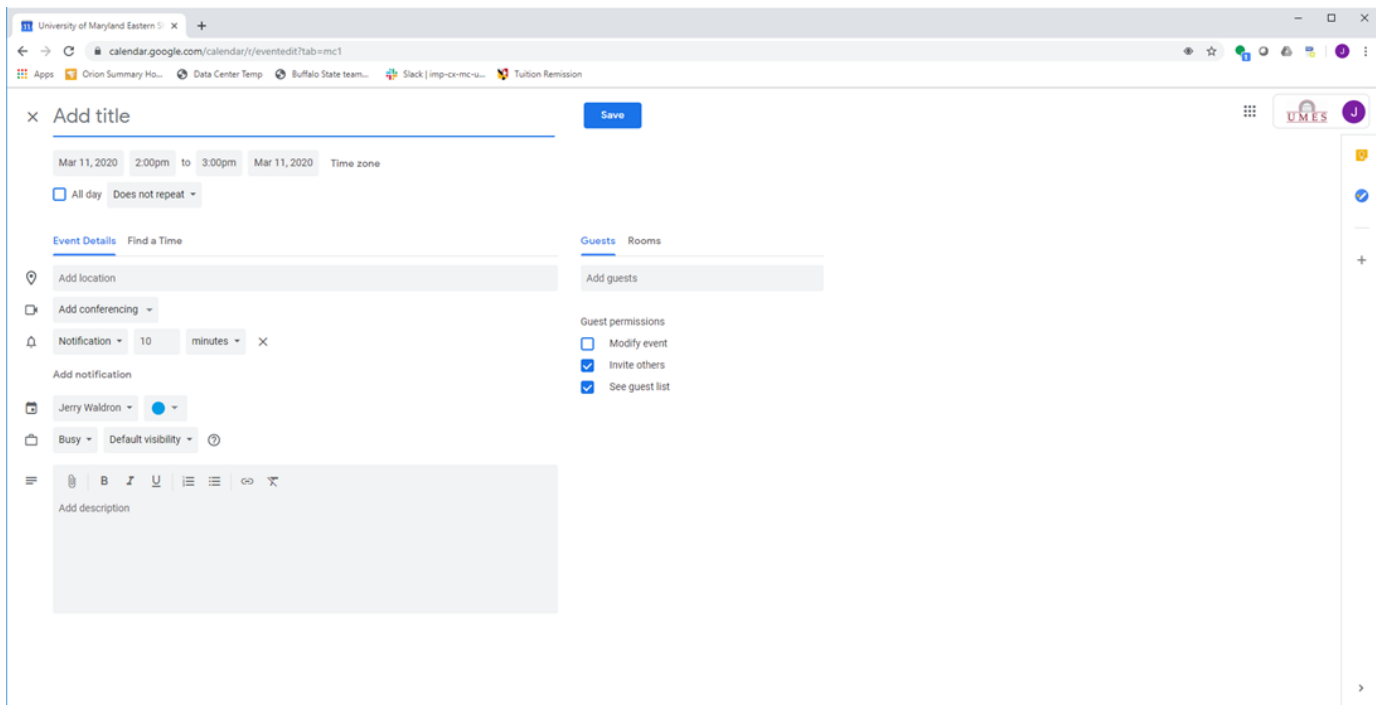
Google Calendar

- <https://support.google.com/a/users/answer/9302892>

Creating a Google Meet Video Call

1. Go to <https://calendar.google.com>
2. Login using UMES email address and password if needed
3. Click "+" to create event
4. Give event name, set date, time for meeting
5. In add guests field, add email addresses of people to invite to meeting
6. On left hand side "add conferencing"
 - a. Dropdown "hangouts meet"
 - b. Click "save"
 - c. Click "send" on next pop-up window

For more information go to <https://support.google.com/a/users/answer/9283193?hl=en>



Once you are in a call session you can share your screen with others by Clicking on the share link at the bottom right

Google Forms

- [Google Forms Tutorial](#)