IT – Applications Training and Support

G Suite for Staff

Last Updated
6/8/2022
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Contact the following for Gmail assistance:

**Training**

Training Specialists
(909) 386-2550

[techtraining@sbcusd.k12.ca.us](mailto:techtraining@sbcusd.k12.ca.us)

[https://support.google.com/](https://support.google.com/)

**Security Access**

Security Specialists
(909) 386-2550

[securityspecialist@sbcusd.k12.ca.us](mailto:securityspecialist@sbcusd.k12.ca.us)
GOOGLE SEARCH TIPS

GOOGLE SEARCHES - CHOOSING A SEARCH RESULT TIMEFRAME

Staff often use google to search for information. Sometimes when searching for information on the web, it is important that the information is not outdated. This will help you to set a search timeframe.

Go to google.com and enter your search terms.

Click on Tools.

Click on the Any time drop-down menu and choose the timeframe you want to search within. You can also choose a Custom range.

GOOGLE MAPS - ASSISTANCE WITH TRAVELLING TO TRAININGS, MEETINGS, AND CONFERENCES

Staff often travel to meetings, trainings, and conferences. Google Maps allows you to check how long it will take you to go from point A to point B at a certain date and time, so that you can better plan travel.

Go to google.com/maps.

Click on the Directions icon

Input the starting point and destination.

Click on the Leave now drop-down menu and choose your departure time and date. You can also choose the time and date you wish to Arrive by.
It is best to use the Chrome browser when using the GSuite since it is a Google product. Below are some useful Chrome settings.

**VIEWING SAVED PASSWORDS**

1. Open the Chrome browser.
2. Login to your Gmail account.
3. Click on the More icon at the top, right-hand side of the Chrome browser window.
4. Go to Settings.
5. In the Autofill area, click on Passwords.
6. Click on the eye icon to see your saved password(s). (You will be prompted to enter your District password for security reasons.)

<table>
<thead>
<tr>
<th>Saved Passwords</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website</td>
</tr>
<tr>
<td>![logo]</td>
</tr>
</tbody>
</table>
SAVING A GMAIL SHORTCUT TO THE DESKTOP

1. Open the Chrome browser.
2. Login to your Gmail account.
3. Click on the More icon at the top, right-hand side of the Chrome browser window.
4. Go to More Tools and choose Create Shortcut.
CHROME EXTENSIONS

The Chrome Web Store contains extensions that can expand the capabilities of the Chrome browser. A browser extension is a small piece of software that can customize a web browser.

CHROME WEB STORE LINK

https://chrome.google.com/webstore/category/extensions

CHROME EXTENSION EXAMPLES

Gmail Conversation Thread Reversal

https://www.gmail-reverse-conversation.com

Gmail Reverse Conversation

https://chrome.google.com/webstore/detail/gmail-reverse-conversatio/kfgepjmmgamniaefbjlbacahkjjnjoa?hl=en

UNINSTALL A CHROME EXTENSION

1. Open the Chrome browser.
2. Login to your Gmail account.
3. Click on the More icon at the top, right-hand side of the Chrome browser window.
5. Click Remove.
LOGGING IN

Go to google.com and click on the Sign In button in upper right-hand side of the screen.

**NOTE** – If you see other accounts listed, but no area to enter your account name, click Use another account.

Enter your district email address - first.lastname@sbcusd.k12.ca.us - and click the Next button.

Enter your District password and click the Next button.

In the upper right, click on the Google Application launcher and click on Gmail.

You are now in your SBCUSD email Inbox.
LOGGING OUT

Click on your email icon at the top, right-hand side of the page and choose **Sign out**.

![Sign out button](image)

RESETTING EMAIL PASSWORD

Do **NOT** click on the **Forgot Password** link in Gmail to reset your password.

![Forgot password link](image)

Instead, go to **sbcusd.com**, click on **Staff Resources**, click on **Forms and Support Services**, and choose **Reset Your District Password**.

![Reset District Password](image)
EMAIL – COMPOSING, REPLYING, AND FORWARDING

COMPOSING EMAIL MESSAGES

Login to your Gmail account.

Click the Compose button.

In the To field, add recipients. (If you want, you can also add recipients in the Cc and Bcc fields.)

NOTE – You will not see the Cc and Bcc features at the right if your cursor is not present in the “To” field.

Add a subject, write your message, and click the Send button.

REPLYING, REPLYING TO ALL, AND FORWARDING

Click on the email you wish to reply to.

Click on the Reply, Reply all, or Forward buttons.

Write your message and click Send.
FORWARD AN ENTIRE EMAIL CONVERSATION

Open an email.

Select **Forward all** from the **More** icon at the top of the screen.

This will forward every email in the conversation.

Enter the email addresses to which you’re forwarding the email, and add any notes in the message field.

At the bottom or top of the message, click **Send**.
FORWARD PART OF AN EMAIL CONVERSATION

Open an email.

Open the most recent email you want to forward.

Click on the More icon at the top of the screen and select Forward. This will forward the conversation up until that point (including all past emails in the conversation).

Kathleen Tammaro <kathleen.tammaro@sbcusd.k12.ca.us>  Jan 23, 2020, 4:13 PM

to Mike ▼

Hi Mike,

Please see the training dates and times below.

Enter the email addresses to which you are forwarding the email, and add any notes in the message field.

At the bottom or top of the message, click Send.
EMAIL – RECALLING, READ RECEIPTS, ARCHIVING, SNOOZE, SCHEDULE EMAIL, AND EDIT SUBJECT

RECALLING EMAIL MESSAGES

After clicking Send, a black banner will appear. In order to recall the email, click **Undo**.

REQUEST READ RECEIPTS FOR SENT EMAILS

Before sending the email, click on the **More icon** in the lower right and choose **Request read receipt**.

ARCHIVE EMAILS

By archiving messages instead of deleting them, you can keep your Inbox clutter-free while still being able to find any message you have ever sent or received. You don’t have to create elaborate folder structures or keep unwanted correspondence in your Inbox.

Archived emails are moved from your **Inbox** to the **All Mail** folder. To archive an email, mouseover the **Archive** icon and click on it.
SNOOZE EMAILS

Gmail gives you the option to snooze an email and resurface it at the time of your choosing. An email you snooze will pop back up in your inbox when you want it to as though it is a fresh email. This can be useful if you don't have time to respond to an email, but do not want it to get buried under new emails. For example, you can snooze an email on Friday afternoon until Monday morning at 8am.

Click on the Snooze icon to the right of an email.

Choose the time you want to see the email again.

Snoozed emails can be found in the Snoozed label (folder) under your Inbox.
SCHEDULE TO SEND AN EMAIL IN ADVANCE

To send an email at later time, click the down-arrow button on the Send button and choose Schedule Send. You can choose a future time for the email to be sent.

EDIT EMAIL SUBJECT

Click Reply.

Click on the drop-down menu to the left of the person’s name and choose Edit subject.
Login to your Gmail account.

Click the **Compose** button.

Click on the underlined **A** icon.

In the **Background color** area, choose a highlighter color.

The text you write will be highlighted.
EMAIL ATTACHMENTS

BASIC EMAIL ATTACHMENTS

Login to your Gmail account and click the Compose button.

At the bottom of the email, click on the Attach Files icon.

Choose the files you want to attach and click Open.

-or-

Drag and drop file directly onto the email.

GOOGLE DRIVE ATTACHMENTS

To attach a file from your Google Drive, click the Drive icon.

Select the file(s) you want to attach.

At the bottom of the page, decide how you want to send the file:

Attachment: This attaches a file that is stored in the Google Drive.

Drive link: This attaches a link to a file that is stored in the Google Drive and can be downloaded.

Click on the Insert button.
LARGE EMAIL ATTACHMENTS

- Google has a 25MB file size attachment limit.
- When attaching a file larger than 25MB Google will upload the file to your Google Drive and place a sharable link to the file in the email.
- Recipients of emails with large attachments will be prompted to download the file.

DOWNLOADING EMAIL ATTACHMENTS

Mouseover the attached file and click on the Download Arrow.

The file will be saved to your Downloads folder.

-or-

Drag and drop the attachment from your email to the desktop.

NOTE: You can view the files that you have downloaded by clicking on the Show all button on the bottom, right-hand side of the Chrome browser screen.
EMAIL SEARCHES

Gmail features the same powerful search technology used at google.com to perform accurate keyword searches of all of your email and attachments. You can search by keyword, label, sender, date range, and other options.

**BASIC SEARCH**

Click in the **Search** area at the top of your Gmail window, type in search terms (key words, email addresses, etc.), and click **Enter** on your keyboard.

Emails with the search criteria - no matter their location - will be listed.

Click the **Close icon** to clear the search.
ADVANCED SEARCH

Click on the Show Search Options icon in the right-hand side of the search bar to open the advanced search window. Enter one or more advanced search criteria. For example:

- **From:** Enter Michael to see all emails from Michael
- **To:** Enter Dr. Greger to see all emails sent to Dr. Greger
- **Subject:** Enter budget to see all emails where budget is the subject
- **Has the words:** Enter meeting to see all emails that have the word meeting in them
- **Date within:** Narrows down your search to a date range or a number of days back
- **Search:** Allows you to search within specific labels (folders)
- **Has attachment:** Searches only emails with attachments

Click the Search button.

Emails with the search criteria, no matter their location, will be listed.

Look at the bottom of the screen for messages that may have been found in the trash. You will see this:

Some messages in Trash or Spam match your search. View messages.

Click the Close icon to clear the search.
EMAIL FILTERS

CREATE FILTERS (RULES)

You can use filters to manage your incoming messages. With filters you can specify what you’d like to happen to your messages (delete, star, forward, label, etc.) based on keywords and other criteria. The steps below create a filter that will send an email directly to a label (folder). The filter actions are applied in the order in which they are listed.

Click on the **Show Search Options icon** on the right-hand side of the search bar to open the advanced search window.

Enter the filter criteria, e.g. Filter emails that are from mrpatton@facilitron.com.

Click on the **Create Filter** button.

Select the filter criteria, e.g. Send emails from mrpatton@facilitron.com to a folder named Facilitron, skip the Inbox, and never send them to Spam.

Click on the **Create filter** button.
REMOVE FILTERS (RULES)

1. Click on the Settings icon on the top, right-hand side of the screen and click on the See all settings button.

![See all settings]

2. Click on the Filter and Blocked Addresses tab.

3. Checkmark the filter you wish to remove and click the Delete button.

![Filter and Blocked Addresses tab with options to select and delete filters]
**LINKING NOTES WITH EMAILS USING GOOGLE KEEP**

**Google Keep** allows you to create and share notes, lists, and reminders.

Login to your Gmail account and open the email that you want to link with a note.

Click on the **Keep icon** in the small right sidebar. If you do not see the sidebar, click on the **Show side panel icon***.

At the top of the screen, click **Take a note**.

![Take a note...](image)

Enter your note and click **Done**. The email title will display at the bottom of the note. You can click on it to link to the email.

**SETTINGS REMINDERS FOR NOTES IN GOOGLE KEEP**

Click on the **Keep icon** in the small right sidebar. If you do not see the sidebar, click on the **Show side panel icon***.

Click on the **Open in new tab icon**.

Input the note title in the **Take a note** field.

Click the **Reminder icon** to add a reminder to the note.

Click on the **Collaborators icon** to allow others to access the note.

Click the **More icon** to see options for the note such as delete.
EMAIL - KEYBOARD SHORTCUTS

You can save time while reading and managing your administrator’s email (and your own) by using keyboard shortcuts.

ENABLE KEYBOARD SHORTCUTS

Click on the Settings icon on the top, right-hand side of the screen and click on the See all settings button.

Click on the General tab

Scroll down and you’ll find the Keyboard shortcuts feature.

Click the Save Changes button at the bottom of the screen.

Once you’ve enabled keyboard shortcuts, you’ll be able to perform common tasks without moving your hands from the keyboard. For example:

- Click j and k to navigate up and down your Inbox (or use the up and down arrow keys)
- Click o to open messages
- Click r to reply
- Click a to reply all
- Click c to compose
- Click s to add or remove a star
- Click e to archive
- Click Shift + ? to display a list of keyboard shortcuts. (Keyboard shortcuts must be enabled).

NAVIGATE LABELS WITH ARROW KEYS

You can use your arrow keys to navigate your label list and display a label’s messages. Press the left-arrow key to move the focus to your label list. Then use the up/down arrow keys to move through your labels, and hit Enter to display a label’s messages.
PRINTING EMAILS

With Gmail's conversation feature, you can quickly print multiple, related emails. You can also print just one email from a conversation.

PRINT AN ENTIRE CONVERSATION

Open any email in the conversation you want to print.

On the right hand side of the screen, click the Print all icon. This will print every email in the conversation, starting with the first email.

PRINT A SINGLE EMAIL FROM A CONVERSATION

Open the specific email you want to print. (For example, if you want to print the second email of a 10-email conversation, open the second email.)

Click the drop-down arrow beside the Reply arrow, and select Print.

Make sure that you don’t click the Show trimmed content icon at the bottom of the email, or the rest of the conversation will be visible when you print it.
PRINT PART OF A CONVERSATION

Open the email you want to print.

Click the **Show trimmed content icon** to show earlier emails in the conversation.

Click the drop-down arrow beside the **Reply** arrow, and select **Print**. This will print the conversation up until that point (including all past emails in the conversation).
**EMAIL SETTINGS**

**CONVERSATION VIEW**

Conversation view sets whether emails of the same topic are grouped together. When people reply to an email, Gmail groups the responses together in conversations with the newest email on the bottom. A conversation breaks off into a new conversation if the subject line changes or the conversation gets to more than 100 emails. Conversation view is on by default. To turn off conversation view, do the following.

Click on the **Settings icon** on the top, right-hand side of the screen and choose **See all settings**.

Click on the **General** tab.

Next to **Conversation View**, select **Conversation view off**.

Click the **Save Changes** button at the bottom of the screen.

**READING PANE**

Click on the **Settings icon** on the top, right-hand side of the screen and choose **See all settings**.

Click on the **Inbox** tab.

**Reading pane:**  
- **Enable reading pane** - provides a way to read mail right next to your list of conversations, making mail reading and writing mail faster and adding more context.

**Reading pane position**
- **No split**
- **Right of inbox**
- **Below inbox**

You now have a preview button in the upper right-hand side of your Inbox.
OUT OF OFFICE

Click on the Settings icon on the top, right-hand side of the screen and choose See all settings.

On the General tab, scroll down and find the Vacation Responder (Out of Office).

SIGNATURE

Click on the Settings icon on the top, right-hand side of the screen and choose See all settings.

On the General tab, scroll down and find the Signature feature.
These steps are done by the person who wants to delegate their Inbox to someone else, e.g. administrator. The person you delegate to will be able to sign in to your account to read, delete, and send mail, and edit Gmail settings on your behalf. They will not be able to modify your Google Account settings or change your password.

**Login to your Gmail account.**

Click on the **Settings icon** on the top, right-hand side of the screen and choose **See all settings**.

Click the **Accounts** tab.

In the **Grant access to your account** section, choose **Add another account**.

Enter the email address of the person who will be handling your email account on your behalf.

Click **Next Step** and **Send email** to grant access.

The person you added will get an email asking them to confirm. It may take up to 24 hours for you to see them as a delegate after they confirm.

**NOTE** - The invitation expires after a week.

What your delegate can do:

- Send or reply to emails that were sent to you. When they send a message, their email address will show. For example, the sender will show as "sent by john.smith@sbcusd.k12.ca.us."
- Read messages sent to you
- Delete messages sent to you

What your delegate can not do:

- Chat with anyone for you
- Change your Gmail password
**SEND EMAIL ON BEHALF OF AN ADMINISTRATOR**

Login to your Gmail account.

In the upper-right corner of the page, click your email icon and then select your administrator's email address from the drop-down menu.

A new Gmail tab will open that shows your administrator's email. You can now send messages and manage email on your administrator's behalf.

**HOW MESSAGES APPEAR TO RECIPIENTS**

When you send a message using your manager's account, the message is listed in the recipient’s Inbox as sent by your administrator. In the message itself, however, recipients see you sent the message on your administrator's behalf.

**SEND EMAIL AS YOUR ADMINISTRATOR**

Although we recommend using delegated Gmail, there might be some occasions where you need emails to appear to be sent directly from your manager without showing your address at all. With your manager’s permission, you can do this by adding your manager's email address as an alternate email address to your own Gmail account. Here's how:

Log in to your Gmail account.

Click on the **Settings icon** on the top, right-hand side of the screen and choose **See all settings**.

Click the **Accounts** tab, and under **Send mail as**, click **Add another email address**.

In the **Name** box, replace your name with your administrator's name.

In the **Email address** box, enter your administrator's email address.

Uncheck the **Treat as an alias** box.

If you want replies to go to your own email account (instead of your administrator's), click **Specify a different "reply-to" address**.

Click **Next Step**.

Select the radio button for **Send through [your domain] Mail (easier to set up)**.

Click **Next Step**.

Click **Send Verification**.
Have your administrator log in to his or her Gmail account and click the verification link to complete the setup process. (Alternatively, your administrator can provide you with the verification code, and you can verify in your own Gmail account.)

After you've added your administrator's email address as an alternate email address for your own account, you can send mail that appears to be directly from your administrator. Here's how:

Log in to your Gmail account.

Click Compose Mail.

To the right of From, select your administrator's email address from the drop-down list.

Compose your message as usual. Make sure to replace your own signature (if present) with your administrator's information.

Note: Unless you specified a different "reply-to" address when adding your manager's email as an alternate email, replies to messages sent using this method will go to your manager's account. If you later decide you want replies to go to your own account, here's how to update your settings:

Click on the Settings icon on the top, right-hand side of the screen and click on the See all settings button.

On the Accounts tab, click edit info next to your manager's email address.

Click Specify a different "reply-to" address.

Enter your own email address in the Reply-to address field.

Click Save Changes.
Labels

Gmail makes it easy to organize your administrator’s email (as well as your own) with labels, filters, archiving, starring, and more. You may be used to organizing emails in folders, but in Gmail, you can quickly organize your conversations by applying labels. The instructions below will show you how to create your labels (as you would folders) to organize your email.

Creating Labels (Similar to Folders)

On the left, click More.

Click Create new label.

Name your label and click Create.

New label

Please enter a new label name:

BoardDocs

Nest label under:

The Label will now appear in the left panel.

BoardDocs
CREATING SUBLABELS (SIMILAR TO SUBFOLDERS)

Mouse over a Label that you would like to add a sublabel to and click on the More icon.

Choose Add sublabel.

Input the sublabel name and click the Create button.

You will see the sublabel when you open the parent label.
CHANGE THE COLOR OF A LABEL

In your labels list on the left, click the More icon.

Choose Label color.

Select the color or click on Add custom color for more choices.

The change is instantly applied to all messages with that label.

ORGANIZE LABELS (FOLDERS)

You can organize your list of labels by moving them according to use.

Click and drag the label you want to move to the More icon. Release the mouse button to move the label out of the main list. (Note that the name changes to Less when you place your cursor over it.)

If you want the label to appear in your main list of labels again, just click More, and holding down the left mouse button, drag the label back anywhere on the main list.
**HIDE OR SHOW LABELS**

To hide multiple infrequently used labels:

Click on the **Settings icon** on the top, right-hand side of the screen and choose **See all settings**.

Click the **Labels** tab.

Scroll to your infrequently used labels, and click **hide** or **show** next to labels.

<table>
<thead>
<tr>
<th>System labels</th>
<th>Show in label list</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inbox</td>
<td>show hide</td>
</tr>
<tr>
<td>Starred</td>
<td>show hide</td>
</tr>
<tr>
<td>Snoozed</td>
<td>show hide</td>
</tr>
<tr>
<td>Important</td>
<td>show hide</td>
</tr>
<tr>
<td>Chats</td>
<td>show hide</td>
</tr>
</tbody>
</table>
LABELING EMAILS

Click and drag a label onto an email message.

LABELING MULTIPLE EMAILS

If a conversation falls under more than one topic, you can give it multiple labels, e.g. For Follow Up and Facilitron.

GROUPING LABELED EMAILS

To access all the emails within a label, just click the label name in the left pane of your Inbox to see them grouped together.

REMOVING A LABEL FROM AN EMAIL

Open the email and click on the X to the right of the label.
LABELS AS FOLDERS

Select the mail message in your Inbox that you wish to move to a label (folder) that you have created.

Click and drag the email from the Inbox to the label (folder) or sublabel (subfolder).

STAR IMPORTANT MESSAGES

When you star emails in Gmail, you mark them as important. This helps you remember to look at them later.

Click the star icon to the left of the message.

Click Starred in the left pane to display all starred messages.
SHARING A CALENDAR

To share your calendar with someone else, do the following steps.

Open your calendar.

In the calendar list on the left side of the page, click on the More icon next to your calendar, and select Settings and Sharing.

Click on Share with specific people.

Click on Add people.

Enter the email address of the person you want to share your calendar with.

In the Permissions drop-down menu, select See only free/busy (hide details) or See all event details.

Click Send.

*NOTE* – Once you click Send/Save, the person you selected to share the calendar with will receive an email invitation to view your calendar. That person will need to click on the link contained in the email to add the calendar to his/her calendars list, the calendar will not be automatically added to the user’s Calendar account.
CALENDAR – DELEGATE ACCESS

If your administrator delegates his or her Google Calendar to you, you can do the following on your manager's behalf:

- Respond to event invitations
- Create new events
- Modify existing events
- Manage sharing (if your permission is set to Make changes and manage sharing)

However, you cannot do the following in your administrator’s Calendar account:

- Change account settings such as language or time zone.
- Use Task lists
- Access your manager’s Gmail contact groups

**NOTE** – An administrator cannot hide private events from a delegate: An administrator cannot hide private events from anyone who has permissions to make changes to a calendar.
HOW TO ACCESS YOUR ADMINISTRATOR’S CALENDAR

Your administrator must do the following steps in order to give you delegate access:

Open the calendar.

In the calendar list on the left side of the page, click on the More icon next to your calendar, and select Settings and Sharing.

Click on Share with specific people.

Click on Add people.

Enter the email address of the person you want to share your calendar with.

In the Permissions drop-down menu, select Make changes to events or Make changes and manage sharing.

- **Make changes to events** lets you edit your manager’s calendar. You will see your administrator’s calendar in your in the Other calendars area.
- **Make changes and manage sharing** lets you edit your administrator’s calendar sharing options. (For example, you can allow another secretary to manage your administrator’s calendar while you are away on vacation.) You will see your administrator’s calendar in your in the My calendars area.

Click Send.

Once the administrator clicks Send, the person they selected to share the calendar with will receive an email invitation to view the administrator’s calendar.

That person will need to click on the link contained in the email to add the calendar to their calendars list. (The calendar will not be automatically added to the user’s Calendar account.)
Screen real estate is at an all-time high when it comes to packed calendars. To get a quick view of all your obligations, you can remove the Google Calendar’s default white space and go into Compact mode in two ways.

**MINIMIZE SIDEBAR**

- Click on the **Sidebar icon** on the top, left-hand side of the screen to minimize the left side of the calendar screen.

**COMPACT MODE**

- Login to Gmail.
- Click on the **Google apps icon** and choose **Calendar**.
- Click on the **Settings icon** on the top, right-hand side of the screen and see **Density**.

**DENSITY**

- **Default**
- **Comfortable**
- **Compact**

- Choose the style you prefer.
If you create an event on behalf of your administrator and send out an invitation email to guests, your administrator appears as the sender of the email. When guests view the actual email, your administrator appears in the Who field as the Organizer and you appear as the Creator. Your name is not included in the guest list. If you have both your administrator’s and your own calendar open at the same time, the default calendar for creating new events is your own calendar. Each time you create an event on behalf of your administrator, remember to check that you’re creating it on your administrator’s calendar and not your own.

Creating Calendar Events on Behalf of an Administrator

- Login to Gmail.
- Click on the Google apps icon and choose Calendar.
- Double-click on the date and time that you want to schedule an event.
- Enter the event details and click the Save button.

Refer to the next section in the manual for information on Busy and Default visibility.
CALENDAR EVENTS – UNDERSTANDING PRIVACY SETTINGS

Administrators sometimes need to limit who can see what is on their calendar due to confidential meetings. The steps below show you how to know what is being displayed on a calendar and how to change the settings.

When you open the Google calendar and create an event, you’ll see the following options:

What you see depends on the settings you choose for the calendar. To see the calendar’s settings, do the following:

Open the calendar.

In the calendar list on the left side of the page, click on the More icon next to your calendar, and select Settings and Sharing.

The settings under Access Permissions determine what your calendar will display.

Access permissions

- Make available to public
- Make available for San Bernardino City Unified School District
- Show calendar info in other Google apps, limited by access permissions
Event Options:

<table>
<thead>
<tr>
<th>IF...</th>
<th>THEN...</th>
</tr>
</thead>
<tbody>
<tr>
<td>My calendar is not shared with anyone.</td>
<td>Your calendar isn't shared with anyone, so your events aren't either. No matter which settings you choose for your event, the event will only be seen by you.</td>
</tr>
<tr>
<td>I have shared my calendar and chose the person’s access as <strong>See only free/busy (hide details)</strong>.</td>
<td>• <strong>Default visibility</strong>: Events show as busy.&lt;br&gt;• <strong>Public</strong>: People you’ve shared your calendar with can see all event details.&lt;br&gt;• <strong>Private</strong>: Events show as busy.</td>
</tr>
<tr>
<td>I have shared my calendar and chose the person’s access as <strong>See all event details</strong>.</td>
<td>• <strong>Default visibility</strong>: People you’ve shared your calendar with can see all event details.&lt;br&gt;• <strong>Public</strong>: People you’ve shared your calendar with can see all event details.&lt;br&gt;• <strong>Private</strong>: Events show as busy.</td>
</tr>
<tr>
<td>I have shared my calendar and chose the person’s access as <strong>Make changes to events</strong> –or- <strong>Make changes to events and manage sharing</strong></td>
<td>For the <strong>Default visibility</strong>, <strong>Public</strong>, and <strong>Private</strong> settings, people you’ve shared your calendar with can see and change any event details.</td>
</tr>
</tbody>
</table>
CALENDAR EVENTS – CHECK STAFF AVAILABILITY

There are two ways to view whether staff are busy or free according to the calendar when you create an event.

Open the Google calendar.

Double-click on the date and time you wish to schedule the event.

Add the guests.

Click on Find a Time or Suggested Times to see when your guests are free or busy.
Open the **Google calendar**.

Single-click on the event on the calendar you want to copy from.

Click on the **More** icon.

Choose the **Copy to** option to the calendar you wish to copy the event to, e.g. from the Lab II calendar to Kathleen’s calendar.
CALENDAR EVENTS – REQUIRED AND OPTIONAL ATTENDANCE

By default, attendees are marked as required. Follow the steps below to mark them as optional or Cc them on an event.

Open the Google calendar.

Double-click on a date and time to create an event.

Below Guests, click in the Add guests field and enter the names of the guests. (You can also type an email address to invite people who aren’t in your contacts list.)

Click on the Person icon to mark an attendee as optional.

To mark an attendee as Required, click on the Person icon again.
CALENDAR – USING APPOINTMENT SLOTS

Email staff a link where they can sign up for a meeting on the date and time they choose within the timeframe you determine.

Open the **Google calendar** and choose **Day** or **Week** view.

Click on the **Create** button.

In the event box that pops up, click **Appointment slots**.

Enter the details, including a title, and select the calendar where you want the event to show up.

To add more information, like a location or description, click **More options**.

(NOTE: The people you are inviting are not added by using **Add guests**. Guests are people who will be at all the appointments, e.g. administrator.)

Click the **Save** button.
CALENDAR APPOINTMENT SLOTS – SENDING SIGN-UP LINK TO STAFF

After you've set up the appointment block, you can invite people to reserve a slot with a link to your appointments page.

- Open **Google Calendar**.
- Click on your appointment and then click on **Go to appointment page for this calendar**.
- Copy and paste the appointment page link from your browser.
- Send this link to people who want to reserve an appointment slot.
ADDING ATTACHMENTS TO A CALENDAR EVENT

You can add documents, spreadsheets, and other files directly to an event, so that your guests have all the information they need. You can add files from Google Drive or upload files from your computer.

On your computer, open Google Calendar.

Create an event or open an existing event.

NOTE – If you use the Create button to create a new event, click More options to the left of the Save button to see the attachment option.

Above the Add description area, click on the Add attachment icon

Choose a file that's already in your Google Drive (My Drive), or click the Upload button to add a file from your computer.

When you're done, click Select or Upload.

CREATE A GOOGLE CALENDAR EVENT FROM AN EMAIL

If you schedule a lot appointments in Gmail, you'll appreciate the ease with which you can generate a Google Calendar event based on an email containing information about the event. Because Gmail and Google Calendar are closely integrated, you can create an event that's tied to an email even if the message doesn't mention a date at all.

• Login to Gmail and open an email that you want to turn into a calendar event.

• Click on the More icon at the top of the screen and choose Create Event.

• The calendar will open and the email title and email contents will be inputted into the calendar event.
CALENDAR VIEW OPTIONS

You can choose the following options:

- Show weekends
- Show declined events
- Show week numbers
- Reduce the brightness of past events
- View calendars side by side in day view

Open **Google Calendar**.

In the top, right-hand of the screen, click **Settings icon** and choose **Settings**.

On the left, under **General**, choose **View options**

Checkmark the options you wish to use.

<table>
<thead>
<tr>
<th>View options</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Show weekends</td>
</tr>
<tr>
<td>□ Show declined events</td>
</tr>
<tr>
<td>□ Show week numbers</td>
</tr>
<tr>
<td>□ Reduce the brightness of past events</td>
</tr>
<tr>
<td>□ View calendars side by side in Day View</td>
</tr>
</tbody>
</table>
CALENDAR EVENTS – HOW TO EMAIL GUESTS

Open Google Calendar and open the calendar event.

Click on the Envelope icon to email the guests.

Enter your message and click the Send button.
SET WORKING HOURS ON THE CALENDAR

Google Calendar allows you to set working hours, so co-workers can view your availability and can only request meetings during times you are available. Staff will be notified if they try to invite you to a meeting outside of these hours.

Open Google Calendar.

In the top, right-hand of the screen, click Settings icon and choose Settings.

On the left, under General, choose Working Hours.

NOTE: Staff will see the Outside working hours icon if they schedule a meeting with someone outside of their scheduled working times.
CALENDAR NOTIFICATIONS

To easily help you remember events, you can get notifications. You can change your notification settings for a single event, or all your events.

TURN CALENDAR NOTIFICATIONS ON OR OFF FOR ALL EVENTS

Open Google Calendar.

In the top, right-hand side of the screen, click Settings icon and choose Settings.

On the left, under General, choose Event settings.

In Event settings, you can choose to:

- Set the default duration of events when you create them, but do not specify a timeframe.

- Checkmark Speedy meetings to automatically shorten events that are 30 minutes or longer to allow you to prep for your next meeting or get to your next appointment if you have a packed schedule.

- Default guest permissions allows you to select the permissions that you wish to give to people you invite to events.

- Automatically add invitations allows you to choose whether or not you want invitations you receive by email automatically added to your calendar. If you select No, you won't see an event on your calendar unless you've responded to it. If you've shared your calendar with others, they'll still be able to see all the events even if you haven't responded yet.

- Turn notifications on or off: Click Notifications, and select how you want to get them.

NOTE – Google Calendar will always send notification emails to users who don't use Google Calendar whenever an event they are invited to is created, updated, or deleted.
TURN CALENDAR NOTIFICATIONS ON OR OFF FOR SPECIFIC CALENDARS YOU OWN

Open Google Calendar.

In the top, right-hand of the screen, click **Settings icon** and choose **Settings**.

On the left, under **Settings for my calendars**, click the calendar you want to change and then **Calendar settings**.

Click on **Event notifications** and/or **All-day event notifications**.

Select your notification settings.

To add another notification, click **Add notification**.

To delete a notification, click the **X (remove notification icon)**.

TURN CALENDAR NOTIFICATIONS ON OR OFF FOR SINGLE CALENDAR EVENTS

Open Google Calendar.

Single click on the event and click on the Edit event icon.

Edit, create, and delete notifications to the right of the Notification icon.
RECEIVE A DAILY EMAIL THAT CONTAINS ALL CALENDAR EVENTS FOR THE DAY

Open Google Calendar.

Click on the More icon  by your calendar.

Choose Settings and sharing.

Click on Other Notifications.

By Daily Agenda, choose Email.

Other notifications

Receive email notifications when changes are made to this calendar. Opting into these notifications may alert and be visible to the calendar owner(s)

New events
An event is added to this calendar

Changed events
An event on this calendar is changed

Canceled events
An event on this calendar is cancelled

Event responses
Guests respond to an event on this calendar

Daily agenda
Receive a daily email with the agenda for this calendar
USE SHORTCUTS TO SWITCH CALENDAR VIEWS AND JUMP TO DATES

Shortcuts are automatically enabled in Google Calendar and there are a number that may be helpful.

Open Google Calendar.

- c for Create an Event
- q for Quick Add an Event
- 1 or d for Day View
- 2 or w for Week View
- 3 or m for Month View
- 4 or x for Custom View
- 5 or a for Agenda
- 6 or y for Year View
- g will let you go to any date using either a Standard Date Format (4/13/2020) or a Text-Based Description (April 13, 2020)
- Esc to go back to the Main View
- t to return to Today’s Date
TURN CALENDAR NOTIFICATIONS ON IN CHROME

Using the Chrome browser, login to your Gmail account.

Open Google Calendar.

Click on the More icon at the top, right-hand side of the Chrome browser window.

Go to Settings.

Click on Advanced at the bottom of the screen

Under Privacy and security, click Site Settings.

Click Notifications.

Next to Allow, click Add.

Enter calendar.google.com and then click Add.

Add a site

Site

calendar.google.com

Cancel  Add
VIEWING AND PRINTING CALENDARS IN AGENDA VIEW

Agenda view allows you to list your events. It displays in an easily printable format like in this example:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Details</th>
</tr>
</thead>
</table>
| Feb 21 | 9 – 11am: Google Drive Lab II - San Bernardino Unified School - Smart Building, 793 N E St, San Bernardino, CA 92410, USA  
10 – 11am: Google Drive Lab III - San Bernardino Unified School - Smart Building, 793 N E St, San Bernardino, CA 92410, USA |
| Feb 24 | 9 – 11am: GSuite Training Lab II  
11 – 11:30am: Update Website  
10 – 11:30am: G Suite – Gmail, Contacts, Calendar Lab II  
2 – 3:30pm: Infrastructure Team Meeting. Big Conference Room |

Open Google Calendar.

Click the a key.

The calendar will open in Agenda Format.

In the top, right-hand of the calendar screen, click Settings icon  and choose Print.

**NOTE:** Keyboard Shortcuts in the calendar are enabled by default. If you have turned them off, you will need to turn them back on, so do the following:

In the top, right-hand of the calendar screen, click Settings icon  and choose Settings.

Click on Keyboard shortcuts in the General area.

Checkmark Enable keyboard shortcuts.
CREATING AND DELETING CALENDARS

CREATE A CALENDAR

You can create calendars to keep track of different types of events. For example, you could create a calendar called **Trainings** that tracks upcoming classes.

Go to google.com, login, and use the application launcher to open **Google Calendar**.

On the left-hand side of the screen, click the + sign to the right of **Other calendars**.

Choose Create new calendar.

Add a name and description for your calendar.

Click Create calendar.
DELETE A CALENDAR

In the calendar list on the left side of the page, click on the More icon next to the calendar you wish to delete, then select Settings and Sharing.

Scroll the bottom and click Delete under Remove Calendar
CREATING CONTACT LISTS

You can create distribution lists in the GSuite. Follow the directions below.

Login to google.com and use the application launcher to open **Google Contacts**.

In the left panel, click on **Create label**.

Enter a name for the Label (contact list) and click **Save**.

You will now see that label in the left panel of the screen.

Use the search bar to search for the contacts you wish to add to the contact list.

Click on the name of the contact you wish to add.

Their contact card will appear.

**Click** on the More icon in the upper right of the card and select the label (contact list) you wish to add them to. Then, click the Close icon. Repeat these steps to add additional people to your labels.
USE A CONTACT LIST (DISTRIBUTION LIST)

Login to your Gmail account.

Click the Compose button.

Enter the name of the Contact List that you created.

The distribution list that you created will appear.
**EXPORT A CONTACT LIST (DISTRIBUTION LIST)**

Login to your Gmail account and use the application launcher to open Google Contacts.

In the left panel, click on Export.

Use the Contacts drop-down menu to select Contact Group that you want to export.

Click on Export as Google CSV.

Click and drag the csv file to the desktop.

**IMPORT A CONTACT LIST (DISTRIBUTION LIST)**

Login to your Gmail account and use the application launcher to open Google Contacts.

In the left panel, click on Import.

Click on the Select file button.

Click on Import.

The new Contact List will be available for use.
Tasks allow staff to create to-do lists. You can create a list of what you want to do, add specific dates and times, add reminders, and add subtasks. The Tasks area can be left open within Gmail in the sidebar.

**CREATING TASKS**

- Login to your Gmail account.
- Click on the **Tasks icon** in the small right sidebar. If you do not see the sidebar, click on the **Show side panel icon**.
- Click on **Add a task**.
- Enter a description of the task.
- Once you’ve done that, use the **Pencil icon** to edit details and include a date/time and associated subtasks.
- When the task is completed, checkmark it.
TURN EMAIL MESSAGES INTO TASKS

You can create tasks directly from email messages.

1. Open the email that you want to turn into a task.

2. Click on the More icon at the top of the screen and choose Add to Tasks. (You can also use Shift + T as a keyboard shortcut.)

3. Click the Tasks icon to the right of your email messages.

The subject of the message now appears as an item in your task list. You can edit the item’s name, set a due date, or add notes.

To see the original email again, click on the email under the to-do item.

SHORTCUT: Click and drag an email onto the Add a task area.