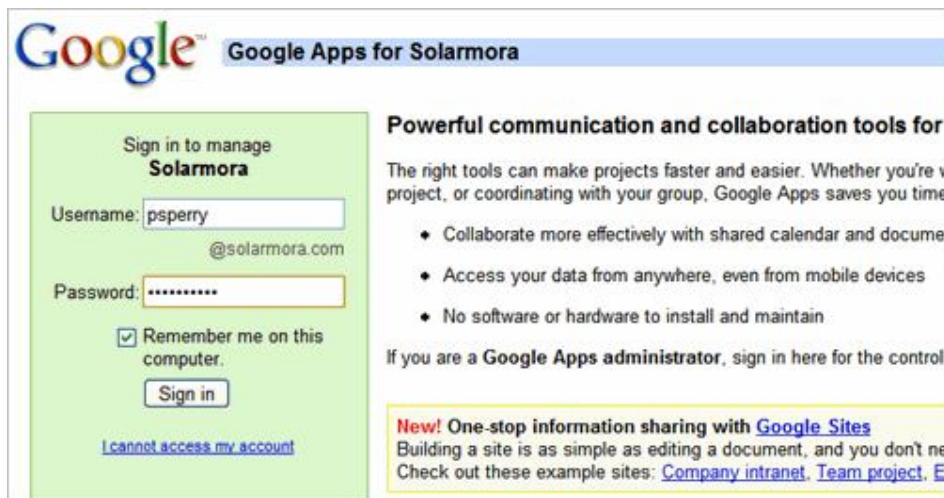


Google Apps Quick Start Guide

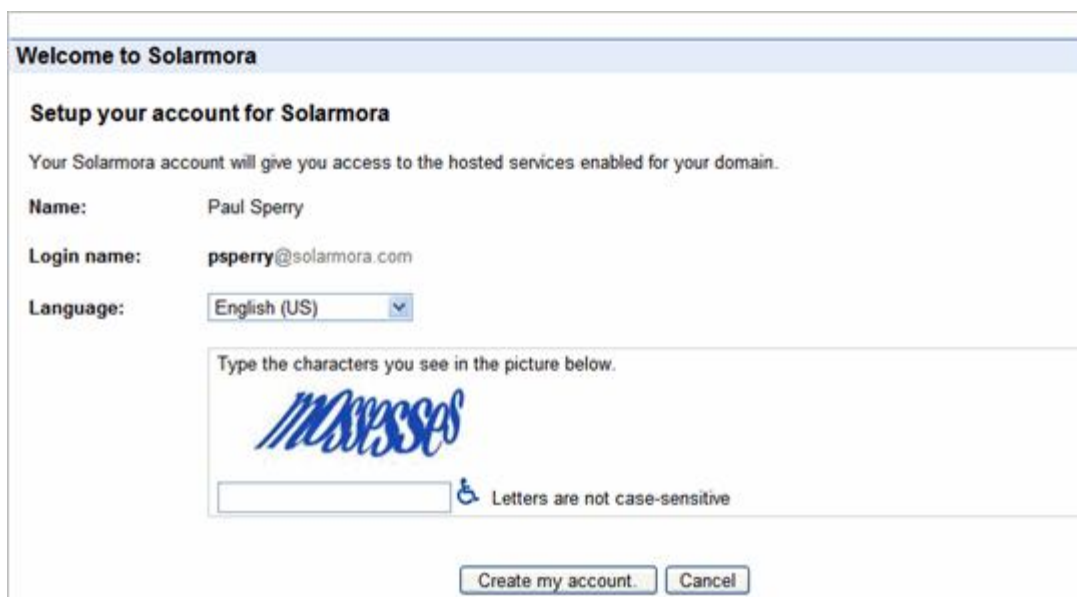
Use this Quick Start to log in to your Google Apps account and access your email and calendar.

Log In to Your Google Apps Account

1. Go to the following Link:
 - o <http://gmail.mbc.edu>
2. On the "Welcome" page, enter your existing **Mary Baldwin College user name and PIN**, and then click **Sign In**.

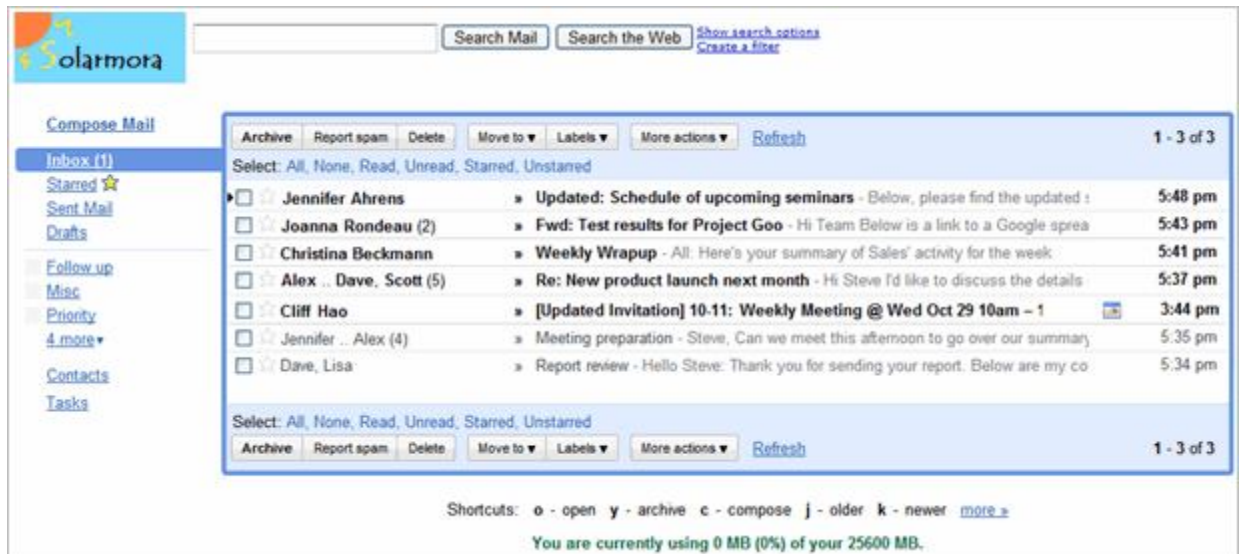


The Google Apps account setup page appears.



3. Optionally, in the **Language** drop-down list, select another language in which to display your Google Apps interfaces.
4. Type the characters that appear on the page.
5. Click **Create my account**.

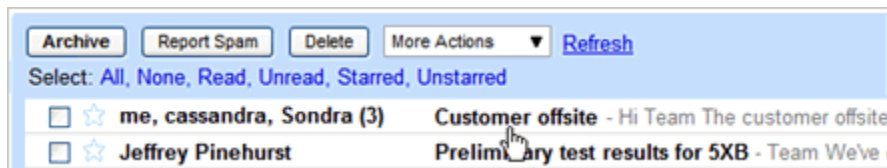
- In your list of services, select **Email**.
Your Google Email Inbox appears. For example:



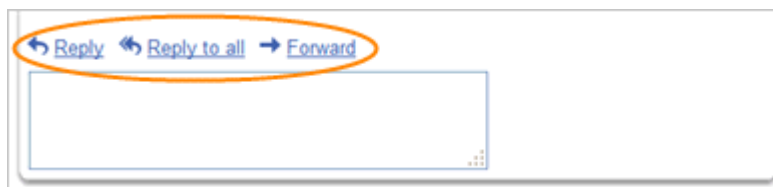
Important: Your Inbox will likely contain some "unread" messages that you've already opened in Old MBC Mail over the past 2 Weeks and a few new messages. Please remove any duplicates and note that this only happens with the initial transition

Using Google Mail

To read a message, click it to open it:



To reply to or forward a message, open it, and then click **Reply** to **Reply to All** or **Forward** at the bottom of the message card:



To send a message, click **Compose Mail**:

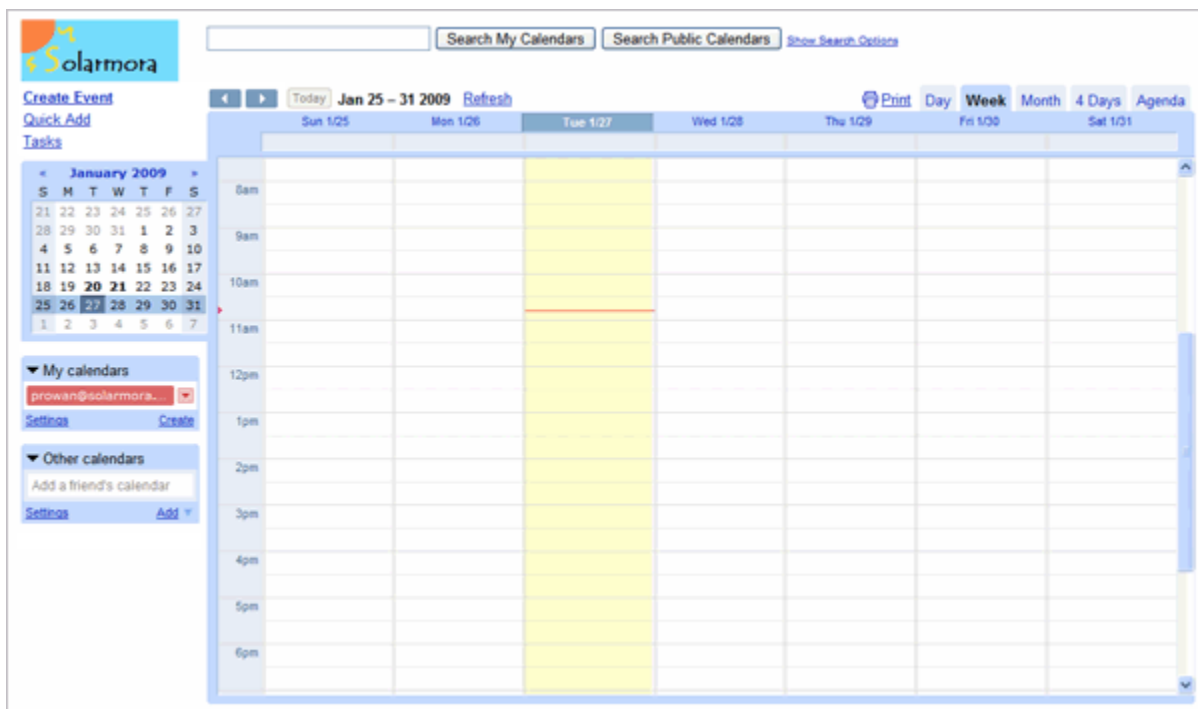


Access Your Google Calendar

To access your calendar, click the **Calendar** link at the top of your Mail window:



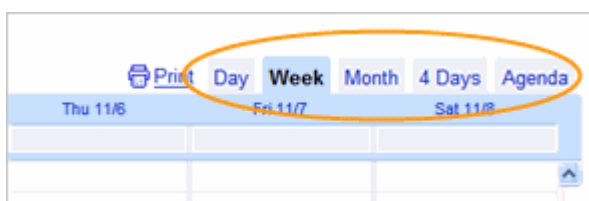
Your calendar appears. For example:



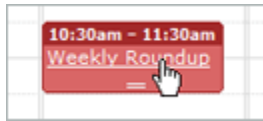
Important: Your calendar will likely be empty or show only a few new invitations. Therefore, you'll need to recreate your events. You might also need to set the time zone for your location (the default is **Eastern Standard Time "EST"**). For more information, see "**Next Steps**" below.

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:

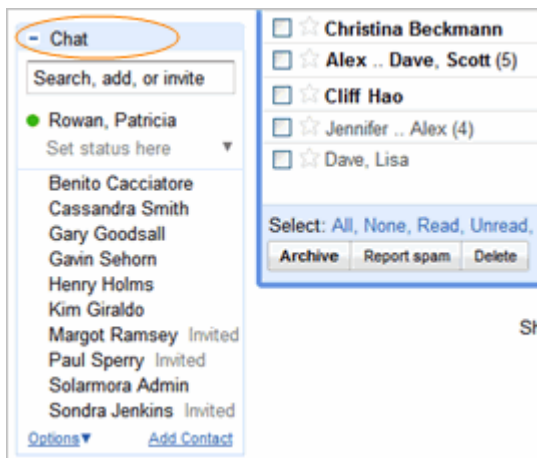


To create an event, click **Create Event**:



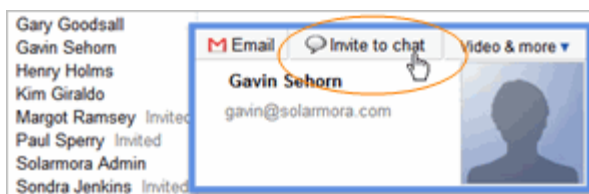
Use Chat in Google Mail

Your Mail window includes a Chat gadget, which lets you send and receive instant messages with your colleagues:



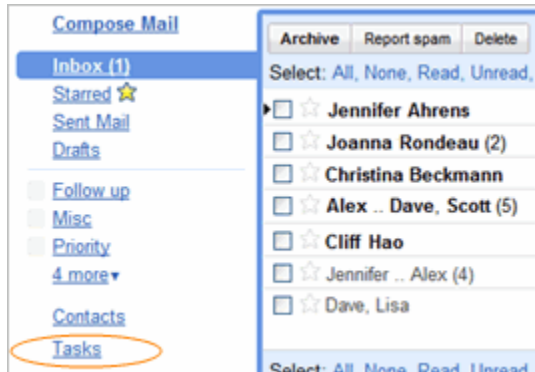
The Chat window shows a list of people you've recently communicated with. You can also find a coworker by starting to type his or her name or email address in the **Search, add, or invite** box.

To start a chat, simply point to a user in the list or search results, and then click **Invite to Chat**:



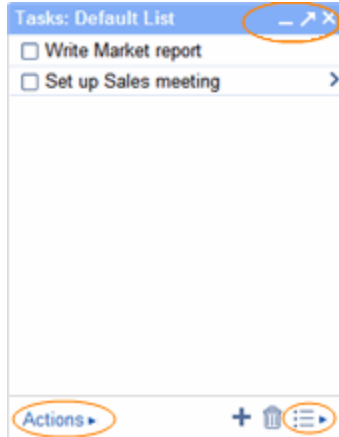
Create a Task List

Use the Tasks gadget to keep your "to do" list handy. To open the gadget, just click the **Tasks** in the left pane of your Mail or Calendar window:



Start typing in the Tasks window to create your list. Or drag email messages to the list for follow-up.

On the **Actions** menu, you'll find options to indent or move items, enter details such as a due date, print your list, and more. Use the **Switch List** menu to rename the list and create more lists. To work in a bigger window, click the **pop-out** arrow in the upper right corner.



If You Need Help

Contact the Helpdesk by sending an email to help@mbc.edu or calling **540.887.7050**