

# Fresno State Gmail and Calendar

# Why Google?

University mission to **boldly** educate and empower students for success.

Google is the tool familiar to most Fresno State students (current and incoming) and will provide a more efficient and timely collaboration with them. 224K+ users!!



Circa 2009

# Ground Rules

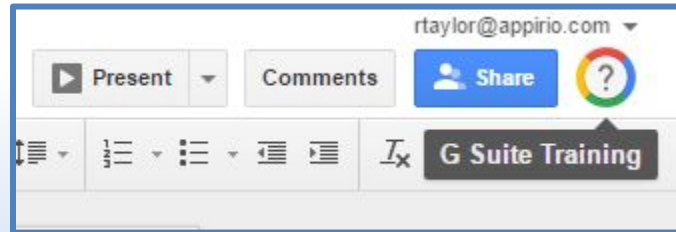
Google is Different ... Help each other out!



# G Suite Training

To access G Suite training, click the circle in the upper right of the Chrome tab you're on.

If you don't see the circle, go to the **Chrome Web Store** and search for G Suite Training and add to Chrome as an extension.



# Mobile Access

Use Google Apps on your Apple or Android Devices. Download apps from the App Store or Play Store.



# What to expect March 27th

- Mail
  - All current mail
  - Folders converted to labels
  - All Contacts but no groups
- Calendar
  - 7 past years and all future events
  - Recurring events may need to be re-created



# Google Mail

# Google Mail Topics

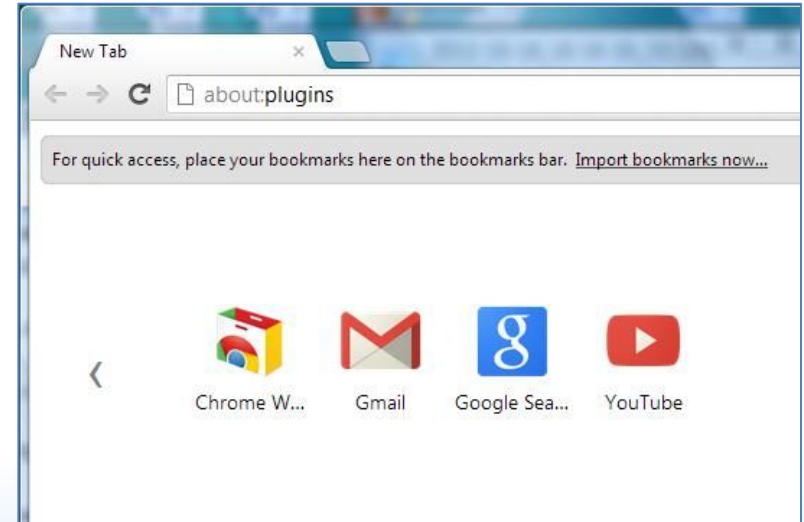
- Using Google Chrome
- Logging In
- Working with Google Mail
- Managing Your Mail
- Questions



# Chrome Web Browser



- Preferred Browser
- Chrome Profiles
  - What are they?
  - Why should I use them?
- Key Features:
  - Drag & Drop
  - Offline Access
  - Bookmarks



# Login



1. Open Google Chrome
2. Go to [mail.fresnostate.edu](mailto:mail.fresnostate.edu)
3. Log in with your existing Fresno State email credentials

**NOTE:** If you log in through a Google sign-in screen, you will need to use your complete [username@mail.fresnostate.edu](mailto:username@mail.fresnostate.edu) email address.

# Working with Google Mail



**Login**



**Archive**



**Navigation and Compose**



**Conversations**



**Labels**

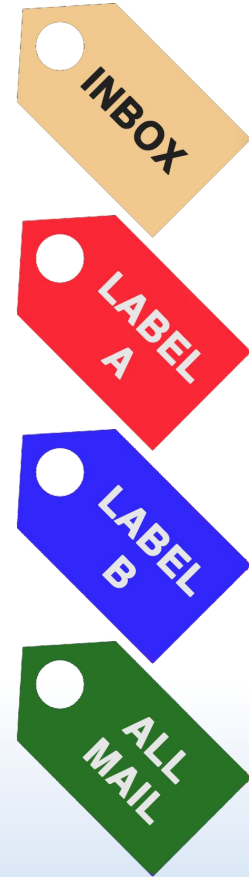
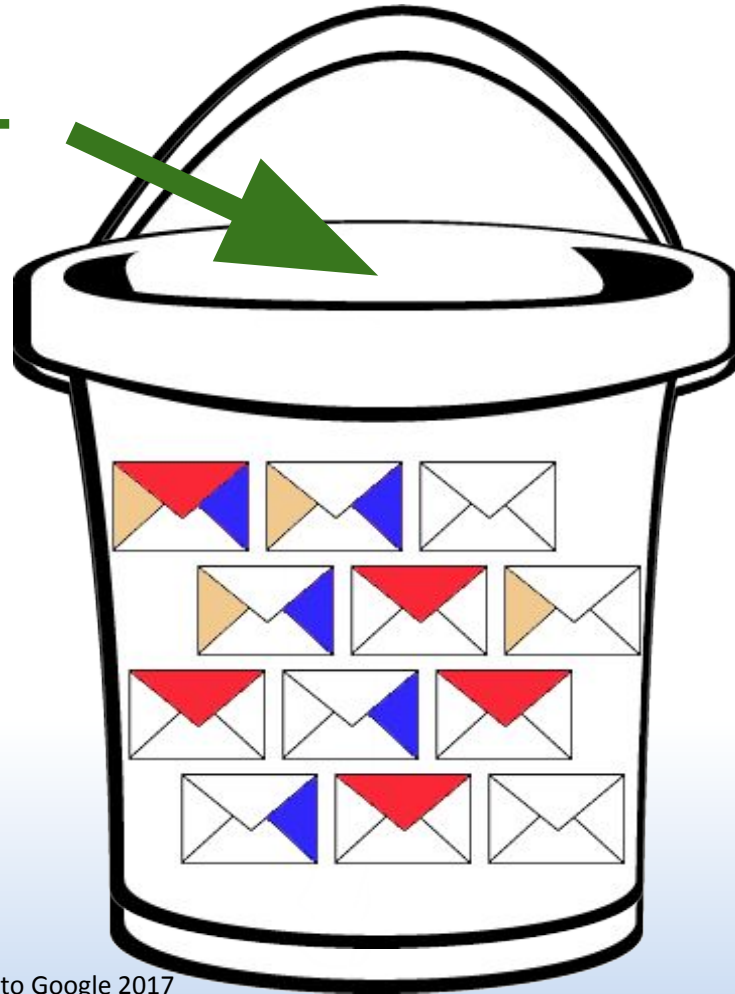
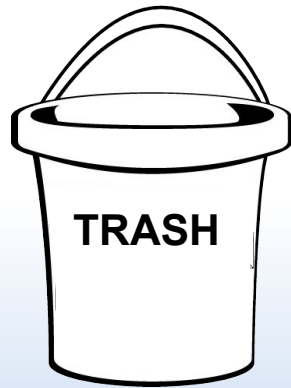


**Settings & Labs**



**Search and Filters**

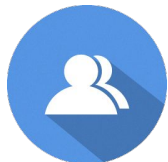
**ALL MAIL**



# Contacts



**Getting to Contacts**



**My Contacts/Directory Contacts**



**Looking for Contacts**



**Personal Groups**

# Google Calendar

# Working with Google Calendar



Navigation



Recurring Events



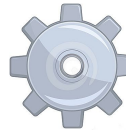
My & Other Calendars



Responding to Events



Ways to Add Events



Labs and Settings

# Support

- G Suite Training: <https://goo.gl/LuxsQr>
- Help Desk/DISCOVERe Hub
- Google Guides
- Going Google Website: [gogoogle.fresnostate.edu](http://gogoogle.fresnostate.edu)

