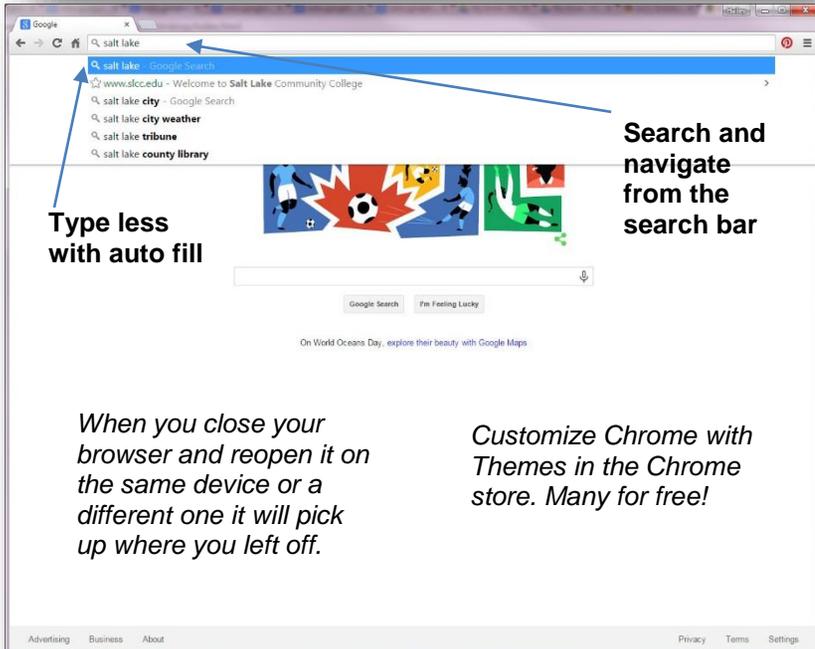
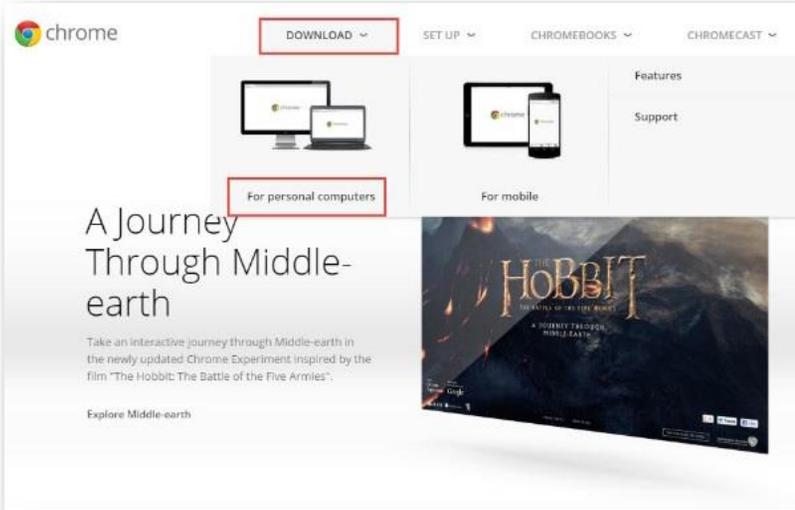


Google Tools Quick Start Guide

At SLCC we encourage staff and faculty to use Google tools for collaborations and for additional storage space on the cloud. Since we are an .edu we have **unlimited storage** space on Google Drive.

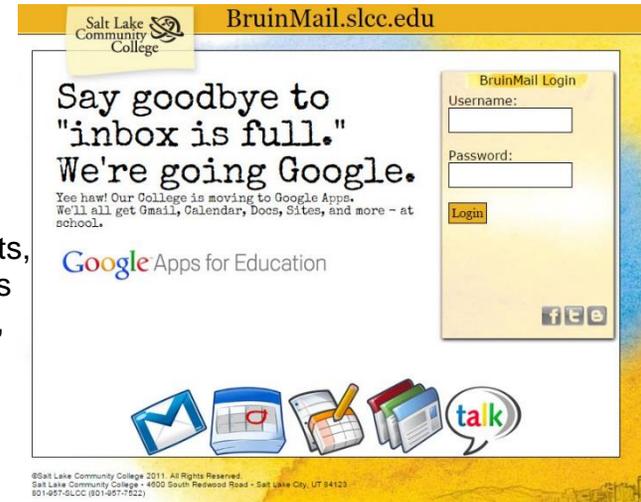
Chrome

To download Chrome (google's internet browser) go to <http://www.google.com/chrome/> and click on download for personal computers.



BruinMail

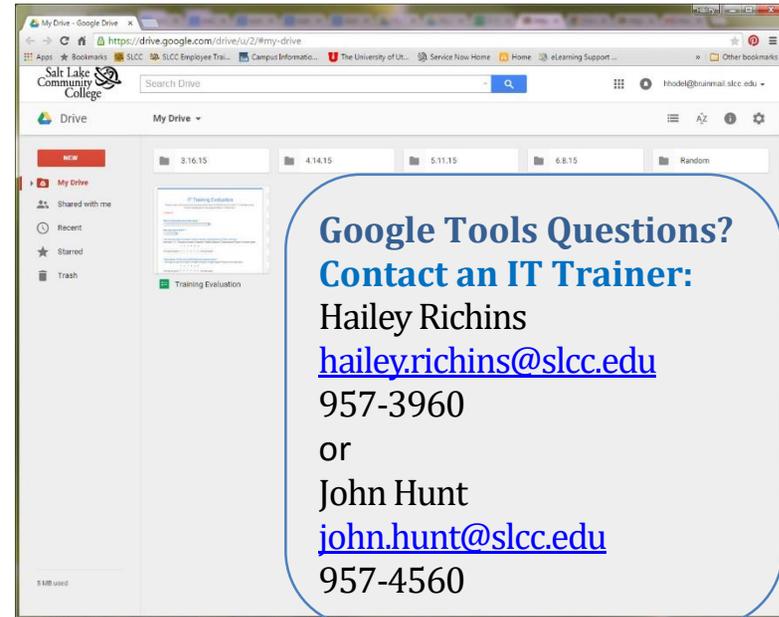
BruinMail can be accessed at bruinmail.slcc.edu. Login using your MyPage username and password.



Bruinmail includes unlimited storage, no advertisements, shared access to drive, docs, and more!

Google Drive

Google Drive includes docs, sheets, slides, forms, and drawings. These are comparable to Microsoft Word, Excel, and PowerPoint and Drive is compatible with each of them. You can create and edit web-based documents. All your changes are automatically saved as you type. You can even use revision history to



Google Tools Questions? Contact an IT Trainer:

Hailey Richins

hailey.richins@slcc.edu

957-3960

or

John Hunt

john.hunt@slcc.edu

957-4560

see old versions of the same spreadsheet, sorted by date and who made the change. These are ideal for collaborating on documents with students and staff.

Bruinmail

BruinMail can be accessed at bruinmail.slcc.edu.
Login using your MyPage username and password.

Search Window:
Search all mail. By clicking on the down arrow you can create a search filter.

Apps:
Click the apps to access Google Drive, docs, sheets, ect.

Settings:
Change display density, settings, and themes under the gear.

Mail, contacts, tasks:
By clicking on the arrow next to mail you can access your contacts and tasks.

Compose:
By clicking compose, a new email window will appear.

Search:
By clicking the magnifying glass you are able to search for all contacts.

Contacts, conversations, & Phone window:
Displays your most contacted contacts, recent and past conversations and hangouts, and calls made.

Contacts:
Display your hangouts contacts.

Conversations:
Display your current and past chats and hangouts.

Phone calls:
Allow you to make phone calls for a charge.

***Bruinmail includes unlimited storage, no advertisements, shared access to drive, docs, and more!**

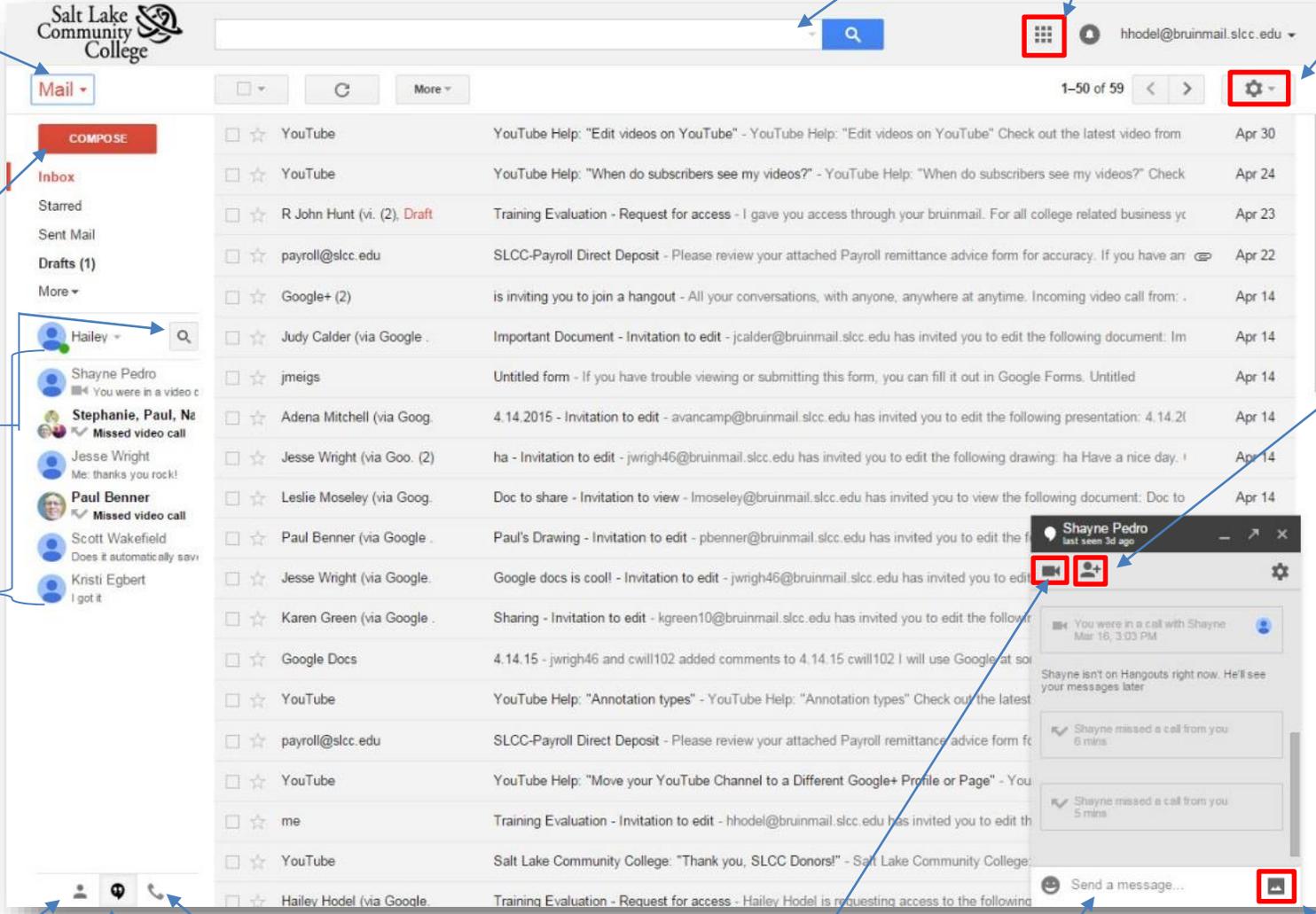
Start a hangout:
Click the record camera to start a video hangout with the person you are chatting with.

Send a message:
Type in the chat box to start a chat with the contact chosen from the contacts window.

Attachment:
Attach a photo to the chat conversation.

Group chat:
Create a group chat with other contacts as well as your current contact.

Chat window:
Displays your current chat and chat history.

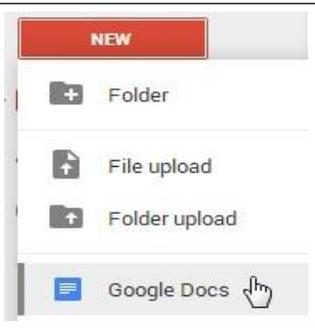


Google Docs



To Create a New Google Doc

From Google Drive, click **New** and select **Google Docs**.



*Google Docs serves as a collaborative tool for editing documents in real time. Documents can be shared, opened, and edited by multiple users simultaneously and users are able to see character-by-character changes as other collaborators make edits. Users cannot be notified of changes, but the application can notify users when a comment or discussion is made or replied to, facilitating collaboration. **Compatible with Microsoft Word.***

Google Docs home:
Click here to return to google docs home. Where it will display all your google documents.

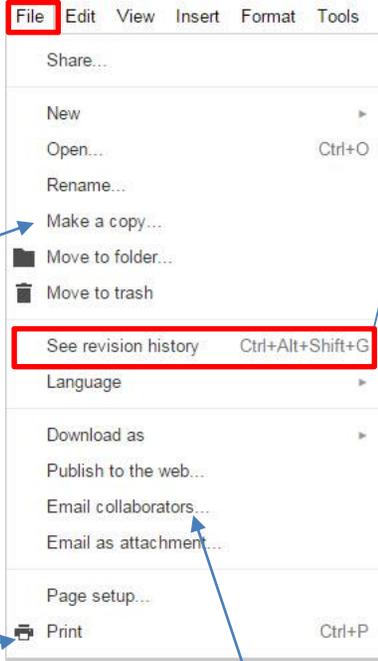
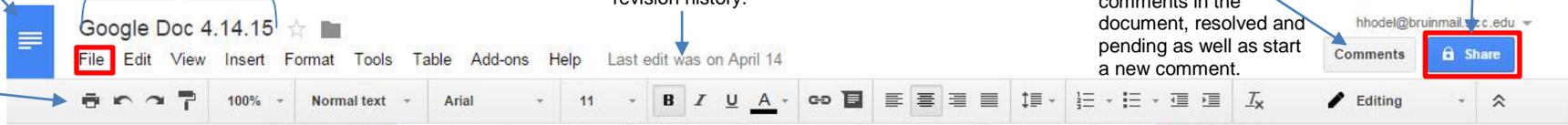
Title:
Change the title of your document by double clicking here clicking ok after you have entered the text.

Auto save:
Click here to display the revision history.

Comments:
Click this comments button to see an overview of all comments in the document, resolved and pending as well as start a new comment.

Share:
Click share to bring up the share window others window.

Editing toolbar:
Allows you to change your text but changing the font, size, alignment, ect



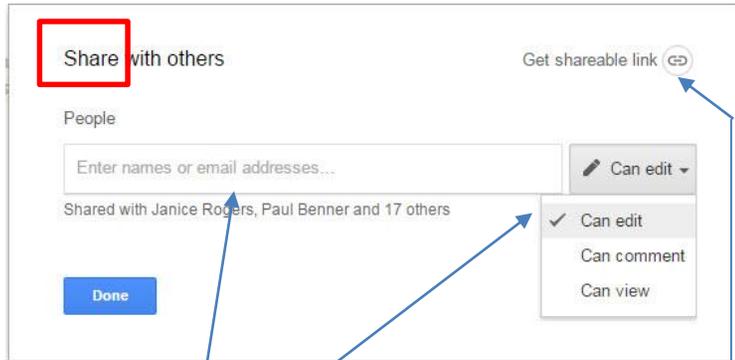
Revision History:
Click file, see revision history to see who made what changes to your document.

How will you use Google Docs?

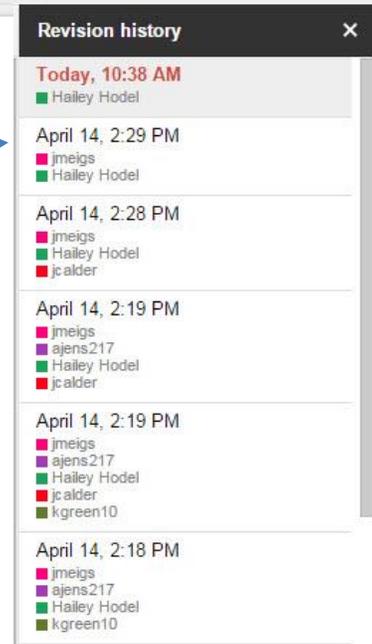
Move to folder...:
Move document to another folder within your Drive

Email collaborators:
Allows you to email everyone who is a collaborator on the document, sheet, slide, ect.

Print:
Allows you to print your document right from docs.



Share with others:
Either get a shareable link you can then send to someone else, or enter in a bruinmail email address and set if they can edit, comment or just view the document and click done. Google docs will then send them an email with a link to access your document.



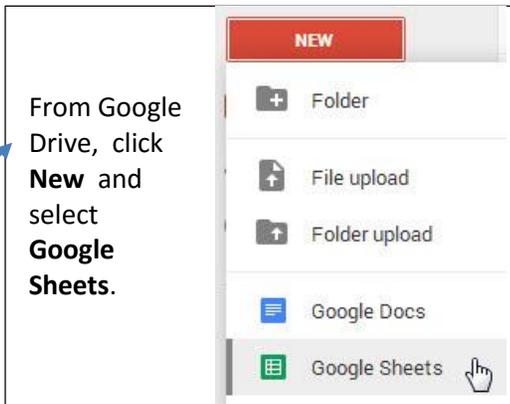
Resolve:
Click resolve to resolve the comment. The comment box will then disappear.



Google Sheets



To Create a New Google Sheet



Google Sheets contain built-in formulas, pivot tables and conditional formatting options which save time and simplify common spreadsheet tasks. Access, create, and edit your spreadsheets wherever you go—from your phone, tablet, or computer. With google sheets everyone can work together in the same spreadsheet at the same time. **Compatible with Microsoft Excel**.

Google Sheets home: Click here to return to google sheets home. It will display all your google sheets.

Auto save: Click here to bring up the revision history.

Functions: Add functions to your spreadsheet. They will appear in the function

Share: Click share to bring up the share will others window.

	First	Middle	Last	Dept	Username
1					
2	Hailey		Hodel		hhodel@bruinmail.slcc.edu
3					
4	Joseph	W	Anderson	Homeland Security Emerg Mgt	jande454@bruinmail.slcc.edu
5	Adena		Mitchell		avancamp@bruinmail.slcc.edu
6	Paul	N.	Benner	Div of Acctg, Finance & Econ	pbenner@bruinmail.slcc.edu
7	Judy	A.	Calder	Dean, SAT&Aprent/Avia/Tech Spe	icalder@bruinmail.slcc.edu
8	Jennifer	Teresa	Davis	Prospective Students	jdavi407@bruinmail.slcc.edu
9	Shellie	Jo	Enscoe	Multi Cultural Center	senscoe@bruinmail.slcc.edu
10	Claudia		Gutierrez Sanchez	Curriculum, Schd & Region Mgmt	cgutier2@bruinmail.slcc.edu
11	Karen		Green		kgreen10@bruinmail.slcc.edu
12	Anne Marie		Jensen	Development Office	ajens217@bruinmail.slcc.edu
13	Maria	Jose	Lara	Prospective Students	nlara@bruinmail.slcc.edu
14	Jan	Marie	Meigs	Learning Centers, Schd & Region Mgmt	jmeigs@bruinmail.slcc.edu
15	Leslie	A	Moseley	Cashiering	lmoseley@bruinmail.slcc.edu
16	Linda	Gay	Richards	Disability Resource Center	lricha31@bruinmail.slcc.edu
17	Alisha	R	Rios	Multi Cultural Center	ajones33@bruinmail.slcc.edu
18	Janice	M	Rogers	Dean, Science/Mathematics/Eng	jroger70@bruinmail.slcc.edu
19	Leslie		Seiferle	Culinary Arts	lseiferl@bruinmail.slcc.edu
20	Bradford	Derek	Shelton	Div. of Health Professions	bshelto6@bruinmail.slcc.edu
21	Cheryl	Ann	Williams	Student Support Services	cwill102@bruinmail.slcc.edu
22	Jesse	A	Wright	Information Technology	jwrigh46@bruinmail.slcc.edu

Download as: Click file and download as to download your sheet as an Excel document, PDF, ect.

Add or delete rows: Select the row then right click and select insert or delete row.

All Sheets: By clicking here you can navigate to all the sheets in your workbook

Add a sheet: Click the arrow to add another sheet to the workbook.

Change the sheet name: Click the arrow to duplicate, copy, rename, change color, hide the sheet and to move it to the right or left.

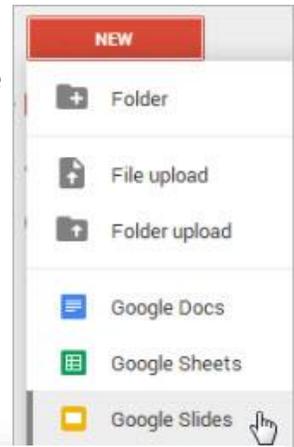
Google Slides



Google Slides makes your ideas shine with a variety of presentation themes, fonts, embedded video, animations, and more. All your changes are automatically saved as you type. You can even use revision history to see old versions of the same presentation, sorted by date and who made the change. **Slides are compatible with Microsoft PowerPoint.**

To Create a New Google Slide Presentation

From Google Drive, click **New** and select **Google Slides**.



Google Slides home: Click here to return to google slides home. Where it will display all your google slide presentations.

Title: Change the title of your document by double clicking here then clicking ok after you have entered the text.
Folder: Click the folder to move this slide presentation to a different folder.

Auto save: Click here to bring up the revision history



Present: Click the arrow to present from the beginning with speaker notes, or in a new window

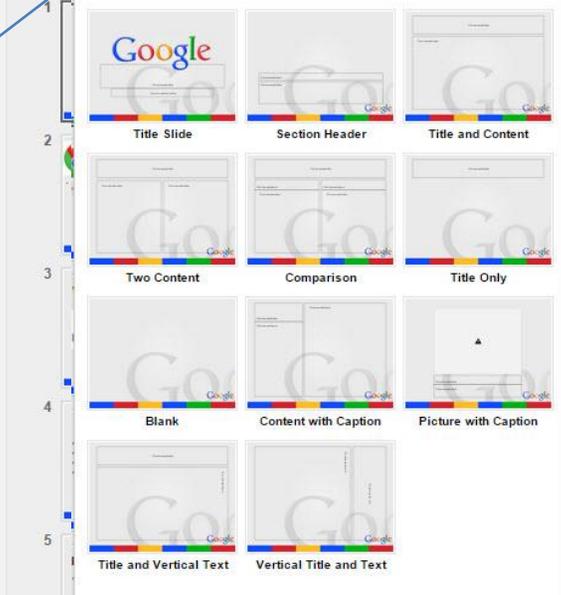
- Present from beginning Ctrl+Shift+F5
- Present with speaker notes
- Present in new window

Add new Slide: Click the arrow next to the add new slide to select a new slide format.

Animation: Add an animation to an object or text by clicking **View** then animations.

Duplicate, add or remove slide: Right click on any slide to select to duplicate, add or remove a slide.

Add notes: Click in the add notes dialog box to add notes to each slide in your presentation.



Slide background, layout, theme, and transition: Change the background, layout, theme or transitions between slides

1. Login- Username: **slcci**(your username) Password: your MyPage password.

Click to add notes

Google Forms

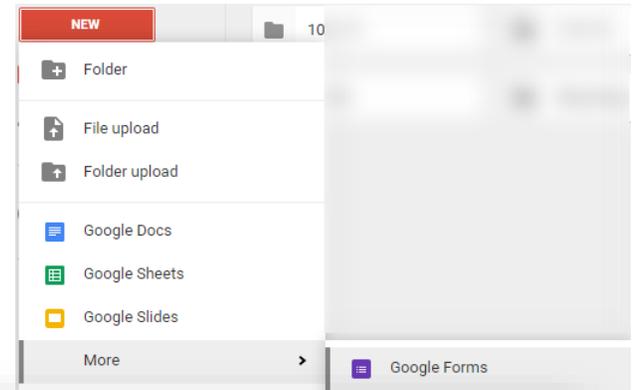


To Create a New Google Form

From Google Drive, click **New** and select **Google Form**.

Title:
Change the title of your form by double clicking here then clicking ok after you have entered the text.

Menu:
Edit questions, change themes, view responses and view live from right from the menu!



Google Form home:
Click here to return to google forms home. All your google forms will be listed.

Insert new question:
You can determine the type of question by choosing text, multiple choice, checkboxes, choose from a list ect.

Responses:
Click responses to see a summary, view each response, delete all responses ect.

Form Setting:
This determines the login for someone taking the survey ect.

Google Forms. Choose from many themes or use your own photos, logos, and color palettes to create your own unique form. Shuffle questions so they appear in random order. Responses to your surveys are neatly and automatically collected in Google Sheets, and real-time response info and charts are available right inside Forms.

Google Hangouts



To start a hangout go to bruinmail.slcc.edu. Login using your MyPage username and password. Click to start a new chat and click the video call icon. Your hangout will begin.

Chat: Click here to bring up a chat window to the left side of the screen. You can chat while you're in your hangout with the members of the hangout.

Screen share: Allows you to show your screen with the members of your hangout.

Invite people: invite others to the hangout here.

Mute microphone: mute your microphone during the hangout if you don't want the other members to hear.

Mute microphone: mute your microphone during the hangout if you don't want the other members to hear you.

Settings: detach camera issues, microphone issues, and speaker issues.

End Call: End the current hangout.

Share: click share to send an invite to join the hangout. An invite with a link will be sent to the email address you provide.

Google Hangouts: Share your screen, live video chat, or open a chat window right in the Hangout. Turn any Hangout into a live video call with up to 10 people or simply search for a contact to start a voice call from your computer. Hangouts works on computers, Android and Apple devices, so you can connect with everyone.

The screenshot shows the Google Hangout interface. At the top left, the Google logo is visible. Below it, there are icons for chat, screen share, invite people, mute microphone, settings, and end call. The invite dialog box is open, showing the hangout name 'Unnamed Hangout' and the link 'https://hangouts.google.com/call/eqjttuij5rwqaqnielsq'. The dialog box also shows the option to 'Send invite as hodel@bruinmail.slcc.edu' and a field to 'Add names or email addresses'. A warning message is displayed below the input field: 'Be careful: people from outside Salt Lake Community College have been invited to this video call. Anyone at Salt Lake Community College who you share the link with can also join this video call. Learn more'. The dialog box has 'Invite' and 'Close' buttons. At the bottom of the screen, there is a message 'You are the first one here.' and an 'Invite people' button. Below that, there is a message 'Share the permanent link. Bookmark and come back anytime.' and a URL 'https://hangouts.google.com/call/eqjttuij5rwqaqnielsqgm6aa'.