


You Will Need:

- Device
- Google Chrome
- Internet access
- Gmail/GAFE account

Learning Objective:

*Participants will learn how to use Gmail and Google Calendar products.
Training topics will vary by session.*

Monday, December 5, 2016

2:00-3:30 pm

1. Welcome and Introduction

<i>(Beginners)</i>	<i>(Intermediate)</i>	<i>(Intermediate/More Adv)</i>
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Sign in: <http://training.nwoca.org> (scroll to bottom; click the sign-in button for your trainer)

2. Topics - Topics discussed will vary by session.

- Gmail Basics - reading, replying, composing, CC/BCC, attachments
- Working with Messages - search, All Mail, archive vs. delete
- Organizing Labels - creating, applying labels, starring, editing, moving, deleting
- Custom Gmail Settings - signature, conversation view, Labs, filters
- Contacts - adding a contact, editing contacts, groups
- Tasks - adding a task, checking off, due dates and notes, task lists, extension
- Calendar Events - access Calendar, create appointment, inviting, editing/deleting
- Calendar Sharing - check visibility, sharing calendar, public calendars, subscriptions, embedding calendar
- Calendar Settings - general settings, per-calendar settings, color, labs, keyboard shortcuts
- Using [G Suite Training](#) for inline help



3. Additional Help

- Gmail: [Checklist w/ Videos](#)
- Google Calendar: [Checklist w/ Videos](#)

4. Q&A

5. Wrap-up and Evaluation

Evaluation: <http://training.nwoca.org/evaluation> (click the link for your trainer)