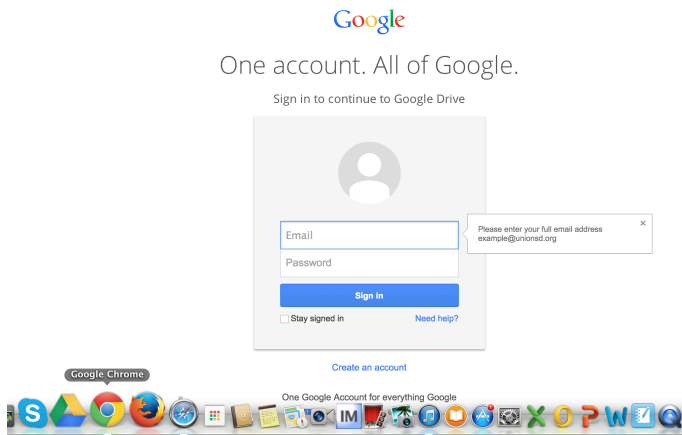


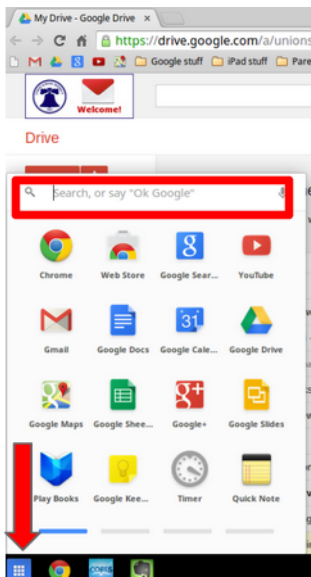
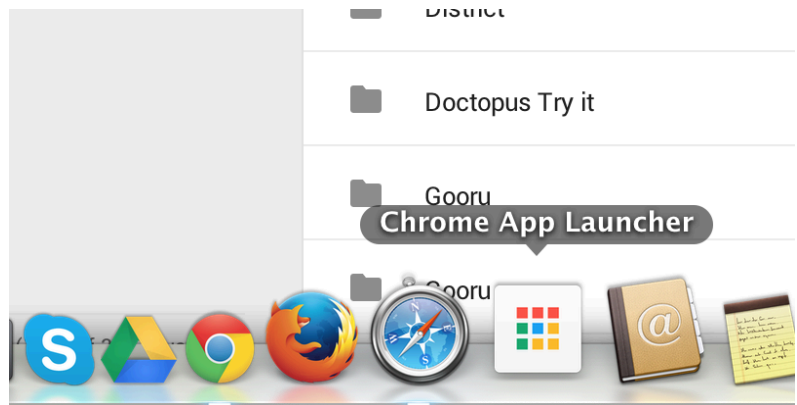
# Signing into Google Drive and Enabling Synergyse



Synergyse provides an interactive way to learn to use Google Apps for anyone signed into USD's GAFE (Google Apps for Education). You'll find it at the top of many of the GAFE tools you use most often. But first, you'll need to enable it. Here's how:

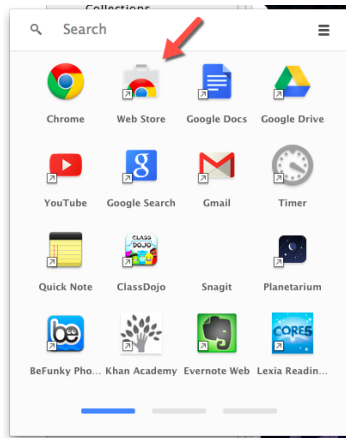
On a Mac, launch Google Chrome from your Dock and sign into your USD GAFE account. If you need help finding and signing into Chrome, watch a short How-to video found here: <http://goo.gl/AFjBqq>

Open the Google Apps Launcher from your Dock. If you didn't install the Google Apps Launcher, use the omnibox at the top of the page to search for Chrome App Launcher. Open the site and you will now find the Google Apps Launcher in your Dock. Now open the Google Apps Launcher.

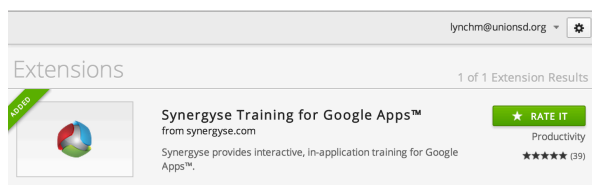
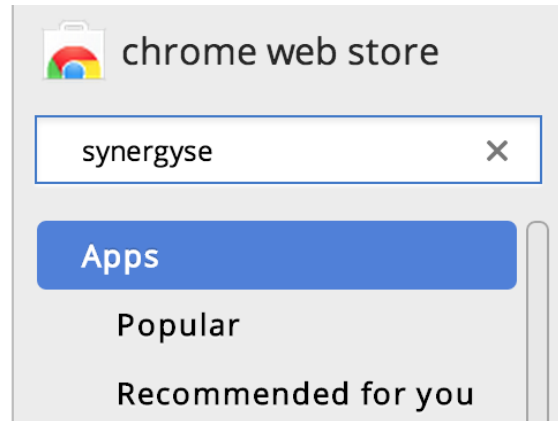


On the Chromebook, open the Chrome Apps Launcher from the bottom, left-hand corner.

Open the Web Store.

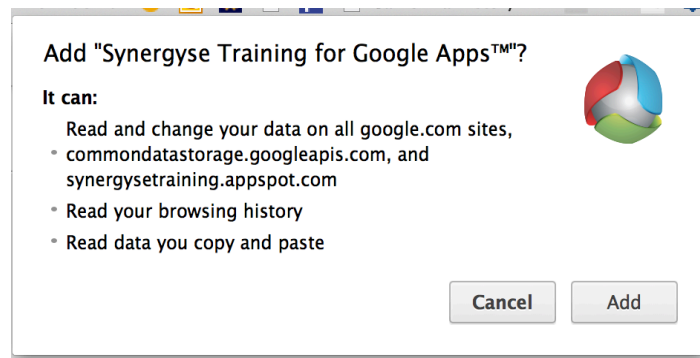


Search for synergysse.

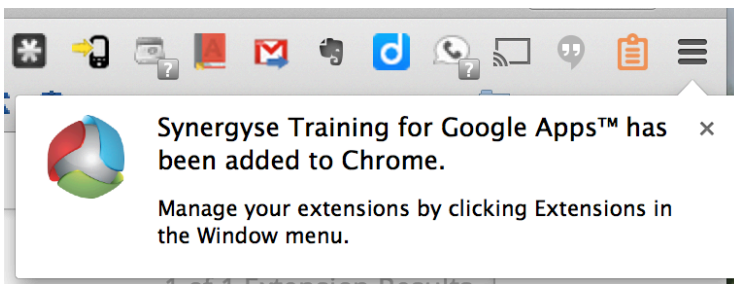


Choose + FREE.

Then, press Add.



You will get confirmation that Synergysse has been added.



You will now have access training modules for each of these Apps.



Gmail



Calendar



Drive



Sites



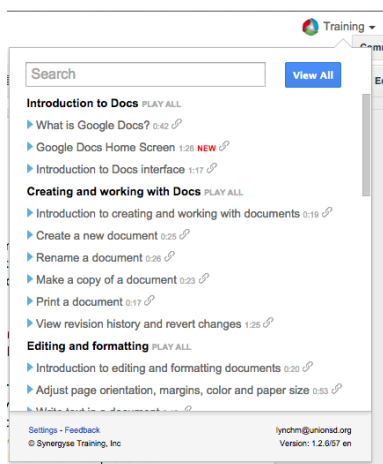
Docs



Sheets



Slides



Just click on the Training icon and select a topic from the drop down menu. Select a topic and your audio recording will begin.

## Welcome to Synergys Training



Would you like to learn how to use Synergys Training for Google Apps?  
Please adjust your volume as audio will be played.

Start

Skip

