Quick Start Guide - Google Workspace

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Required - How to Set Up Google 2-Step Verification (2FA)

Please perform the following steps to set up 2-step verification. If you do not complete these steps within 14 days after your account is created your account will automatically be locked out.

1. **Using a Desktop Computer go to Google Account Settings**:
   ○ Visit myaccount.google.com and sign in if you haven't already.
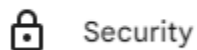2. **Navigate to Security Settings:**
   ○ If this is your first time logging you will be prompted to set up 2-Step Verification.
      i. Select the **"Enroll"** button to get started.
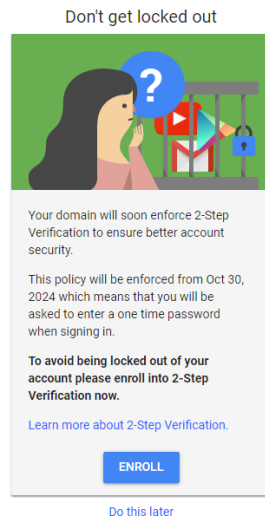
   ○ If you have already logged in you will need to Navigate to Security Settings.
      i. In the left menu, click on **"Security."**

      ii. Under **'How you sign in to Google"** select **"2-Step Verification"**
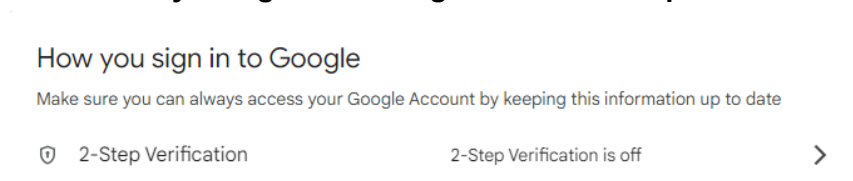
3. **Click "Turn on 2-Step Verification"**

Turn on 2-Step Verification

Prevent hackers from accessing your account with an additional layer of security.

Unless you're signing in with a passkey, you'll be asked to complete the most secure second step available on your account. You can update your second steps and sign-in options any time in your settings. Go to Security Settings ⊕

Turn on 2-Step Verification

4. **Add a phone number**
   ○ This is the default method where you'll receive a prompt on your smartphone.

Add a phone number for 2-Step Verification

A phone number can be used as a second step, to help you sign back in if you lose access, and to receive alerts if there's unusual activity

[🇺🇸 ▾] [Enter phone number]

You can use a Google Voice number, but you won't be able to receive codes if you lose access to your Google Account. Charges from your carrier may apply. Learn more about how Google uses this info ⊙

◉ Receive codes by text message

○ Receive codes by voice message

Cancel   Next

5. **Verify Your Phone Number**:
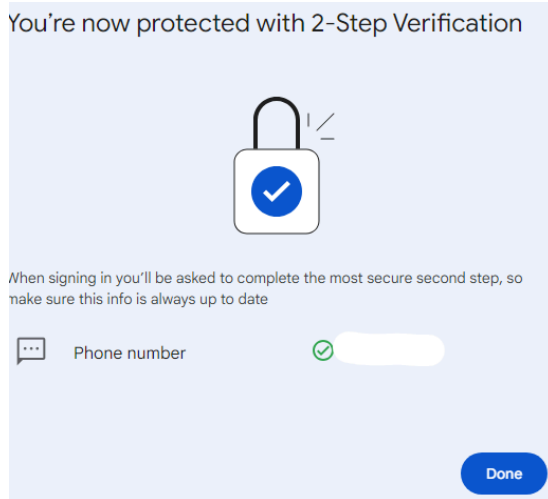   ○ Enter the code sent to your phone to verify your setup.

Verify this phone number

Google sent a verification code to (832) 555-1234.

┌─ Enter Code ─────────────
│ G- |
└──────────────────────────

Back   Verify

6. **You will receive a confirmation when the set up is completed**

You're now protected with 2-Step Verification

When signing in you'll be asked to complete the most secure second step, so make sure this info is always up to date

💬 Phone number   ⊘ _____

                                                        Done

7. **Backup Options**:
   ○ You can also set up backup codes or a secondary phone number for access in case your primary method is unavailable.

   [123] Backup codes   ⚠ Get backup codes   ›

8. **Finish Setup**:
   ○ Once your 2FA method is verified, click **"Turn On"** to enable 2-Step Verification.

   # How you sign in to Google

   Make sure you can always access your Google Account by keeping this information up to date

   🛡 2-Step Verification   ✓ On since 8:53 AM   ›
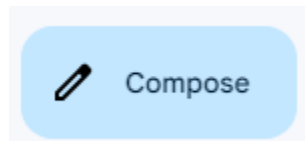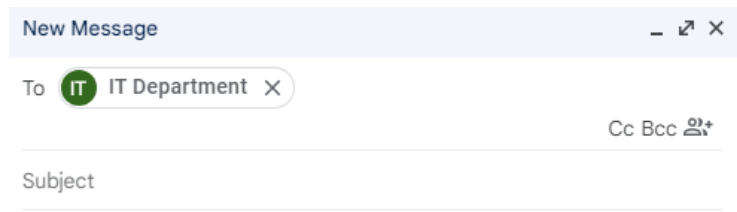
Desktop Computer

Gmail: Basics

1. **Sign In**:
   - Go to gmail.com and enter your email and password to sign in.
2. **Compose a New Email**:
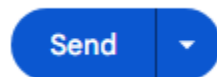   - Click the **"Compose"** button on the left side of the inbox.

   - In the **"To"** field, type the recipient's email address.

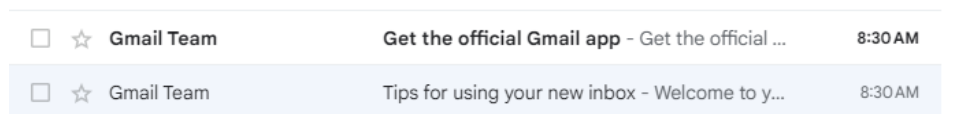

   - Add a **subject** in the subject line.
   - Write your message in the body of the email.
   - Click **"Send"** at the bottom when done.

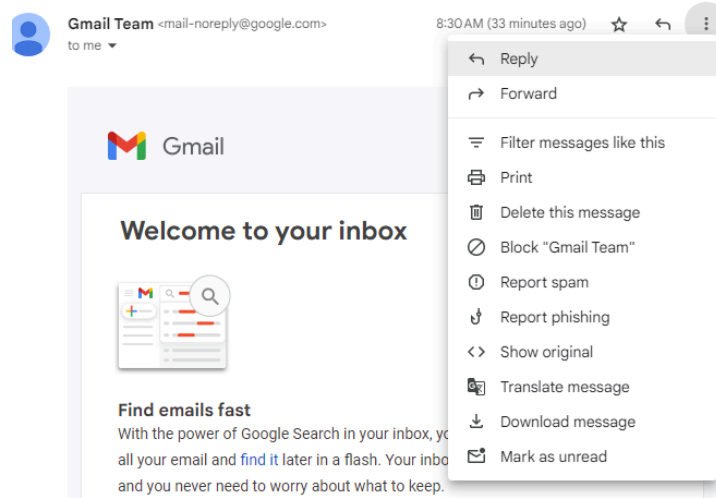

3. **Reading Emails**:
   - Click on any email in your inbox to open and read it.

   - Use the **Reply**, **Reply All**, or **Forward** buttons at the bottom of the email to respond or send it to others.

○ Use the menu in the top right corner of the email for additional options.

4. **Organizing Emails**:
   ○ **Archive**: Click the archive button to remove the email from your inbox without deleting it.

   ○ **Labels**: Use labels to categorize your emails. You can add labels from the sidebar or the toolbar when viewing a message.

   ○ **Starred**: Click the star icon next to important emails to mark them for quick access later.
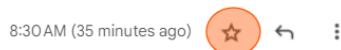
   ○ **Task**: Click the Tasks icons to add them to the Google Tasks app.

5. **Search**:
   ○ Use the search bar at the top to find specific emails by sender, subject, or keywords.
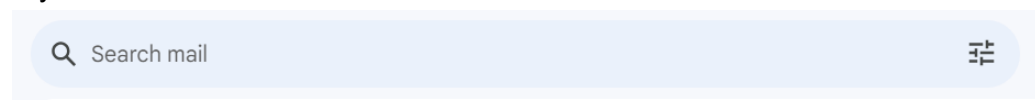
6. **Attachments**:

- ○ To attach a file to an email, click the **paperclip icon** at the bottom of the compose window, then select the file you want to upload.

7. **Settings**:
   - ○ Access Gmail settings by clicking the **gear icon** in the top-right corner and selecting **"See all settings"**. Here you can customize vacation responses, and more. *Note: Email Signatures are set up and deployed to your account by Whitewater IT and applied only when using Gmail from a desktop computer. Reach out to* it@whitewatercw.com *if you need any changes to your signature.*

8. **Sign Out**:
   - ○ To log out, click your profile picture in the top-right corner, and choose **"Sign out"**.

Google Chat: Basics

1. **Access Google Chat**:
   - You can access Google Chat via chat.google.com, by clicking the Chat button in Gmail, or through the **Google Chat** app on mobile devices.
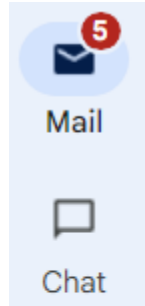
2. **Starting a Conversation**:
   - Click **"New Chat"** (the plus icon) in the left panel.
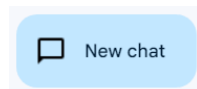
   - Enter the name or email of the person you want to chat with and select **"Start Chat"**.

   - Type your message and press **Enter** to send.
3. **Group Chat**:

○ To start a group conversation, click **"New Chat"** then add multiple people to the chat.

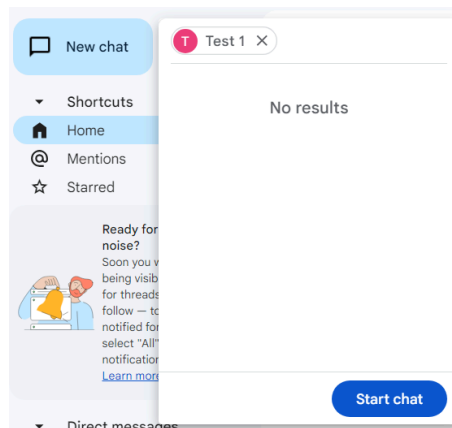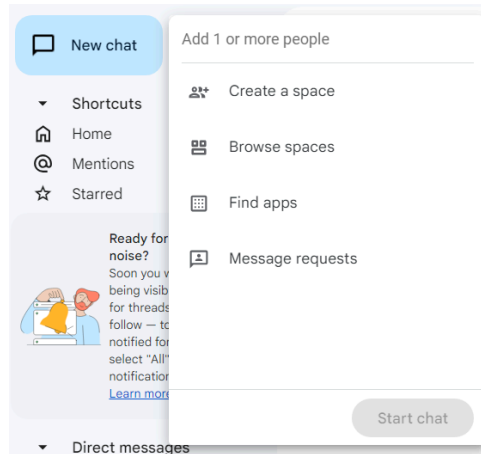4. **Spaces**:
   ○ **Spaces** should be used for larger Group Chat and ongoing Group Chat as they offer more collaboration features for team or project-based conversations.
   ○ Click **"New Chat" > "Create a Space"** to start a space, invite people, and chat together. You can also organize conversations using **threads**.

5. **Sending Files and Attachments**:
   ○ Click the **upload icon** in the chat box to attach files from your device
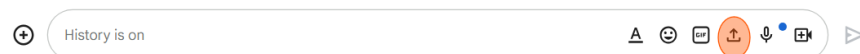
   ○ Click the **plus icon** in the chat box to attach files from Google Drive.

6. **Search**:
   - Use the **search bar** at the top to find specific messages, files, or conversations.

   > 🔍 Search chat
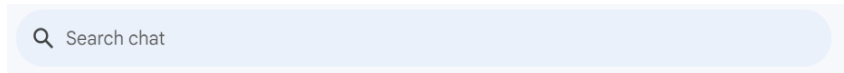
   - Click the search icon in a message to search only the contents of that chat.

   > ← 🅣 Test 1 ⌄   🎥 🔍 ▣

7. **Reactions & Emojis**:
   - Hover over a message and click the **emoji icon** to react with an emoji.

   > ⊕ (History is on)   A 🙂 GIF ⬆ 🎤• 🎥 ▷

8. **Video & Voice Calls**:
   - Click the **video camera icon** to start a Google Meet video call from within a chat.

   > ⊕ (History is on)   A 🙂 GIF ⬆ 🎤• 🎥 ▷

9. **Leave a Space or Conversation**:
   - To leave a space, click the **three dots** next to the space name, and select **"Leave"**.

Google Calendar: Basics

1. **Access Google Calendar**:
   - Go to calendar.google.com or open the **Google Calendar** app on mobile devices.
2. **Creating an Event**:
   - Click the **"+ Create"** button in the top-left corner or click directly on the desired date in the calendar.
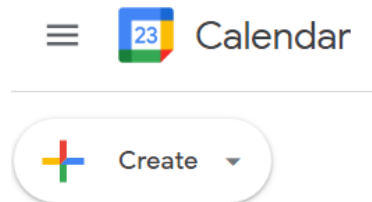
   - Enter the event **title**, set the **time**, and add **location** and **description** if needed.
   - Click **"Save"** to create the event.

3. **Inviting Guests**:
   - When creating an event, click on **"Add guests"** and type the emails of people you want to invite. This will also automatically add a Google Meet link to the message to set up the event for a video meeting. If this is an in-person meeting

you can remove the Google Meet by clicking the X next to the Google Meet.
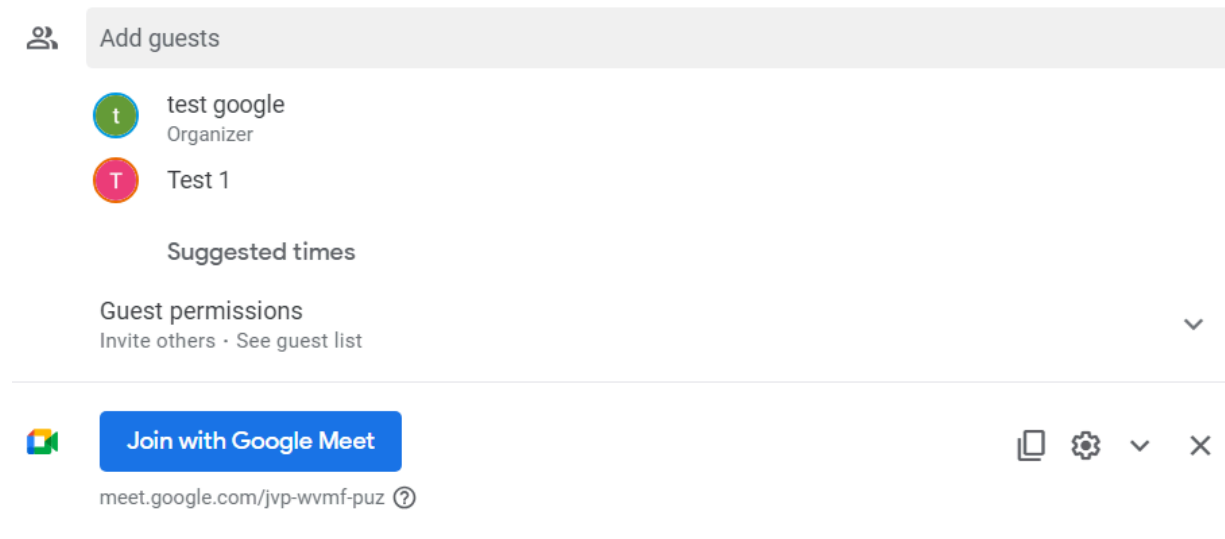
- ○ Once added, they will receive an email invitation.
4. **Viewing Different Calendar Layouts**:
    - ○ Use the buttons in the top-right corner to switch between **Day**, **Week**, **Month**, **Year**, or **Schedule** view to see events in different formats.
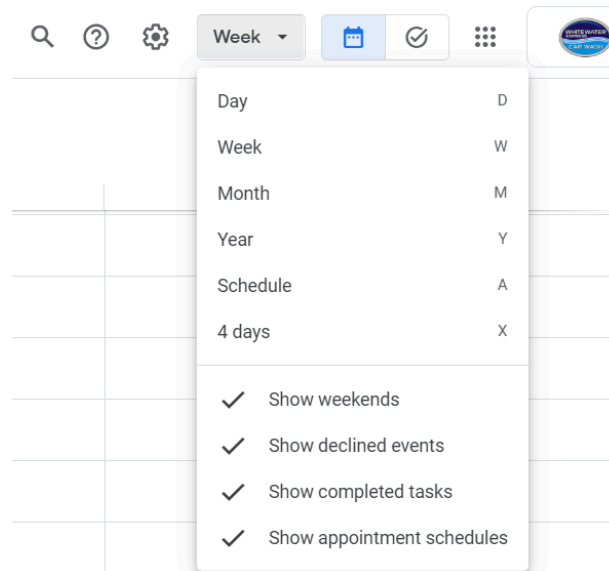
5. **Editing or Deleting Events**:
    - ○ Click on an event to open its details, then click the **pencil icon** to edit or the **trash icon** to delete.

    - ○
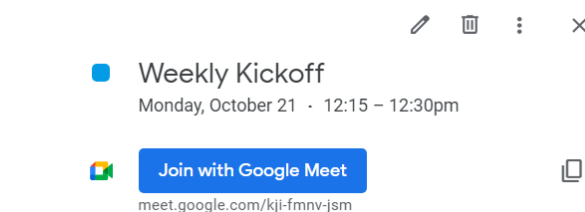
6. **Setting Reminders**:
    ○ When creating or editing an event, click on **"Add notification"** to set reminders (via email or pop-up) to alert you before the event.
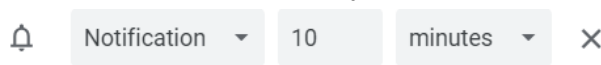
7. **Recurring Events**:
    ○ In the event creation window, click on **"Does not repeat"** and choose a recurring schedule (e.g., daily, weekly, monthly).
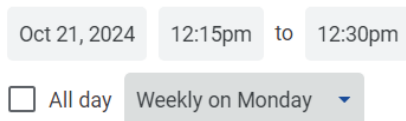
8. **Sharing Your Calendar**:
    ○ On the left sidebar, hover over your calendar, click the **three dots**, and select **"Settings and sharing"**.
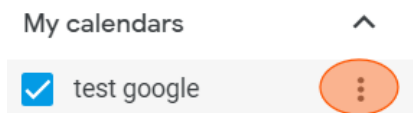
    ○ Under **"Share with specific people"**, add the email addresses of those you want to share your calendar with and set their permissions.
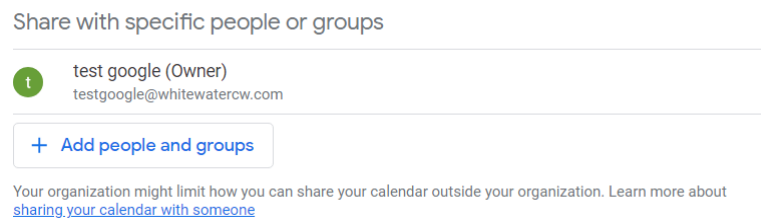
9. **Creating Multiple Calendars**:
    ○ You can create different calendars for work, personal, or specific projects by clicking the **"+"** next to **"Other calendars"** in the left sidebar and selecting **"Create new calendar."**
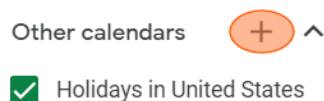
10. **Syncing Across Devices**:
    ○ Google Calendar syncs automatically with your Google account, ensuring all your events are available across your devices.

Google Meet: Basics

Reference the Virtual Etiquette Rules when attending virtual meetings:

1. **Starting a Meeting**:
   - Go to meet.google.com or click the Meet icon in Gmail and click **"New Meeting"**.
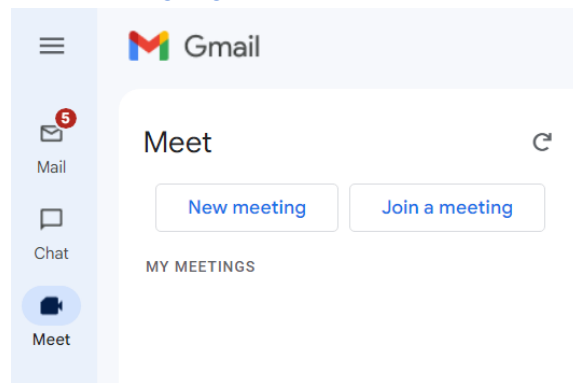
   - Choose from:
     - **Send Invite**: Generate a meeting link you can share.
     - **Join Now:** Join a meeting using a meeting code.
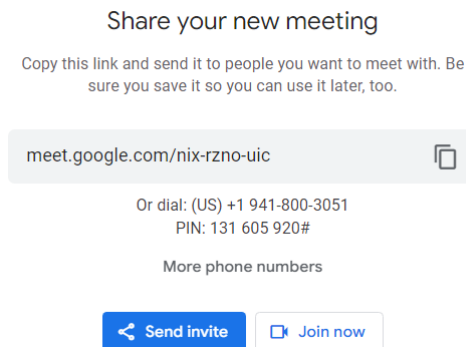
2. **Joining a Meeting**:
   - Click the meeting link provided by the organizer, or enter the **meeting code** at meet.google.com and click **"Join"**. You will typically find the meeting link in the calendar invite for the meeting.
3. **Audio & Video Settings**:

- ○ Before joining, use the **microphone** and **camera** icons to enable or disable your audio and video.
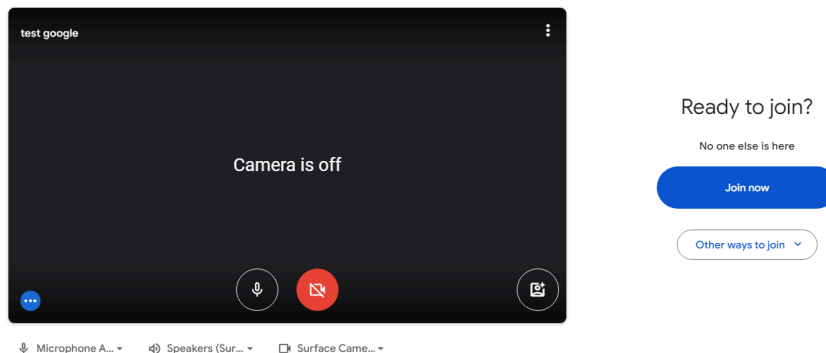
- ○ Click **"Join now"** when you're ready.

4. **Inviting Others**:
    - ○ Once in the meeting, click the **"Add others"** button in the bottom toolbar to invite participants via email or share the meeting link.
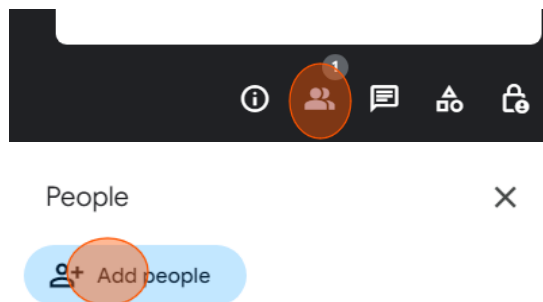
5. **In-Meeting Controls**:
    - ○ **Microphone & Camera**: Click the **mic** or **camera** icons to mute/unmute yourself or turn on/off your camera.
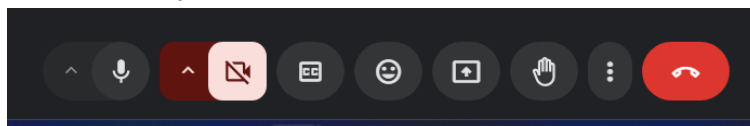
    - ○ **Chat**: Click the **chat icon** (speech bubble) to send messages to all participants.
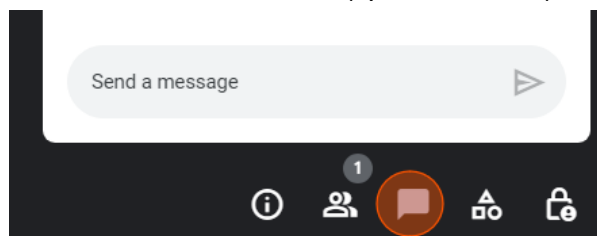
    - ○ **Screen Sharing**: Click the **present now** icon (box with an arrow) to share your entire screen or a specific window.
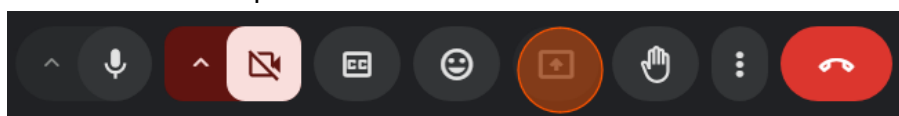
○ **Participants**: Click the **people icon** to see who's in the meeting.
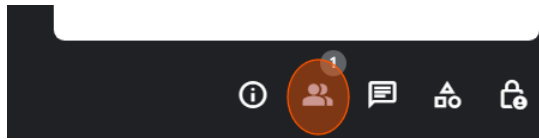
6. **Changing Layout**:
   ○ Click the **three dots** (more options) in the bottom right, then select **"Change layout"** to adjust how participants appear on your screen (e.g., tiled, spotlight).
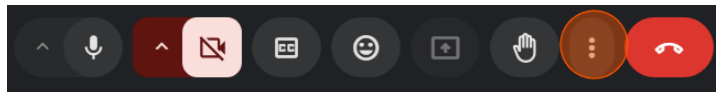
7. **Leaving a Meeting**:
   ○ Click the **red phone icon** at the bottom to leave the meeting.
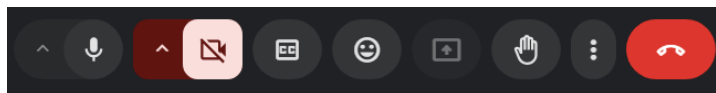
8. **Recording a Meeting** (Meeting Host Only):
   ○ Click the **three dots** (more options) and select **"Record meeting"**. Recordings are saved to Google Drive.

Google Drive: Basics

Google Drive is a cloud-based storage service that allows users to store, access, and share files online. With Google Workspace we have unlimited storage space in Google Drive. A copy of all company files must be saved to Google Drive to protect them in the event of a system crash, failure to do so will result in data loss. Sharing confidential company files externally without the approval of your supervisor or document owner is prohibited.

1. **Access Google Drive**:
    - Go to drive.google.com or open the **Google Drive** app on your mobile device.
2. **Uploading Files**:
    - Click the **"+ New"** button on the left and choose **"File upload"** or **"Folder upload"** to add files from your computer.
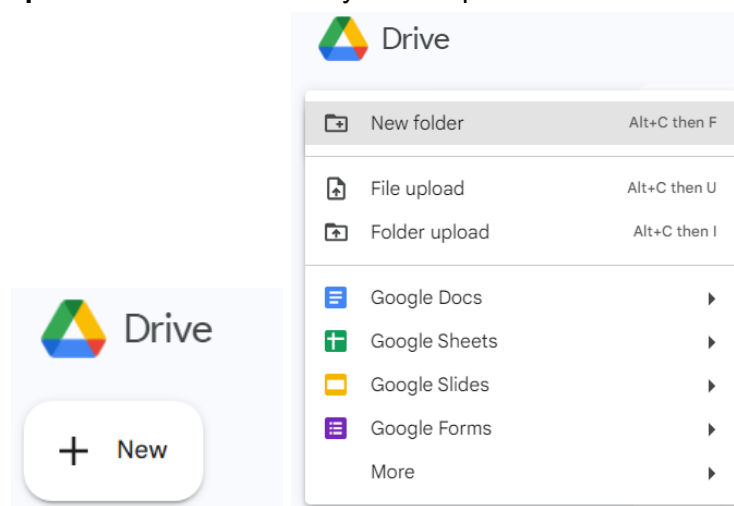
    - Alternatively, drag and drop files directly into Google Drive.
3. **Creating New Files**:
    - Click **"+ New"** and choose to create a new **Google Doc**, **Google Sheet**, **Google Slide**, or other Google file types.
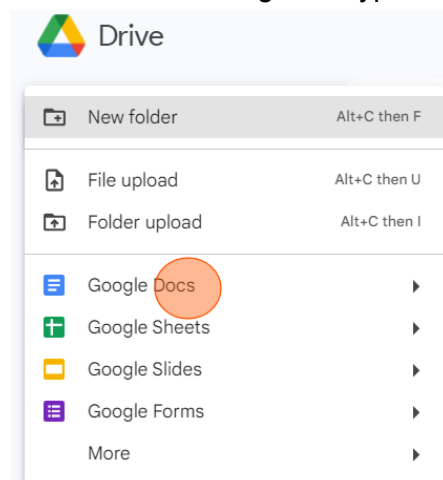
4. **Organizing Files**:
    - Create folders to organize your files by clicking **"+ New"** and selecting **"Folder"**.

○ Drag and drop files into folders for easy organization.
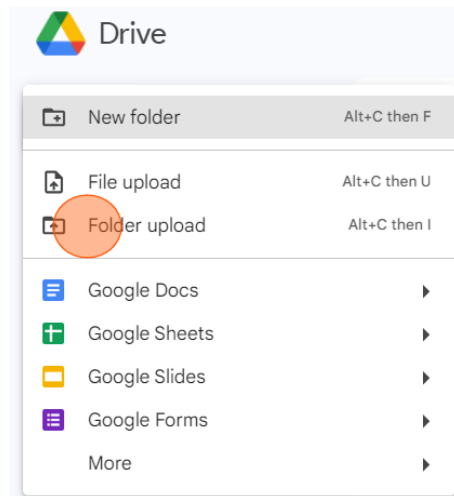
5. **Sharing Files and Folders**:
   ○ Right-click on a file or folder, then select **"Share"**.
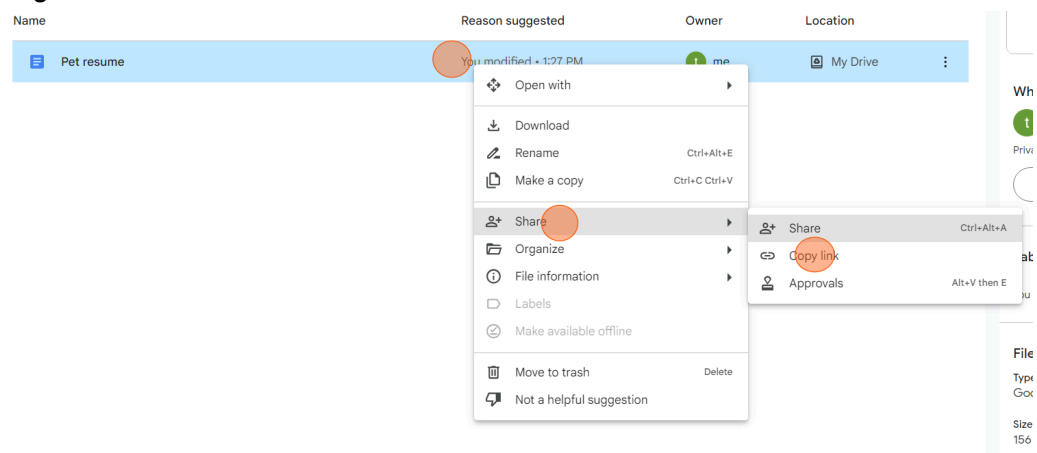
○ Enter the email addresses of people you want to share with, and set their permissions (Viewer, Commenter, or Editor).
○ Click **"Send"** to share the file or folder.

6. **Managing Permissions**:
   ○ When sharing a file or folder, you can control permissions by clicking the **"Share"** button and adjusting whether people can **View**, **Comment**, or **Edit** the file.

   Share "Pet resume"   ⑦ ⚙

   ┌───┐
   │ Add people, groups, and calendar events   │
   └───┘

   People with access   ✉

   (t) test google (you)   Owner
        testgoogle@whitewatercw.com

   (T) Test 1   Editor ▾
        test1@whitewatercw.com

   General access

   (🔒) Restricted ▾
        Only people with access can open with the link

   (⊂⊃ Copy link)   (**Done**)
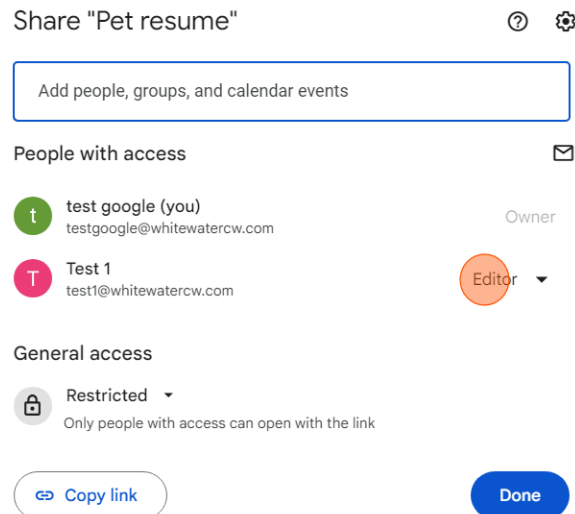
7. **Searching for Files**:
   ○ Use the search bar at the top to find specific files by name, file type, or owner.

   Welcome to Drive

   ┌───┐
   │ Q   Search in Drive   │
   └───┘

8. **Syncing Files**:
   ○ Install **Google Drive for Desktop** to sync files between your computer and Google Drive automatically. Download the Google Drive for desktop application by clicking the Download button in the bottom left corner or from https://support.google.com

   Get Drive for desktop   ✕

   (Download)
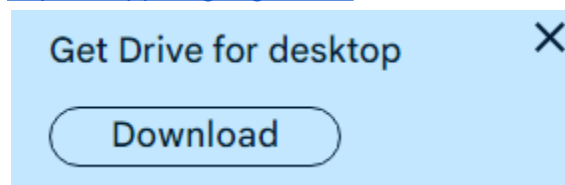
9. **Offline Access**:
   ○ To use files offline, right-click a file and select **"Available offline"**. You can then access it without an internet connection.

FAQ

Gmail Signature

Q: How do I set up my WhiteWater email signature?

A: By Default when using Gmail on your desktop computer Gmail uses your Google account information to create your company signature. This allows everyone to have the same uniformed signature when sending emails.

Example:

For mobile devices you will need to manually create your signature on the device using the following steps:

For Android:

1. **Open the Gmail app**: Tap on the Gmail icon to launch the app.
2. **Go to Settings**: Tap the hamburger menu (three horizontal lines) in the top-left corner, then scroll down and select **Settings**.
3. **Select Your Email Account**: Choose the email account for which you want to add a signature.
4. **Tap on "Mobile Signature"**: Scroll down and select **Mobile Signature** under the "General" section.
5. **Enter Your Signature**: Type in the text you want as your email signature. You can't format the text or add images, but you can create a simple text-based signature.
6. **Save Changes**: Tap **OK** or **Save** when done.

For iOS (iPhone and iPad):

1. **Open the Gmail app**: Tap the Gmail icon to open the app.
2. **Access Settings**: Tap the menu icon (three horizontal lines) in the top-left corner, scroll down, and tap **Settings**.
3. **Choose Your Account**: Tap on the email account where you want to add a signature.
4. **Enable "Signature Settings"**: Tap on **Signature Settings**, toggle **Mobile Signature** to the "On" position, and then tap on the field below to enter your signature.
5. **Type Your Signature**: Enter the text you'd like for your email signature, keeping it simple as images and formatting aren't supported here.

6. **Save**: Your signature is now saved and will automatically appear in outgoing emails from your mobile device.

Here is a template to use when setting up your email signature on your mobile device:
John Doe
Store Manager
WhiteWater Express Car Wash
www.whitewatercw.com
jdoe@whitewatercw.com

How to Set Up a Filter in Gmail to Organize Emails with Labels

1. **Open Gmail**:
   - Go to gmail.com and sign in to your account.
2. **Create a Filter**:
   - In the search bar at the top, click the **down arrow** (next to the search button).
   - In the dropdown, enter the criteria for the emails you want to filter (e.g., **From** a specific sender, **Subject** contains certain words, etc.).
3. **Create Filter with Label**:
   - After entering the filter criteria, click **"Create filter"** at the bottom.
   - In the next screen, check the box next to **"Apply the label"**.
   - Select an existing label from the dropdown or click **"Create new label"** to make a new one.
4. **Optional Actions**:
   - You can also check additional actions like **"Skip the Inbox (Archive it)"** or **"Mark as read"** if you want to keep the filtered emails organized without appearing in your inbox.
5. **Create the Filter**:
   - Once you've chosen your label and actions, click **"Create filter"** to finish.

How to Add a Calendar to Google Calendar

Use the following steps to add shared calendars to your calendar such as the GM Schedule, Maintenance or other shared calendars.

1. **Open Google Calendar**:
   - Go to calendar.google.com and sign in to your account.
2. **Add a Calendar**:
   - On the left side, find the **"Other calendars"** section.
   - Click the **"+"** next to **"Other calendars"**.
3. **Choose a Method**:
   - Select how you want to add a calendar:
     - **Subscribe to a calendar**: Enter the email address of someone else's calendar that you want to view.
     - **Create new calendar**: Create a completely new calendar for personal or project use.
     - **Browse calendars of interest**: Subscribe to public calendars like holidays or sports events.
     - **Import calendar**: Upload an existing calendar file (e.g., .ics) to add events to your calendar.
4. **Follow Instructions**:
   - If subscribing or importing, follow the prompts to complete the process.
   - For new calendars, fill in the details (name, description, etc.) and click **"Create Calendar"**.
5. **Viewing the Calendar**:
   - Once added, you can toggle the visibility of the calendar by clicking its name under the **"Other calendars"** section on the left.

Mobile Devices

Gmail: Basics for iPhone & Android

1. **Download and Install Gmail App**:
   - Go to the **App Store** (iPhone) or **Google Play Store** (Android).

   - Search for **Gmail** and download the app.
   - Open the app and sign in with your Google account.
2. **Compose a New Email**:
   - Tap the **"+"** (floating compose button) at the bottom right.
   - In the **"To"** field, enter the recipient's email.
   - Add a **subject** and type your message in the body.
   - Tap the **paper airplane icon** to send.
3. **Reading Emails**:
   - Tap any email in your inbox to open and read it.
   - Use the **reply arrow** at the bottom to respond.
4. **Organize Emails**:
   - **Swipe left or right** on an email to archive or delete it (swipe actions can be customized in settings).
   - To **label** an email, open it, tap the **three dots** (more options) in the top-right, and select **"Move to"** or **"Label"**.
   - Tap the **star icon** to mark important emails.
5. **Search**:
   - Use the **search bar** at the top of the app to find specific emails by sender, subject, or keyword.
6. **Attachments**:
   - To send an attachment, tap the **paperclip icon** while composing an email, and choose a file from your phone.
   - To download or view an attachment, tap on the attachment inside the email.
7. **Notifications**:
   - Gmail will send push notifications for new emails. You can adjust notifications by going to **Settings** (from the menu), then **Notifications**, and choosing your preferred settings (All, High priority, None).
8. **Switch Between Accounts**:
   - Tap your profile picture at the top right to switch between multiple Gmail accounts if you have more than one.

Google Chat: Basics for iPhone & Android

1. **Download and Install Google Chat App**:
   - Go to the **App Store** (iPhone) or **Google Play Store** (Android).
   - Search for **Google Chat** and download the app.
   - Open the app and sign in with your Google account.
2. **Starting a New Chat**:
   - Tap the **"+"** (New Chat) button in the bottom-right corner.
   - Type the name or email of the person you want to chat with, then select them.
   - Type your message and tap the **send icon** (paper airplane) to send it.
3. **Group Chats**:
   - To start a group conversation, tap the **"+"** icon, then choose **"Create a group"**.
   - Add multiple participants by selecting their names or entering their emails.
4. **Using Spaces (Rooms)**:
   - Tap the **"Spaces"** tab at the bottom to join or create a space for team or project discussions.
   - You can message within threads to keep conversations organized.
5. **Sending Files and Attachments**:
   - Tap the **paperclip icon** in the message box to attach files or photos from your phone or Google Drive.
6. **Notifications**:
   - To customize notifications, tap the **three lines (menu)** icon in the top-left, go to **"Settings"**, and select **"Notifications"** to choose your preferences.
7. **Search**:
   - Use the **search icon** at the top to find specific messages, people, or files across your chats and spaces.
8. **Reactions and Emojis**:
   - Tap and hold on a message to add a reaction or choose the **emoji icon** in the message bar to insert emojis.

Google Calendar Basics: for iPhone & Android

1. **Download and Install Google Calendar App**:
   - Go to the **App Store** (iPhone) or **Google Play Store** (Android).
   - Search for **Google Calendar** and download the app.
   - Open the app and sign in with your Google account.
2. **Viewing Your Calendar**:
   - Open the app to view your calendar. You can switch between different views (Day, 3-Day, Week, Month) by tapping the **menu icon** (three horizontal lines) in the top-left.
3. **Creating a New Event**:
   - Tap the **"+"** (Create) button at the bottom-right corner.
   - Select **"Event"** and fill in details like title, time, location, and description.
   - Tap **"Save"** to add it to your calendar.
4. **Setting Reminders**:
   - Tap the **"+"** button and choose **"Reminder"** to set up a reminder. These can be for tasks or important deadlines.
5. **Inviting Guests**:
   - When creating or editing an event, tap **"Add guests"** and enter email addresses to invite people to your event.
6. **Editing or Deleting Events**:
   - Tap on an event in your calendar to view details. Use the **pencil icon** to edit or tap the **three dots** to delete it.
7. **Notifications**:
   - Google Calendar will notify you before an event. You can customize notification times by going to the **Settings** menu and adjusting **"Event notifications"**.
8. **Syncing Across Devices**:
   - Any changes you make will automatically sync with your Google account, so your events are available on all devices.

Google Meet: Basics for iPhone & Android

1. **Download and Install Google Meet App**:
   - Go to the **App Store** (iPhone) or **Google Play Store** (Android).
   - Search for **Google Meet** and download the app.
   - Open the app and sign in with your Google account.
2. **Starting a Meeting**:
   - Open the app and tap **"New meeting"**.
   - You can either **Start an instant meeting** or **Get a meeting link** to share with others.
3. **Joining a Meeting**:
   - Tap **"Enter a code or link"** and input the meeting code/link provided by the organizer.
   - Or, simply tap the meeting link in an email or calendar invite to join directly.
4. **Audio & Video Settings**:
   - Before joining, you can mute/unmute your **microphone** and turn your **camera** on/off using the icons at the bottom.
   - Tap **"Join"** to enter the meeting.
5. **Invite Others**:
   - During the meeting, tap the **three dots** (more options), then select **"Share invite"** to send the meeting link via email or messaging apps.
6. **In-Meeting Controls**:
   - **Mute/Unmute** your microphone and turn your camera on/off using the bottom toolbar.
   - Tap the **chat icon** (speech bubble) to message participants during the meeting.
   - Tap the **"Present"** button to share your screen with others.
7. **Leave a Meeting**:
   - Tap the **red phone icon** at the bottom to leave the meeting.
8. **Scheduling a Meeting**:
   - You can schedule a meeting through the **Google Calendar** app. Once the event is created, a Google Meet link will automatically be added.

Google Drive: Basics for iPhone & Android

1. **Download and Install Google Drive App**:
   - Go to the **App Store** (iPhone) or **Google Play Store** (Android).
   - Search for **Google Drive** and download the app.
   - Open the app and sign in with your Google account.
2. **Uploading Files**:
   - Tap the **"+"** (plus) button in the bottom-right corner.
   - Select **"Upload"** and choose files from your device to upload (e.g., photos, videos, documents).
3. **Creating New Files**:
   - Tap the **"+"** button and select **"Google Docs"**, **"Google Sheets"**, or **"Google Slides"** to create a new document, spreadsheet, or presentation directly in Drive.
4. **Organizing Files**:
   - To create a folder, tap the **"+"** button and select **"Folder"**.
   - You can drag files into folders or tap **"More"** (three dots next to the file) and choose **"Move"** to organize them.
5. **Sharing Files and Folders**:
   - Tap **"More"** (three dots) next to a file or folder and select **"Share"**.
   - Enter the email addresses of the people you want to share with and adjust their permissions (Viewer, Commenter, Editor).
6. **Accessing Files Offline**:
   - To use files offline, tap **"More"** (three dots) next to a file and toggle **"Available offline"**. This will allow you to access it without an internet connection.
7. **Searching for Files**:
   - Use the **search bar** at the top of the app to quickly find files by name, type, or content.
8. **Syncing Across Devices**:
   - Any changes or uploads you make will automatically sync with your Google account, so your files are available across all devices.