



Training for Google Apps

Google recently released **Training for Google Apps** which is a great resource for getting quick answers to questions you may have regarding Google Apps for Education. Here is a screen shot that will help to explain the resources you can find here:

Training for Google Apps

Dashboard
Videos
Support
Settings

Videos **Training Categories**

Gmail Calendar Drive Docs Sheets Slides Forms Sites Classroom Office

Change Formatting of Email Text

Language: English

Search View All

- ▶ Change Formatting of Email Text 0:36
- ▶ Insert Attachments to Email 0:18
- ▶ Accessing and Discarding Draft Email 1:12
- ▶ Send Email 0:15
- ▶ Resizing the Compose Window in Gmail 1:31
- ▶ Enable Undo Send 1:01
- ▶ Using Undo Send 0:45 NEW

Working with the Inbox and Email

- ▶ Introduction to the Inbox Interface 1:27
- ▶ Inbox Tabs and Category Labels 1:52
- ▶ Read Email 0:17
- ▶ Reply to Email 0:31
- ▶ Reply to a Single Message in a Conversation 0:40

© Google Support Terms Privacy Logout

Short Training Videos

After clicking on the **Videos** link on the left side of the screen, you see a screen that looks like the one above. At the top, you will see 10 icons representing the 10 training categories that you can choose from. The training videos on the right side of the screen will change based on the category selected at the top. Scroll down the list of training videos to find one that interests you and simply click to play.

How to Access Training for Google Apps

1. Log into your email account using your mansfieldschools.com account
2. Click on the “waffle” icon (9 squares that look like a waffle) in the top right corner of your screen
3. Scroll down to the bottom and choose Training for Google Apps
4. A new window will appear and Training for Google Apps will load
5. Click on the Videos link and explore!