Google apps

Getting Started with Google Apps

Mail and Calendar

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Testing and selection	Personal planning	Managing international human resources

However through the human resources management develop the skills of staff efficient and effective way to get work done reduce your cost factor and maintain virtual team Google apps benefit to your organization such as.

- Not required all the mangers come to office
- Not large space to maintain office
- Reduce full cost every month
- Top level Managers and CEO can observe all team work

Welcome to Google Apps

Now that you have a new Google Apps account, you're ready to take advantage of all the benefits of Google Apps Mail, Calendar, and Docs. We think you'll find that these services will make communicating and collaborating with your coworkers easier and more efficient.

As a hosted service, Google Apps is different from [Microsoft Outlook/Lotus Notes] in significant ways. Although Google Apps has many of the same features that [Outlook/Notes] does, most of them work differently, so you'll need to spend some time getting acquainted with them. In addition, Google Apps has many helpful features that aren't available in [Outlook/Notes], and you'll want to learn how to use them as well. On the other hand, some of the features you're used to in [Outlook/Notes] aren't yet available in Google Apps; these differences will require some adjustment.

We know that this type of change can be difficult, especially when you're busy and need to get your work done. That's why the International Internet Marketing IT Team is committed to helping you make a smooth transition to Google Apps. We're available to help if you encounter any issues with your migrated data, have difficultly with the services, or just need answers to your questions.

How to Use This Guide

To get started with your new **email** and **calendar** services, follow the instructions in this guide to complete the following tasks:

> **Step 1:** Access your new email and calendar services.
> **Step 2:** Set up your email (including personal contacts).
> **Step 3:** Set up your calendar.

After you finish the setup tasks, browse the rest of this guide to learn more about using your new email and calendar services.

How to Get Help

If you have a question about Google Apps or your account that you can't find in this guide, or you encounter an issue, contact:

kariyawasamv@gmail.com

Benefits of Google Apps

Power and Convenience

- **A full 25 GB of storage for your email**, which is [xx] *times* the storage you had in [Outlook/ Notes]. Now, you no longer need to store messages in offline (PST) files on your computer.
- **Innovative features** to help you work more efficiently, including email labels, email conversations, and Google-powered search.

Easy Access

- **Log in from any computer, anywhere** to get email, check your calendar, or collaborate on a document. If you're remote or on your home computer, you can still access Google Apps in your web browser.
- **Never lose data**, even if your computer crashes or is lost or damaged. All your work is hosted and safely backed up on Google's secure servers instead of on your computer.

Better Collaboration

- **Coordinate meetings and company events** by sharing calendars that anyone (or just a select few) can view alongside their own agenda.
- **Share documents, spreadsheets, and presentations** that multiple team members can view and edit all at the same time.
- **Send and receive instant chat messages** right in your Mail window.
- **Build team web sites** to quickly publish all sorts of shared information, such as documents, spreadsheets, presentations, files, videos, and gadgets
- **Share videos** with your team or throughout the company to get your message across in style

About Your Migrated Data

Data We Migrated

The following [Outlook/Notes] data was migrated to Google Apps for you:

- All of the email in your **Inbox** (including subfolders) and **Sent Items**
- All of your calendar events
- All of your personal contacts

Data Not Migrated

The following [Outlook/Notes] data was *not* migrated to Google Apps. In most cases, however, you can set up or restore the data in Google Apps.
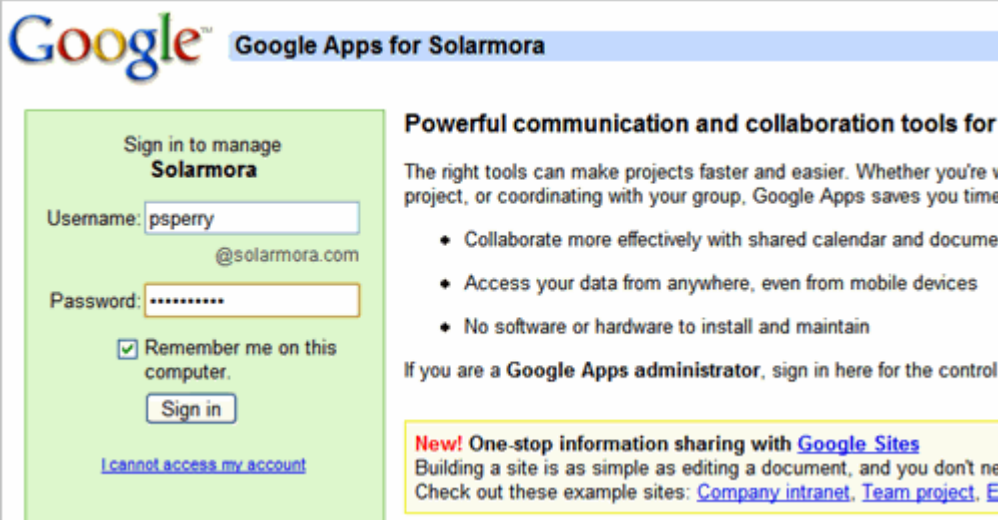
Data	Able to restore in Google Apps?
Calender events	Yes. You can send out new invitations for events you host, and request invitations from events you are attending.
Your personal contacts	Yes. You can use a Google tool to migrate your contacts.
Rules you set up for email	Yes. You can use email filters.
Your email signature	Yes. However, note that: • Your signature can be plain text only. • You can't add a corporate logo to your signature. • You can set up only one signature.
Your PST files on your desktop (email stored under Personal Folders)	Yes. You can use a Google tool to upload PST files and store them in your online email archive.<<include for Outlook only>>
Your email Archive on your desktop (NSF files)	No. <<include for Lotus Notes only>>
Messages in your Drafts and Outbox folders	Google Mail includes a Drafts folder, but not an Outbox. You can copy and paste the text of your messages in your Draft and Outbox folders to new messages in Google Mail.
[Your Outlook Tasks/ Notes To Do List]	Not yet, but a similar feature is coming soon.
Message flags (such as Important and Follow-up)	Yes, for messages in your Inbox, you can use email labels and "stars." However, you can't send a flag with a message so that recipients see it.
Public (shared) folders	No.

Shared mailboxes	No, but we can set up an account that can be shared. <<remove or reword if shared accounts will not be provided>>
Attachments in calendar events	Yes. You can add links to documents on the intranet or to any of your Google documents. Alternatively, you can send attachments in a separate email message to invitees. <<include only if calendar events were migrated>>

Step 1: Access Google Apps

Log In to Google Apps Mail

1. Do either of the following:
   - Double-click the [name of shortcut] shortcut on your desktop:

   - Go to `https://[Add your URL here]`

2. On the "Welcome" page, enter your existing International Internet Marketing user name and password, and then click**Sign In**.

The Google Apps account setup page appears.

<<screenshot showing password fields>>

Welcome to Solarmora

Setup your account for Solarmora

Your Solarmora account will give you access to the hosted services enabled for your domain.

Name: Mary Dorma

Login name: mdorma@solarmora.com

Choose a password: [ ] Minimum of 6 characters in length. Password strength: _____

Re-enter password: [ ]

Language: English (US)

Type the characters you see in the picture below.

[ ] & Letters are not case-sensitive

Create my account. Cancel

<<screenshot without password fields>>

Welcome to Solarmora

Setup your account for Solarmora

Your Solarmora account will give you access to the hosted services enabled for your domain.

Name: Paul Sperry

Login name: psperry@solarmora.com

Language: English (US)

Type the characters you see in the picture below.

[ ] & Letters are not case-sensitive

Create my account. Cancel

3. In the **Choose a password** and **Re-enter password** fields, enter a new password that you want to use for Google Apps. <<remove if not using generated passwords>>
4. Optionally, in the **Language** drop-down list, select another language in which to display your Google Apps interfaces.
5. Type the characters that appear on the page.
6. Read the "Google Terms of Service," and then click **I accept. Create my account**. <<if TOS is required>>
7. Click **Create my account**. <<if TOS is required>>
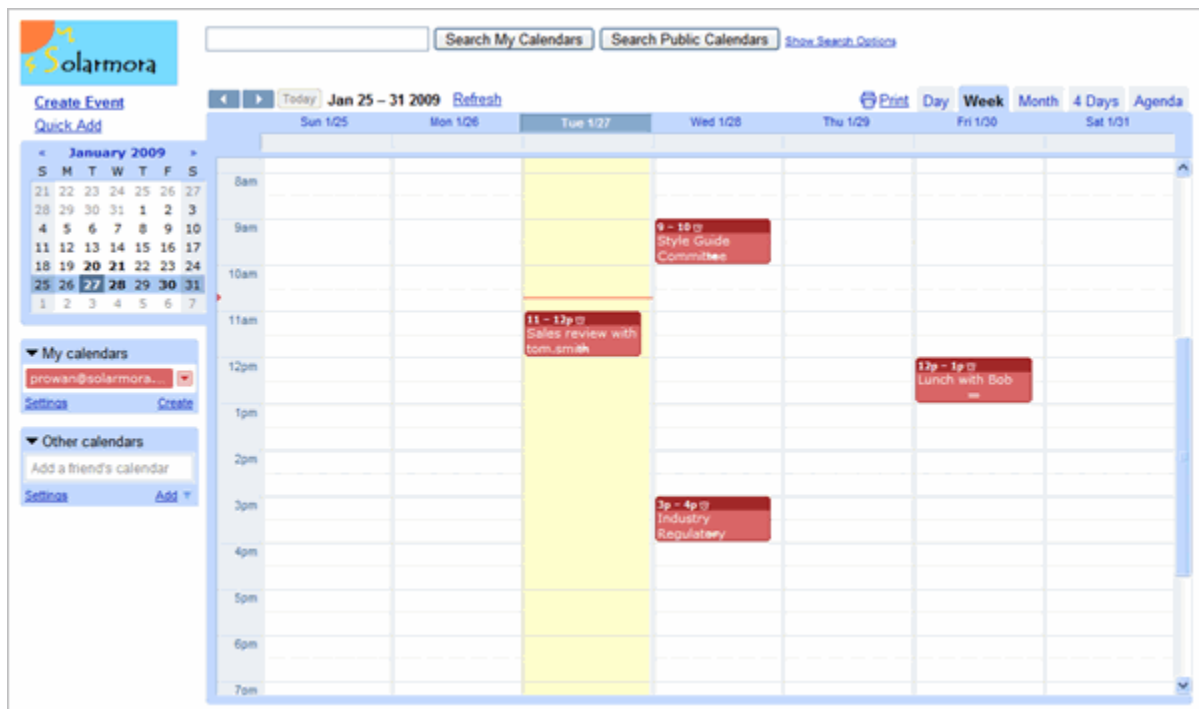8. In your list of services, select **Email**.
   Your Inbox appears. For example:
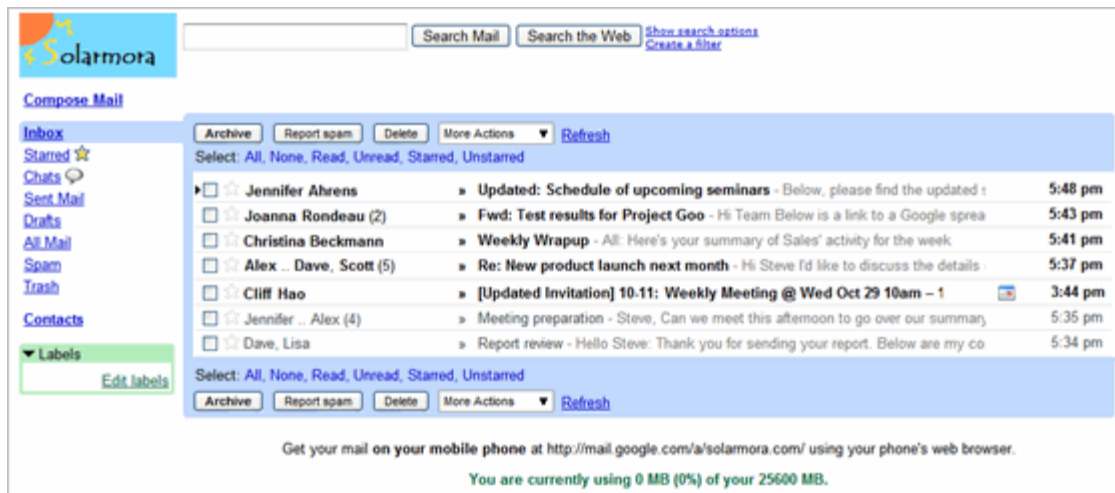
Access Your Calendar

To access your calender, click the **Calendar** link at the top of your Mail window:
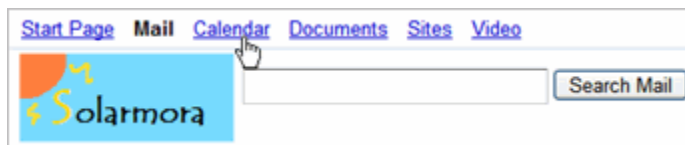
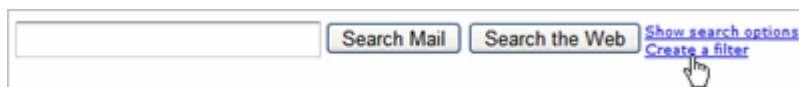Your calendar appears. For example:

Step 2: Set Up Your Email

To complete the switch from Outlook Mail to Google Mail, you might need to set up email filters, create an email signature, and import your personal contacts.
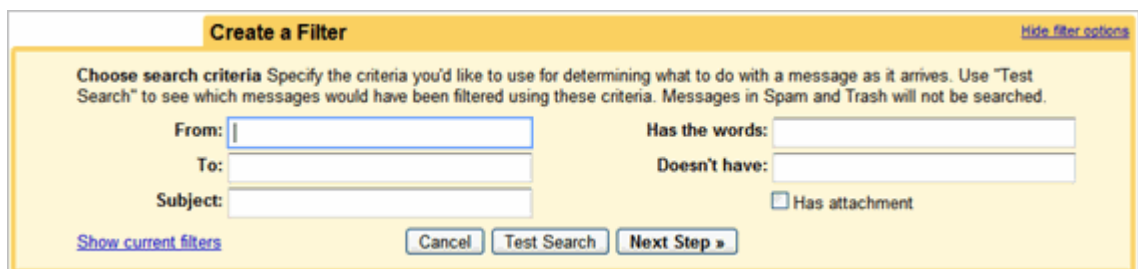
Set Up Email Filters

Email Rules in [Microsoft Outlook/Lotus Notes] are not migrated to Google Apps. However, in Google Apps, you can set up "filters" instead, which provide similar functionality.

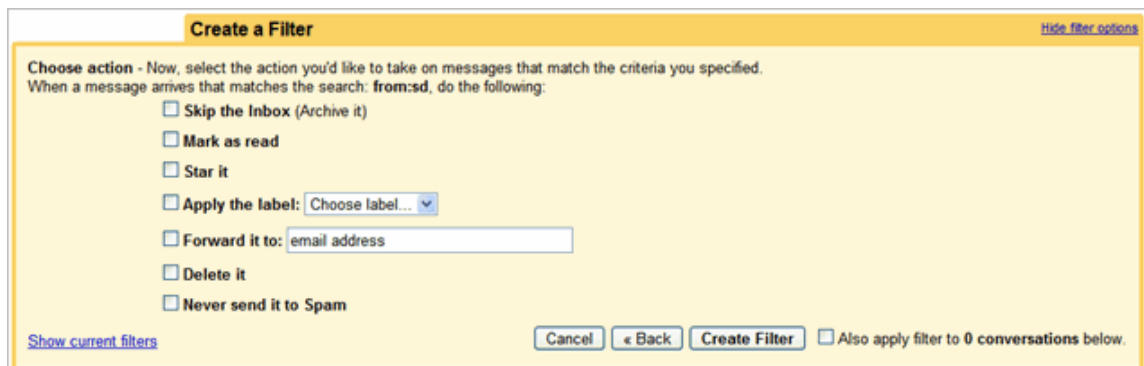1. Click **Create a filter** at the top of your Mail window:

2. Enter your filter criteria in the fields:

3. Optionally, click **Test Search** to see which messages currently in Google Mail match your filter terms. You can update your criteria and run another test search.
4. Click **Next Step**.
5. Select one or more actions to apply to messages that match this filter's criteria:

> **Note:** These actions are applied in the order in which the actions are listed. For example, you could choose to **Forward matching messages** to a specific email address, then **Delete the messages**.

6. Click **Create Filter**.

For more information about email filters, see the [Google Apps Help Center](#).

Create an Email Signature

You'll need to create a new email signature in Google Apps.

1. Access Google Mail.
2. In the upper-right corner of the Mail window, click **Settings**.
3. On the **General** page, in the **Signature** section, create your signature.
4. Click **Save** at the bottom of the page.

Note:
- Your signature can be plain text only.
- You can't add a corporate logo to your signature.
- You can set up only one signature.

Upload Your Outlook PST Files and Personal Contacts <<Outlook only - Uploader method>>

<<Users must have admin rights on computer to install Uploader tool>>

If you've saved email in Outlook PST files, you can upload them to Google Apps Email, using the Google Email Uploader utility. You can also upload all of your personal contacts in Outlook, using the same utility.

The Google Email Uploader gives you the option of converting folders in your PST files to labels. Labels provide the same function as folders but with more flexibility. Each of your original folder names becomes a label, with the next level folder separated by a slash, as in "Projects/Resin 5XB." For example:
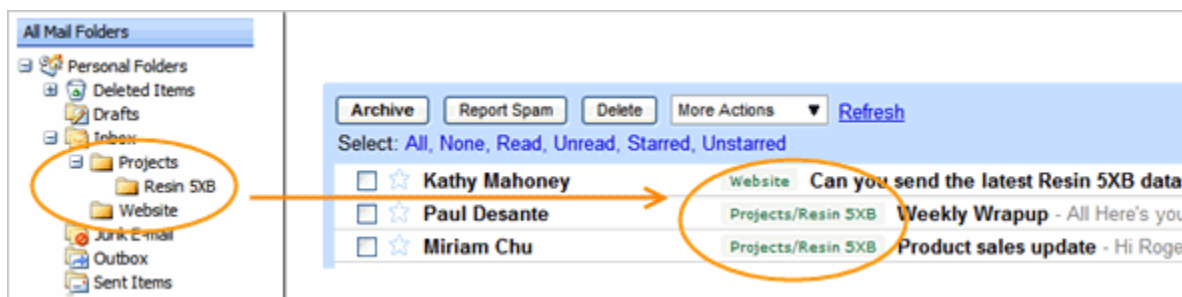
Important:

- Uploading your email messages can take significant time. Expect the process to take about 1 hour for every 1,000 messages you import. Therefore, we **strongly suggest** that you import only those messages you really need to access in Google Apps.
- If your combined PST files have more than 200 folders (top-level folders and subfolders), we **strongly suggest** that you do not convert them to labels.
- If you used long folder names in Outlook, the corresponding label in Google Apps Email might be truncated.

- For your migrated messages, we recommend that you rename the labels with the name of the original top-level folder or a subfolder. Usually, one label is enough to effectively categorize your messages.
- You can easily rename, remove, or add labels on your migrated messages. [Learn more about using labels](#)
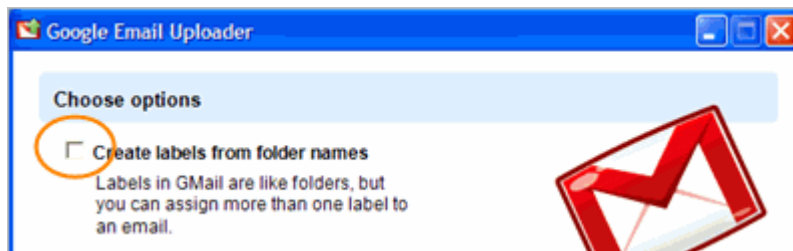
To install the Google Email Uploader:

1. Go to the following URL and click **Download Google Email Uploader**: http://mail.google.com/mail/help/email_uploader.html
2. Save the installer to your computer.
3. Double-click the installer to install the utility on your computer.

To upload your PST files and personal contacts:

1. Ensure that all of the PST files you want to upload to Google Apps Email are in your Outlook.
   If you've saved any PST files outside of Outlook, open Outlook,
   click **File** > **Open** > **Outlook Data File**, and add your PST files to Outlook.
2. Close Microsoft Outlook.
3. Double-click the **Google Email Uploader** that your installed on your computer.
4. Sign in to Google Apps using your complete [COMPANY] corporate address -- for example, **user@domain.com** -- and your SSO password.
5. On the Select Mailboxes screen, select **Microsoft Outlook** > **Personal Folders**. Then select your PST files and your contacts.
   Important: The Google Email Uploader asks you if you want to convert folders to labels. Leave the **Create labels from folders** check box *cleared* if your combined PST files have more than 200 folders (top-level folders and subfolders):

To rerun the Google Email Uploader:

If you need to run the uploader again, you must first delete the contents of this directory on your computer:

```
C:\Documents and Settings\[your user name]\Local Settings\Application
Data\Google\GoogleEmailUploader
```

Import Your Outlook Personal Contacts <<Outlook version - CSV file method>>

You can import all of your personal contacts in Outlook Contacts to Google Apps, using a comma-separated values (CSV) file. However, you can't import any mailing (distribution)

lists you saved in Outlook.

1. Open Microsoft Outlook.
2. Select **File > Import/Export**.
3. In the wizard, select:
   - **Export to a file**
   - **Comma Separated Values (DOS)** (*do not* select the "Windows" option)
   - **Contacts**
4. Save the CSV file to your computer.
   Note: If you have more than 3,000 contacts, you must create two or more "smaller" CSV files with fewer than 3,000 contacts each, and import these files separately.
5. Open Google Mail and click **Contacts**.
6. On the right, select **Import,** browse to the file on your computer, and then select **Import**.

Import Your Lotus Notes Personal Contacts <<Lotus Notes version - vCard file method>>

You can import all of your personal contacts in your Lotus Notes Address Book to Google Apps, using a vCard (.vcf) file. However, you can't import any mailing (distribution) lists you saved in Notes.

1. Open Lotus Notes.
2. Open your Address Book.
3. Optional: Select the contacts you want to export. Or, to export all contacts, don't select any contacts.
   Note: If you have more than 3,000 contacts, you must create two or more "smaller" vCard files with fewer than 3,000 contacts each, and import these files separately.
4. Click **File > Export**.
5. Under **Save as type**, select **vCard 2.1** or **vCard 3.0**.
6. Enter a name for the file.
7. Click **Export**.
    A vCard Export dialog box appears.
8. Select the following:
   - **All documents** (to export all contacts) or **Selected documents** (to export the contacts you selected)
   - **Native character set**
   - **Only basic address fields**
9. Click **OK** to save the vCard (.vcf) file to your computer.
10. Open Google Mail and click **Contacts**.
11. On the right, select **Import,** browse to the .vcf file on your computer, and then select **Import**.

Create Personal Mailing Lists

If you used personal mailing (distribution) lists in Outlook, you can recreate them in Google Apps, using your contacts manager. For details, see Add a Contact or Group.

Step 3: Set Up Your Calendar

To complete the switch from [Outlook Calendar/Notes Calendar] to Google Calendar, you might need to set your time zone and other options, recreate your calendar events in Google Calendar, set a different default reminder time for events, and turn on invitation replies (notifications you receive when attendees accept or decline your invitations).

Set Time Zone and Other Options

The default time zone, language, and other locale settings for Google Calendar are:

- Time zone: [your default time zone]
- Display language for interface: English, unless you chose another language when your first accessed your account.
- Date format (for example, month/day/year): Depends on the language currently selected
- Time format: 12-hour clock (for example, 1:00pm)

To change the default time zone and other settings, follow these steps:

1. Access Google Calendar.
2. In the upper right Calendar window, click **Settings**.
3. On the **General** page, in the **Language** section, select a language.
4. In the **Country** and **Your current time zone** sections, select the appropriate options.
5. In the **Date format** section, select an option.
6. In the **Time format** section, select an option.
7. Click **Save** at the bottom of the page.

Recreate Your Calendar Events

The first time you access your Google Apps account, your calendar will likely be empty or show only a few new event invitations. You can recreate your calendar manually or by using the Google Calendar Sync tool.

To recreate your calendar manually, you can can:

  ◦ Send new invitations for events you previously scheduled in Outlook
  ◦ Request others to send you new invitations to events to which you were previously invited

To use the Google Calendar Sync utility, which adds your Outlook events to your Google calendar, you must first install it on your computer desktop. <<Outlook only>>

Important: Although this utility can save you time, note the following:

- It's available only for Windows XP and Windows Vista. If you're using Windows 2000, please submit a support ticket.

- If you have multiple calendars in Outlook, the utility can synchronize only your *default* calendar.
- It may not synchronize all of your events from Outlook 100% accurately. *We strongly recommend that you check your synchronized events to ensure they are accurate.*
- It may not synchronize recurring meetings correctly. Please check them.
- Once you synchronize your calendars, *you'll need to immediately remove the utility from your computer*.
- The events it adds to your Google calendar are not "connected" to the event on other attendees' calendars. If you are the event host, you must send an event update to add a new "copy" of the event to attendees' calendars.
- It does not add files that were attached to events in Outlook. If you are the event host, you can resend the file attachments in an email message.

To recreate your calendar events manually:

1. Open your [Outlook/Notes] Calendar and display the **Week** or **Month** view. (You can still view your[Outlook/Notes] Calendar, but it's in offline mode only and no longer "active.")
2. Open your Google calendar, so you have both calendars open side-by-side. Display the **Weekly** or **Monthly** view.
3. Open one event at a time in Outlook and do the following:

   - If you originally scheduled the event, add a new event for it on your Google calendar. Make sure you add all the event details that were in the [Outlook/Notes] invitation, including recurrence, reminders, agenda, attendees and so on.

     Note:
     - Google Calendar doesn't support file attachments, so if the event has an attachment, send it in a separate email message after your send your new invitation.
     - If you copy a list of attendees from [Outlook/Notes], ensure you change the semicolons that separate the addresses to commas.

     In your invitation to attendees, you might want to indicate why you're sending a new invitation and tell them to delete the original event from their calendars (to avoid having duplicate events). Here's an example:

     "I'm sending you a new invitation to this meeting because I've just moved over to Google Calendar and need to recreate my scheduled events. Please accept this new invitation for [*name of event*]. If you already have this meeting on your calendar, delete that old entry for it on your calendar."

   - If you were invited to the event, send an email message to the event organizer, requesting a new invitation. Your message might include a note about why you need to a new invitation. Here's an example:

     "I've just moved over to Google Calendar, and I need to recreate my calendar. Please send me a new invitation to [*name of event*] so it will appear on my new calendar."

To recreate your calendar using Google Calendar Sync: <<Outlook only >>

1. Ensure your time zone setting is the same in your Google Calendar and Outlook Calendar.
2. Ensure Outlook is "online" -- that is, the **Work Offline** setting on the **File** menu is **not** selected.
3. Download Google Calendar Sync at the following URL:
   http://dl.google.com/googlecalendarsync/GoogleCalendarSync_Installer.exe
4. Double-click the installer to and follow the instructions to install the utility on your computer. Google Calendar Sync opens automatically.
5. Sign in to Google Apps using your corporate email address and password. For example:
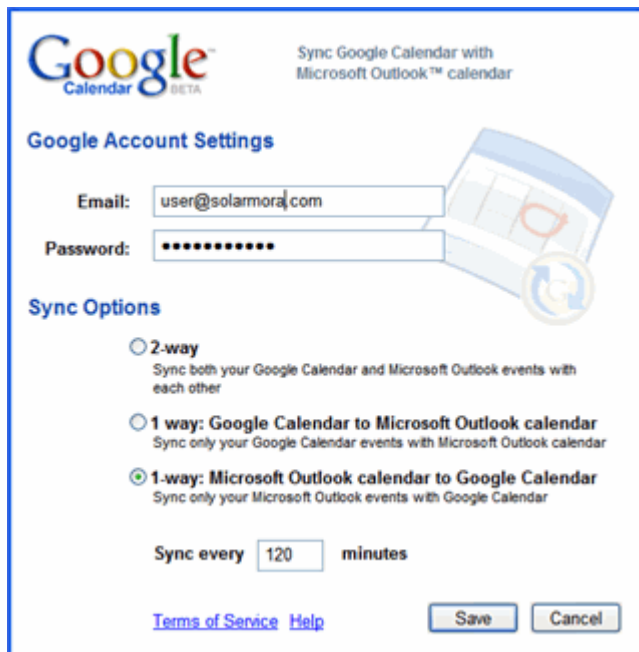
6. Select **1-way Microsoft Outlook calendar to Google Calendar**. You can leave the default sync time at 120 minutes.
7. Click **Save**.
8. In the lower-right corner of your desktop, right-click the **Google Calendar Sync** icon and then select **Sync:**
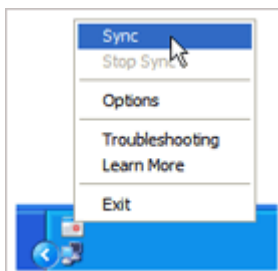
9. Wait for the sync process to complete. The icon shows animation while it's synchronizing your events.

10. View your Google calendar and check your synchronized events. *You may need to refresh your web browser window to see the newly added events.*
11. **Important:** After you've verified that your Outlook events are synchronized to Google Apps, *remove the Google Calendar Sync utility*, using the Windows Add/Remove Programs.
12. Set Outlook to the "offline" state: **File** > **Work Offline**.

Important: For each event you are hosting, do the following:

- Send an event update to add a *new copy* of the event to attendees' calendars. Even if attendees synchronized their Outlook events and have your event on their Google calendars already, your instance of the event is not "connected" to the attendees' instances on their calendars. To send an event update to connect them, you can simply type a period in the event's **Description** box, and when prompted, send the update to all attendees.
- Check if you included a file attachment in your original invitation in Outlook. Because the synchronization does not include file attachments, you might want to resend these attachments in an email message to all attendees.

Note: You can find more information about Google Calendar Sync in Google Calendar Help.

Set Up Event Reminders and Invitation Replies

By default, the event reminder is turned off for Google Calendar. You can turn reminders on, and choose whether to receive a pop-up notification or an email notification:
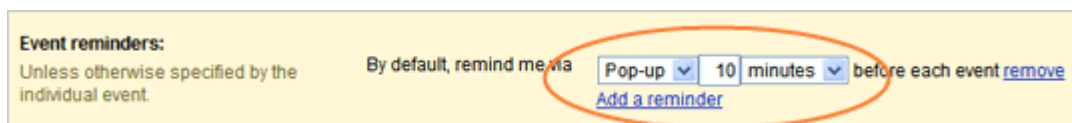
1. Access Google Calendar.
2. In the upper-right corner of the page, click **Settings**.
3. Click the **Calendars** tab.
4. Under **My Calendars**, click the **Notifications** link for your calendar. For example:

5. In the **Event reminders** section, click **Add a Reminder**:
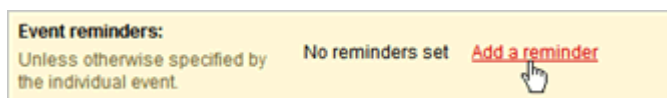
6. Set reminder options.

7. In the **Choose how you would like to be notified** section, select the email check box for Invitation replies.

| Choose how you would like to be notified:		EMAIL	SMS
	New invitations:	☑	☐
	Changed invitations:	☑	☐
	Cancelled invitations:	☑	☐
	Invitation replies:	☑	☐
	Daily agenda: Sent every day at 5am in your current time zone	☐	

8. Click **Save** at the bottom of the page.

How Google Apps Mail Is Different

The following are some key features that make Google Mail different from [Microsoft Outlook/Lotus Notes].
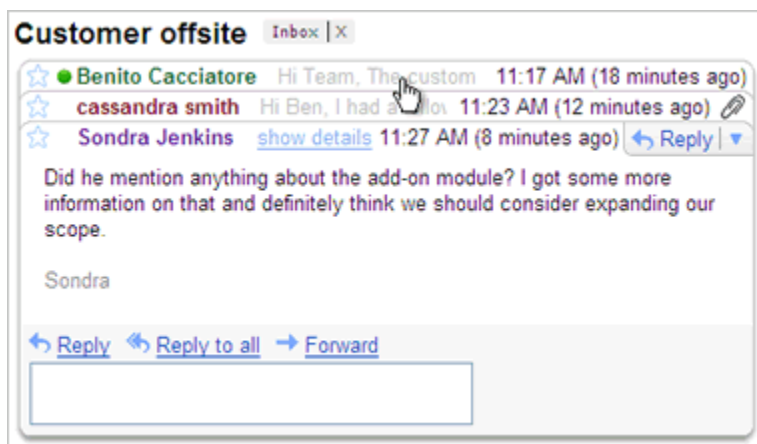
Email Conversations Instead of Multiple Messages

Rather than listing each message reply as a new message in your **Inbox**, Google Mail groups a message and its replies in a *conversation*, which is listed only once. Opening a conversation shows all its messages in a neat stack, which you can easily collapse or expand. When a new reply arrives, the stack grows and the conversation is marked as unread, indicating there's something new to look at. Grouping messages this way allows you to quickly retrieve all messages within a thread and reduces inbox clutter.

Here's how a conversation appears in your **Inbox**:
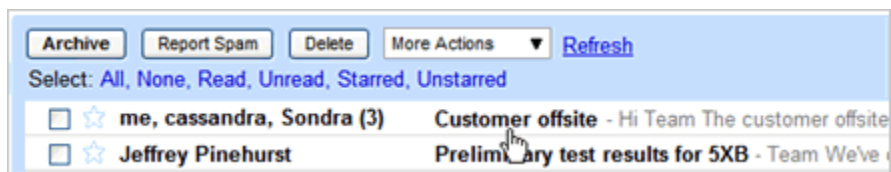
Here's what an opened conversation looks like:


Labels and Stars Instead of Folders

Instead of organizing messages in folders, you can organize your Google email conversations by applying labels. The conversation remains in your **Inbox** with the label clearly shown. You can list all conversations associated with a label, similar to opening a folder of messages. But unlike with folders, you can view all conversations in your **Inbox** at once, regardless of label. And if a conversation applies to more than one topic, you can give it multiple labels, retrieving it with *any* label. Learn more about using labels
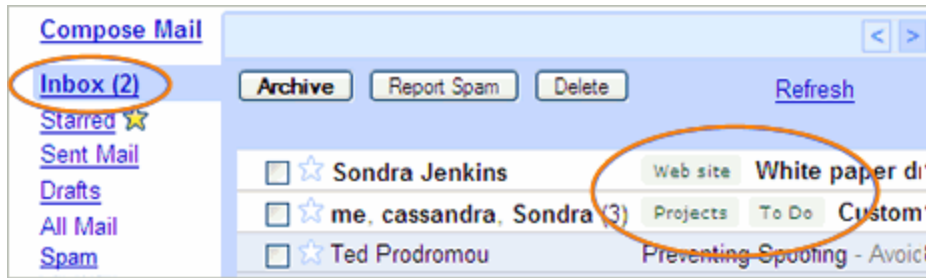
The "stars" feature provides another way to categorize and access messages. Simply click the star icon to the left of any message to highlight it. You can then display any starred messages by clicking Starred in the left pane.

Archiving Online Instead of Saving to Your Desktop

With Google Apps Mail, you no longer risk running out of space for storing email. Instead, you get 25 GB of online storage space for just your own email and attachments, all hosted on Google's secure servers. With that much space, you no longer need to save messages on your desktop in [personal folders (PST files)/an email Archive] to free up disk space, but can archive messages online instead. An archived message is removed from your Inbox but you can still find it later by viewing All Mail or using search. Or, add labels to messages before you archive them for even easier retrieval. Learn more about archiving email
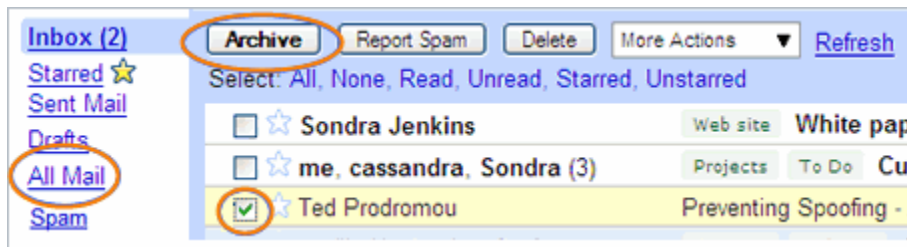
Google-Powered Search

Google Mail features the same powerful search technology used on the Web to perform accurate keyword searches of all of your email and attachments. Search by keyword, label, date range, or a host of other options. By also archiving messages, you can instantly find any message you've ever sent or received, without having to create elaborate folder structures or keep unwanted correspondence in your **Inbox**. Learn more about searching for email
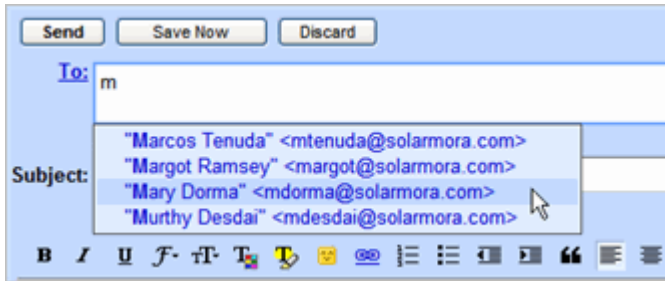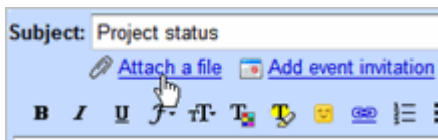
Using Email

Send a Message

1. Access Google Mail.
2. In the pane on the left, click **Compose Mail**.

3. In the **To** field, enter the first few letters of an attendee's full name to look up the address in your corporate directory.

4. Enter a subject and the message.
5. To add a file attachment, click **Attach a file**, and then browse to the file on your computer.

6. Click **Send**.

At message appears at the top of the Mail window, confirming that your message was sent.

Reply to a Message

You can reply to just the sender or to all recipients of a message.

1. Open the message or conversation. If the message is part of a conversation, open the conversation and select the message to reply to.
2. At the bottom of the message card, click **Reply** or **Reply to all**.

3. Optionally, add other email addresses to which to send the reply.

4. Enter your reply in the message field.
5. At the bottom of the message card, click **Send**.

Forward a Message

You can forward a single message in a conversation or an entire conversation.
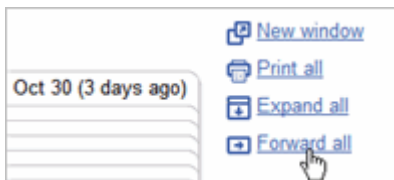
To forward a single message:

1. Open the message. If the message is part of a conversation, open the conversation and select the message to forward.
2. At the bottom of the message card, click **Forward**.

3. Enter the email addresses to which to forward the message, and add any notes in the message field.
4. If the message has attachments, you can choose not to forward them by clearing the check box next to the file name, below the **Subject** field.
5. At the bottom of the message card, click **Send**.

To forward an entire conversation:

1. Open the conversation.
2. At the right of the conversation view, click **Forward all**.

3. At the bottom of the message card, click **Send**.

   Note: All messages in the conversation appear in a single message card to the recipient. Each message is clearly marked, and messages are listed in order from oldest to most recent.

Print a Message

You can print a single message in a conversation or an entire conversation.

To print a single message:

1. Open the message. If the message is part of a conversation, open the conversation and select the message to print.
2. Click the **down arrow** to the right of **Reply**, and then click **Print**.
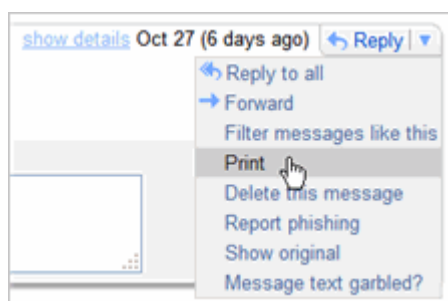
A printer-friendly version of the message appears.
3. Use your web browser's Print options to print the message.

To print an entire conversation:

1. Open the conversation.
2. At the right of the conversation view, click **Print all**.
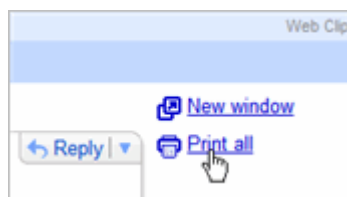
A printer-friendly version of the conversation appears.
3. Use your web browser's Print options to print the message.

Note: Each message in the conversation prints on a separate page.

Notes About Google Mail

You'll find that Google Mail provides robust, business-class features, many of which are not available in[Outlook/Notes]. However, some of the features and capabilities you might be used to in [Outlook/Notes] are not available in Google Apps or were not included in our implementation, including:

- **No offline access** -- Your computer must be connected to the Internet to use Google Mail. <<remove if enabling Labs>>
- **No message alerts** -- You'll no longer see a message "snippet" in the lower-right corner of your desktop when a new message arrives. <<applies only if no Google Talk>>
- **No message flags** (such as Important and Follow-up) -- However, you can use stars and labels to highlight messages in your inbox.
- **No message sorting** -- You can't click the column headings in your Inbox to sort messages.
- **No drag-and-drop for attachments** -- To attach a file to an email message, you must use a dialog box to choose it from your desktop.
- **No message recall** -- If you send a message that you wish you hadn't, you can't recall it to prevent recipients from opening it.

- **No [read/return] receipts** -- There's no option to get a notification when a recipient opens your message.
- **No view options** -- You can't change the placement of the [reading/preview] pane or move any components in the Mail window.
- **One email signature only** -- You can't set up multiple signatures for email.

Using Your Calendar

With Google Calendar, you can create a calendar event in multiple ways: using the **Create Event** link, clicking on the calendar, or using the **Quick Add** feature.

Create an Event

To create an event:

1. Log in to your Google Calendar.
2. In the upper-left of your calendar, click **Create Event** to open the event details page.
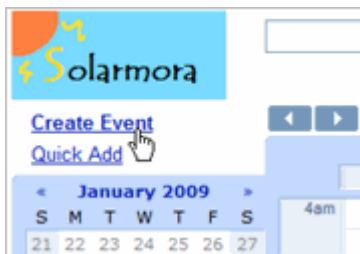
3. Enter details, such as recurrence, attendees, an agenda, and a reminder.
4. Click **Save**.

Or, click on the calendar:

1. Click a spot on your calendar to create a 1-hour event, or click and drag to create an event of more than 1 hour. Then type the event title in the box. For example:
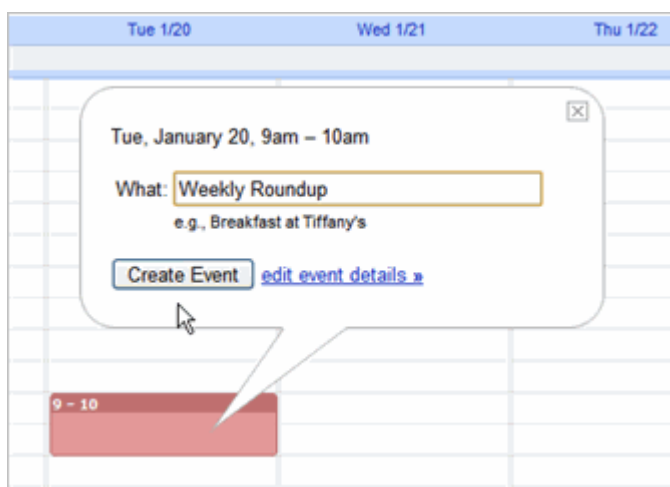
2. Click **Create Event** to publish the event, or click edit event details to invite attendees, add an agenda, and so on.

Or, use Quick Add:

With Quick Add, you can type text such as "Meeting with Jane at 2pm next Wednesday," and Quick Add enters a new event on your calendar. If you type the full email address of an attendee, such as "joe.richards@soloarmora.com," Quick Add adds the attendee to the guest list and asks you if you want to send an invitation to the attendee.

1. In the upper-left corner of your calendar, click **Create Event** to open the event details page.

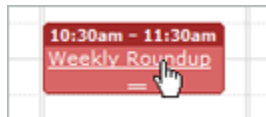2. Type a description of your event. For example:
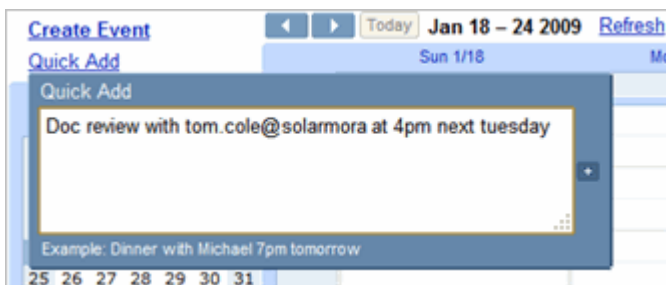
3. Click the **plus sign**.

Learn more about Quick Add

Invite Attendees and Enter Event Details

If you've already published your event, you can edit its details by clicking the title of the event on your calendar:

Note: Once you've finished entering event details, click **Save** at the bottom of the event details page.

To invite attendees:

1. Open your event.
2. Click **Check guest and resource availability**.

3. In the Find a Time window, in the **Attendees** field, enter the first few letters of an attendee's full name to look up the address in your corporate directory.

Important: You can't invite add email list (mailing list) to the attendees list. If you do, the members of the list won't see the event on their calendars. However, you can create a contact group instead, using the contacts picker, which allows you to choose contacts from your corporate directory. You can then add that group to the attendees list. For details about creating contact groups using the *contacts picker*, see Add a Contact or Group.

4. In the Find a Time window, check availability of attendees. This window shows the free/busy information for any employee, even those still using Outlook. If necessary, use the options in the window to change the time for your event.
5. Click **OK**.
6. Alternatively, you can invite attendees as follows: In the **Guests** box on the right, enter the email addresses of the people you're inviting, or click the **Choose from contacts** link to open the Contacts Picker, with which you can find addresses of International Internet Marketing employees, or add a contact group that you already created. (For details, see Add a Contact or Group.)

Important: If you copy and paste an attendee list from Outlook Calendar to Google Calendar, you must change the semicolons that separate the addresses to commas. <<applies to Outlook only>>

7. Optionally, in the **Guests** box on the right, let attendees invite more people to your event or view who else was invited.
8. Click **Save**.

   Google Calendar asks you whether you want to send invitations to the attendees. Your attendees can respond to the event and leave comments in the event details.

To book a room or other resource for your event:

1. Open your event.
2. Click **Check guest and resource availability**.
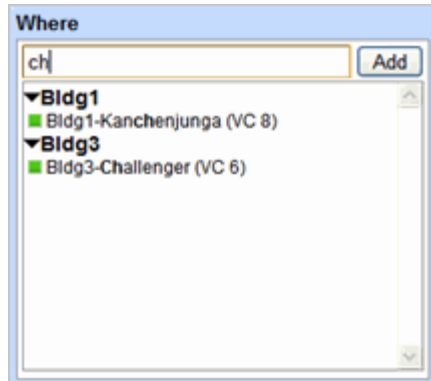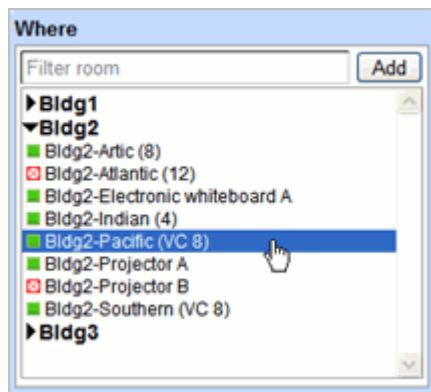

3. In the Find a Time window, under **Where**, do either of the following:

- ◦ Start typing any part of the room or other resource's name in the "filter room" box. A list of matching resources appears in the list. For example:

- ◦ Browse the list to find the room or other resource you want to book. For example:

4. Check the icon to the left of the resource name to see if it's available during the time of your event:
   🟩 - Resource available
   ⊠ - Resource not available
5. To see all the free/busy times for a resource, select the resource in the list and then click **Add**. The resource appears in the attendees list. If necessary, use the options in the window to change the time for your event.
6. To book the resource, make sure it's in the attendees list, and then click **OK**.

To set a reminder for your event:

1. Open your event.
2. In the Options box on the right, choose the type of reminder you want (pop-up or email message) and when you want to receive it:

3. To add more reminders, click **Add a reminder**.

To set up a recurring event:

1. Open your event.
2. Select an option in the **Repeats** drop-down list:

Add an Attachment to an Event Invitation

At this time, Google Calendar doesn't let you add a file attachment directly to an event invitation.
However, you can add a link to a document on the intranet or to a document you created in Google Docs.
If you want to attach a Microsoft Office document, you can upload it first to Google Docs (which converts
it to the Google Docs format), and then add the URL to the Google Document to your event.

1. Open your event.
2. Copy and paste the URL to the document in the **Description** field:

Note: Alternatively, you can do either of the following:

- Send the attachment in a separate email message to attendees.
- Schedule the event through Google Mail: Compose a new message and attach the file. Then click **Add event invitation** and enter information about the event.

Share Your Calendar

By default, your "free/busy" calendar information is shared with everyone in the `[your domain]` domain. You can share additional information with everyone or just specific employees, or stop sharing all calendar information.

1. Access your Google Calendar.
2. In the **My calendars** list on the left, click the **down-arrow** next to the appropriate calendar, and then select **Share this calendar**.
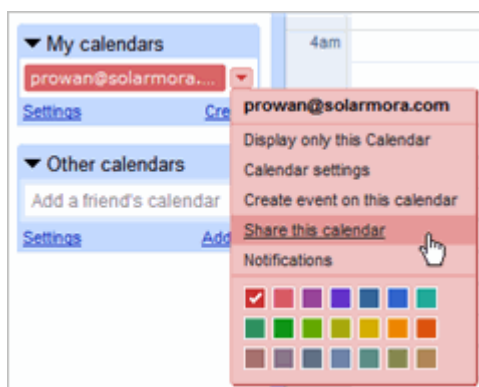

3. Select the sharing options you want to use for your calendar.

View Another User's Calendar

If other users have shared their calendars with you, you can add them to your list of shared calendars. If a user hasn't yet shared his or her calendar with you, can can send a request to that person.

1. Access your Google Calendar.
2. In the **Other calendars** box on the left, click the **Add** down-arrow, and then select **Add a friend's calendar**.
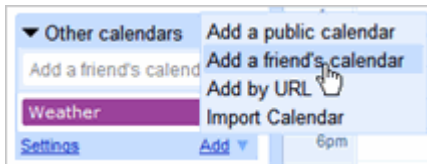
3. Enter the appropriate email address, and then click **Add**.
   If the user has shared his or her calendar, it appears in your list under **Other calendars**, and the user's events appear on your calender.
   Note: To hide or show the user's events on your calendar, simply click the calender in your list.
4. If the user has not shared his or her calendar, a page appears, on which you can send a request to the user. Edit the default message if you like, and then click **Send Request**.

Print Your Calendar

1. Make sure the calendars you want to print are selected in your list under **My Calendars**. If not, simply select the calendars to highlight them.
2. At the top of the calendar view, select the view you want to print; for example, **Day** or **Week**:

3. At the top of the calendar view, click **Print**.
   The Calendar Print Preview window appears, on which you can select a font size, page orientation, and other options.
4. Select the options you want, and then click **Print**.

Create a New Calendar

In addition to your account's primary calendar, you can create any number of secondary calendars. Each calendar you create appears in your list under **My Calendars**.

1. Access your Google Calendar.
2. In the **My calendars** box on the left, click **Create**.
   The Create New Calendar window appears.

3. Enter a name for the calendar. You can also select a time zone and sharing options for the calendar.
4. When you're finished setting up the calendar, click **Create Calendar**.

Note: The number of calendars you can create at one time is limited. If an error message appears after you create several calendars, wait 24 hours, and then try again.

Notes About Google Calendar

Google Calendar provides most of the features you're used to in Outlook. However, some features aren't yet available in Google Calendar:

- **No offline access** -- Your computer must be connected to the Internet to use Google Calendar.
- **No invitation alerts** -- You'll no longer see a message "snippet" in the lower-right corner of your desktop when a new invitation arrives. <<applies only if not deploying Google Talk>>
- **No drag and drop for attachments** -- To add an attachment to an event, you must provide a link to it on the intranet or in Google Docs.
- **No custom view options** -- There's no separate reading pane or custom views, and you can't move any components in the Google Calendar window.

Managing Your Contacts

About Your Contacts

Your contacts in Google Apps fall under one of the following two categories:

- **Personal contacts:** If you imported your personal contacts from [Outlook/Notes] to Google Apps (using the instructions in this guide), you can use the Google Apps contacts manager to access all of these contacts and add new contacts and contact groups. You can look up a contact to find email addresses and personal profile information, as well as quickly list all of the email conversations you've had with the contact.

- **Corporate contacts:** The email addresses of all International Internet Marketing employees, mailing lists, and outside contacts (such as vendors and suppliers) were added to Google Apps. You can access these addresses when you compose and email message or schedule an event, using either *auto-complete address entry* or the *contacts picker*.

Use Auto-Complete Address Entry

Google Apps contacts manager knows the addresses of all your personal contacts and all [company name] employees, mailing lists, vendors, suppliers, and so on. In addition, it automatically remembers email addresses of other people outside of [company name] with whom you've corresponded. Therefore, when you start typing an address in an email message or event invitation, the addresses of personal contacts, employees, and anyone with whom you've corresponded automatically appear. For example:
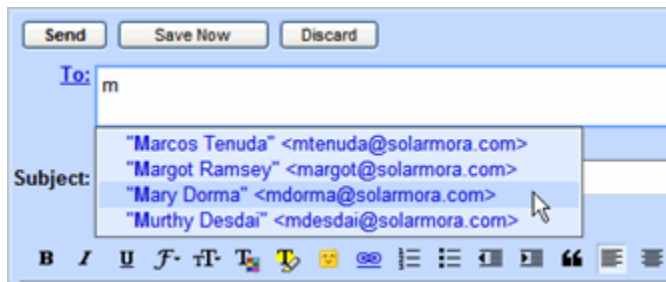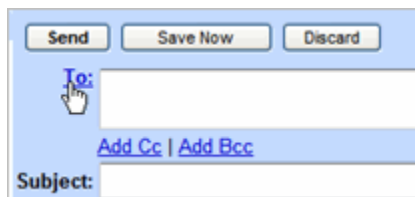

Use the Contacts Picker

The contacts picker lets you select any of your personal or corporate contacts when composing and email messages or scheduling an event. With the contacts picker, you can search for contacts using auto-complete address entry, or browse the list:
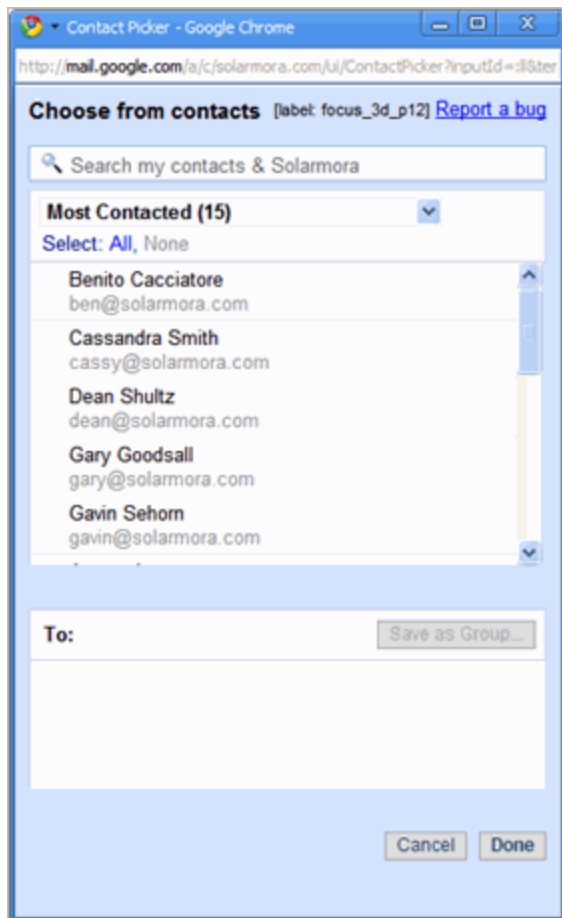
To access the contacts picker when composing and email message:

Click the **To:** link:

To access the contacts picker when scheduling an event:

In the event details window, click **Choose from contacts** under **Add Guests**:

View Your Personal Contacts
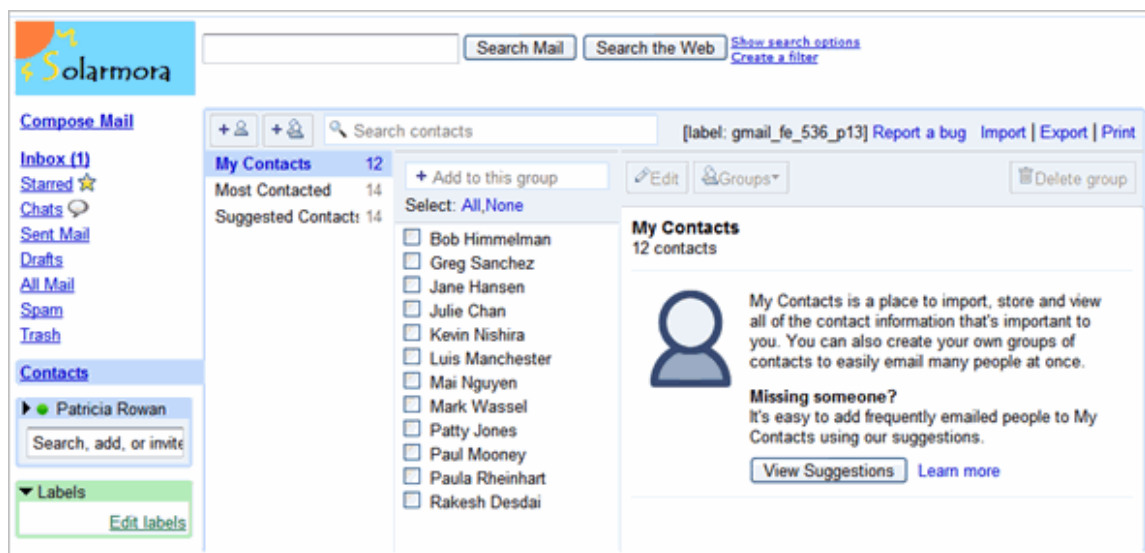
1. Log in to Google Apps.
2. On the left, click **Contacts**.
   Your contacts list appears. For example:

3. To view a contact's information, select its check box.

Add a Contact or Group

To add a contact:

1. View your Contacts list.
2. Click the **New Contact** button in the upper-left corner of the contacts manager.
3. Enter your contact's information in the fields. For additional fields, click **More**.
4. Click **Save**.

Note: Each time you reply or forward an email message, or move a message from the **Spam** folder to your **Inbox**, contacts manager adds the email addresses to the **Suggested Contacts** area of your Contacts list.

*To add a contact group using personal contacts:*

1. View your Contacts list.
2. Click the **New Group** button in the upper-left corner of the contacts manager.
3. Enter the name of the group.
4. Click **OK**.
5. In the Contacts list, select the contacts you want to add to the group.
6. Open the **Groups** drop-down list at the top of the pane on the right.
7. Select the group to which you want to add the contacts.

Note: When sending email messages or inviting attendees to an event, you can enter the name of the group in the **To** field, instead of entering each contact individually.

To add a contact group using the contacts picker for corporate contacts:

1. Open the contacts picker by doing one of the following:
   ◦ If you are composing an email message, click the **To:** link.
   ◦ If you are creating an event invitation, under **Add Guests**, click **Choose from contacts**.
   The contacts picker appears:
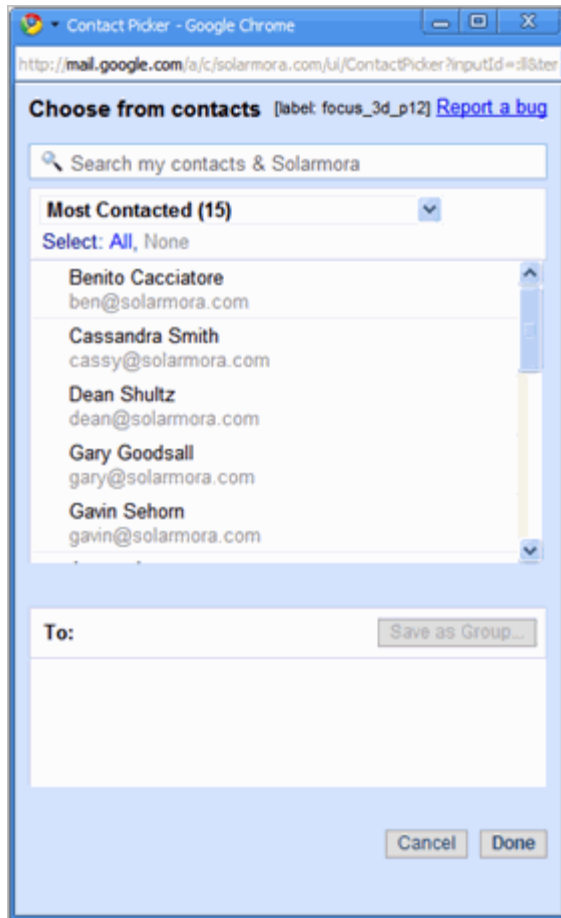
2. In the **Search contacts** box, start typing the name of a contact you want to add to the group. Then click the name to add it to the list below:
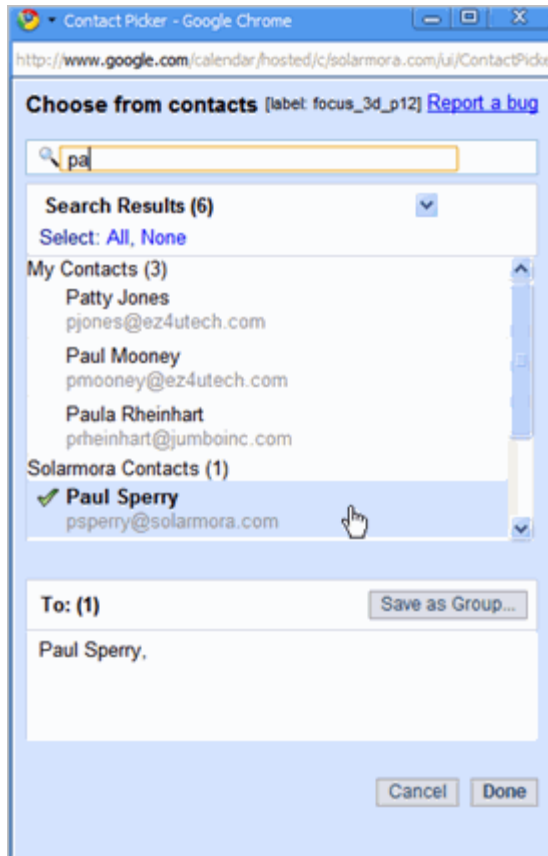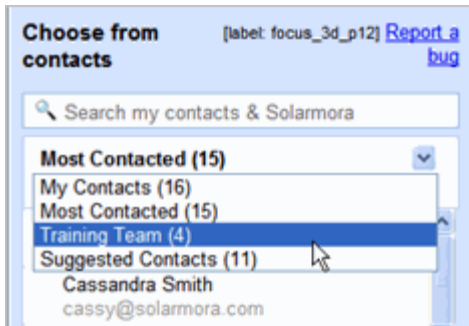
3. Continue adding contacts to the group.
4. When you are finished, click **Save as Group**.
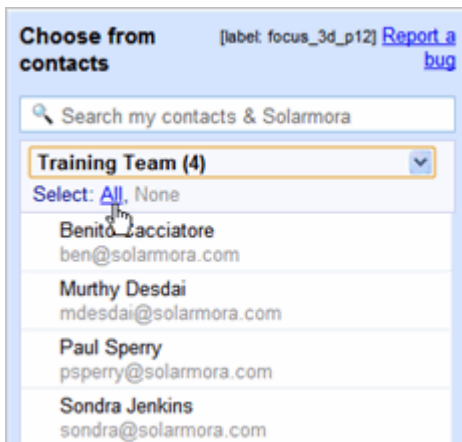5. Enter the name of the group, and click **OK**. For example:
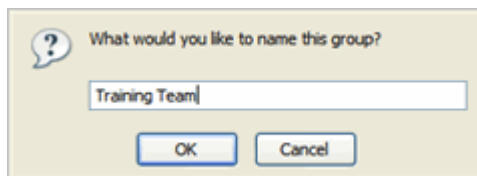
6. To add the group to your email message or event invitation, click **Done**.

Note: You can quickly invite the same group to any future events you schedule in the future:

1. In your invitation, click **Choose from contacts.**
2. Selecting the group in the drop-down list in the contacts picker:

3. Click **Select all**: