

Google



Session: 6

Additional Google Tools

Objectives



- ◆ Describe Google Calendar sidebar gadget
- ◆ Describe the language translator
- ◆ Explain quick links in Gmail
- ◆ Explain forgotten attachment detector
- ◆ Explain archive and search mail options in Gmail
- ◆ Describe Google Groups
- ◆ Describe Google Moderator

- ◆ Google Apps provides:
 - ◆ Different gadgets that enable users to manage messages and collaborate smartly with other Google Apps users.
 - ◆ Mail management features such as:
 - ◆ Archiving
 - ◆ Forgotten attachment detector
 - ◆ Language translator
 - ◆ Smart searches
 - ◆ Online groups.

Google Calendar Sidebar 1-5

Apps

- ◆ Provides a quick shortcut to view upcoming events, meetings, and their details from the Gmail window.
- ◆ Allows users to edit and add new events to the calendar and show a mini month calendar.
- ◆ Allows users to view multiple calendars in case the user wants to view the shared calendar.



Google Calendar Sidebar 2-5

Apps

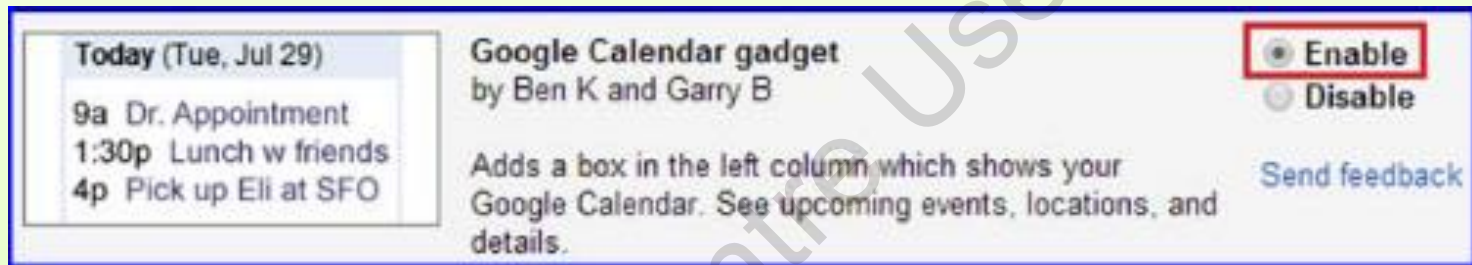
- ◆ Perform the following steps to enable the Google Calendar sidebar:
 1. Click **Settings** gear on the Gmail page and select **Settings**.
 2. Click **Labs** on the **Settings** page as shown in the following figure:



Google Calendar Sidebar 3-5

Apps

3. Select **Enable** on the **Google Calendar gadget** as shown in the following figure:



4. Click **Save Changes**.
- ◆ After enabling Google Calendar gadget, the user can view the gadgets icon on the bottom-left corner of Gmail page as shown in following figure:



Google Calendar Sidebar 4-5

Apps

- ◆ Following figure displays the **Google Calendar gadget** as it appears on the left pane of Gmail:



Google Calendar Sidebar 5-5

Apps

- ◆ The actions that users can perform with Google Calendar gadget are as follows:

View event details

Jump to Today Event

Add New Event

Display a Mini Calendar

View additional calendars

E-mail Enhancements



- ◆ Google Apps offers various tools to enhance the e-mail features.
- ◆ Tools include:
 - ◆ Language Translator
 - ◆ Inbox Quick links
 - ◆ Forgotten Attachment Detector
 - ◆ Archive

Language Translator 1-2

Apps

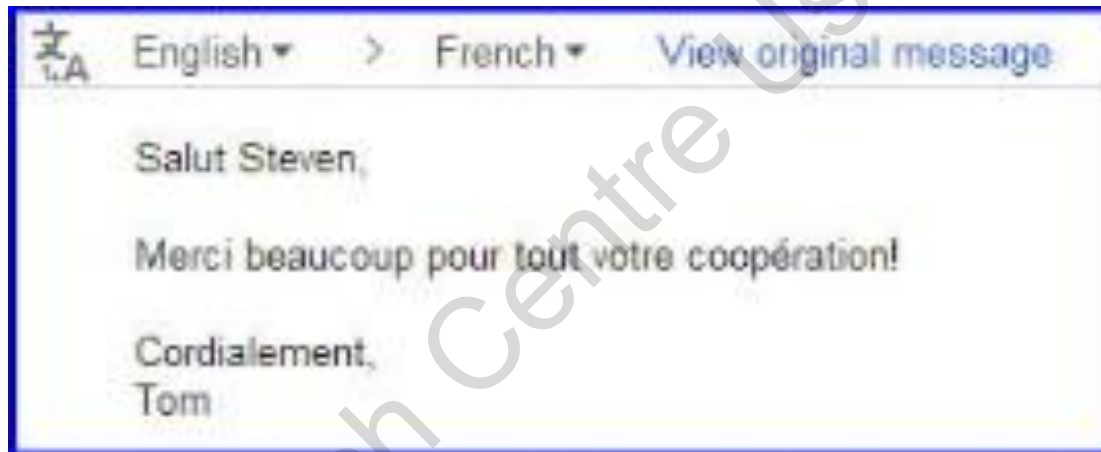
- ◆ To translate a message to another language, perform the following steps:
 1. Open the message to be translated.
 2. Click the **More** option at the upper-right corner of the message.
 3. Select **Translate message** as shown in the following figure:



Language Translator 2-2

Apps

4. Select the language to get the message translated as shown in the following figure:

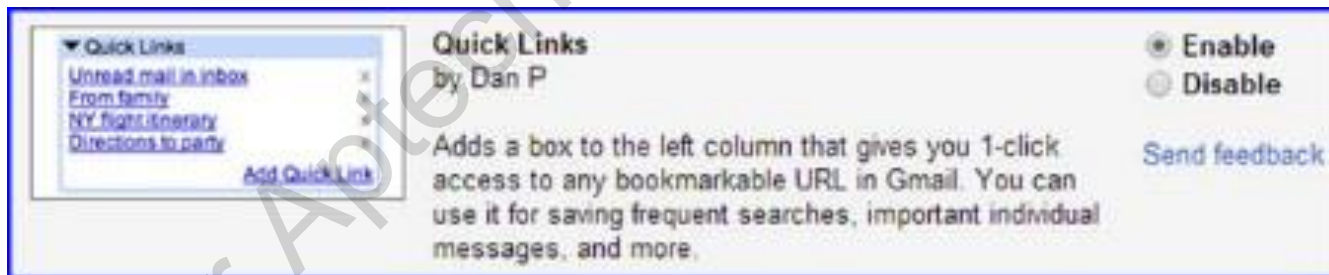


5. Click **View original message** to translate the message back to your original language.

Inbox Quick Links 1-2

Apps

- ◆ Users can use quick links to create bookmarks to their frequently-used messages in the **Quick Links** sidebar.
- ◆ Users can enable **Quick Links** sidebar in their Gmail page by enabling the **Quick Links** option.
- ◆ To enable the Quick Link sidebar:
 1. Go to **Settings** page.
 2. Click the **Labs** tab.
 3. Enable the **Quick Links** option as shown in the following figure:

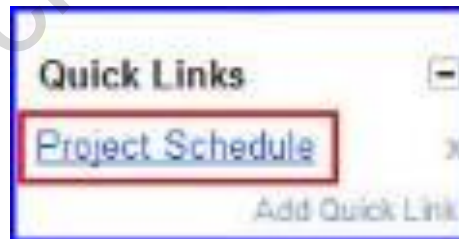


4. Click **Save changes**.

Inbox Quick Links 2-2



- ◆ To add a Quick link to an e-mail message, perform the following steps:
 1. Open the e-mail message for which you want to create a quick link.
 2. Click **Add Quick Link** in the **Quick Links** section on the left pane of Gmail.
 3. Type a title for the link in the window.
 4. Click **OK**. The new link appears in the **Quick Links** section as shown in the following figure:



5. The users can jump to the mail anytime by clicking the link.

Forgotten Attachment Detector

Apps

- ◆ Google provides the forgotten attachment detector to remind about an attachment that users may have forgotten to attach before sending a mail.
- ◆ Following figure shows an alert message box that asks if the user has forgotten the attachments and whether they need to be omitted:



- ◆ Google Apps allows users to archive a message so that it does not show up in the inbox any longer.
- ◆ Archive a mail moves it into a filing cabinet, rather than moving the mail into the trash.
- ◆ To archive a message, perform the following steps:
 1. Open Gmail.
 2. Select the check box next to the message you want to archive.
 3. Click **Archive** icon appear on the top of the messages to send it to the file cabinet.
- ◆ Following figure shows the archive button on the Gmail page:

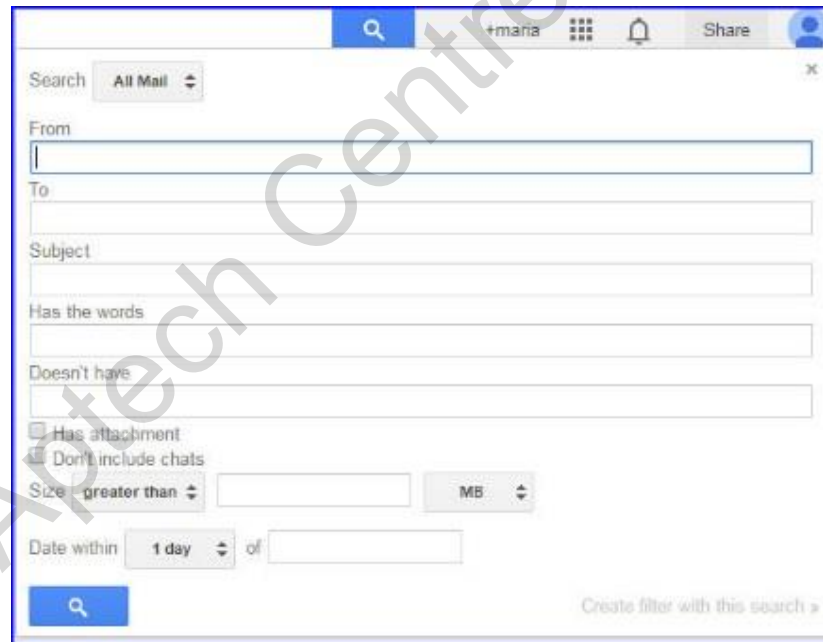


- ◆ The message will be tagged with the **All Mail** label and is moved to a special folder of the same name.

Search Option

Apps

- ◆ Google Apps allows users to search mails from different sections of Gmail.
- ◆ To use this feature, type a search word or phrase in the **Search** box appearing at the top of Gmail screen.
- ◆ For refining the search, click the **Show search options** drop-down as shown in the following figure:

A screenshot of the Gmail search options panel. At the top, there is a 'Search' label and a dropdown menu set to 'All Mail'. Below this are several input fields: 'From', 'To', 'Subject', 'Has the words', and 'Doesn't have'. There are also checkboxes for 'Has attachment' and 'Don't include chats'. A 'Size' section includes a dropdown set to 'greater than', an input field, and a unit dropdown set to 'MB'. The 'Date within' section has a dropdown set to '1 day' and an input field. At the bottom left is a blue search button with a magnifying glass icon. At the bottom right is a link that says 'Create filter with this search >'. A large, semi-transparent watermark 'For Apteck Centre Use Only' is overlaid diagonally across the image.

- ◆ Add your search filters and click the **Search Mail**  icon at the bottom left of the window.

Google Groups 1-5

Apps

- ◆ Google groups helps in creating online groups.
- ◆ These online groups allow users to:
 - ◆ Create discussion forums
 - ◆ Organize meetings and social events
 - ◆ Find people with similar interests
 - ◆ Create questions

Google Groups 2-5

Apps

- ◆ To create a google group, perform the following steps:

1. Go to <https://groups.google.com/>.
2. Click **CREATE GROUP** as shown in the following figure:



3. Type the name, e-mail address, and description of your group.
4. Select group's primary language.
5. Select a group type from the drop-down menu.
6. Set basic permissions for the group.
7. Click **Create**.
8. Type the given characters in the **Verification** window.

Google Groups 3-5

Apps

- ◆ New group creation window appears as shown in the following figure:



9. Click one of the three links.
10. Click **Okay**.
11. Click **Save my changes**.

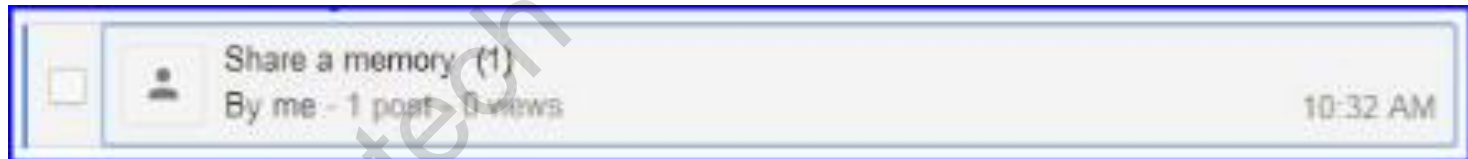
Google Groups 4-5

Apps

- ◆ To add a new topic to the group, perform the following steps:
 1. Click **New Topic**.
 2. Select **me (maria claire)** from the **By** drop-down menu as shown in the following figure:



3. Type the subject in the **Subject** Box.
4. Select the type of post from the **Type of post** drop-down menu.
5. Click **Attach a file** to add a file to the topic.
6. Click **Add Cc** to send a copy to other people.
7. Finally, write your message in the text area.
8. Click **Post**. The new topic appears as shown in the following figure:



Google Moderator 1-3

Apps

Google Moderator provides an option to design a survey and lets a group of people ask and vote on questions or topics.

It allows users to submit their ideas that can be viewed by the entire group. The group can also vote for the ideas that are submitted.

In Google Moderator, questions are ranked on the basis of the positive votes received for the particular question.

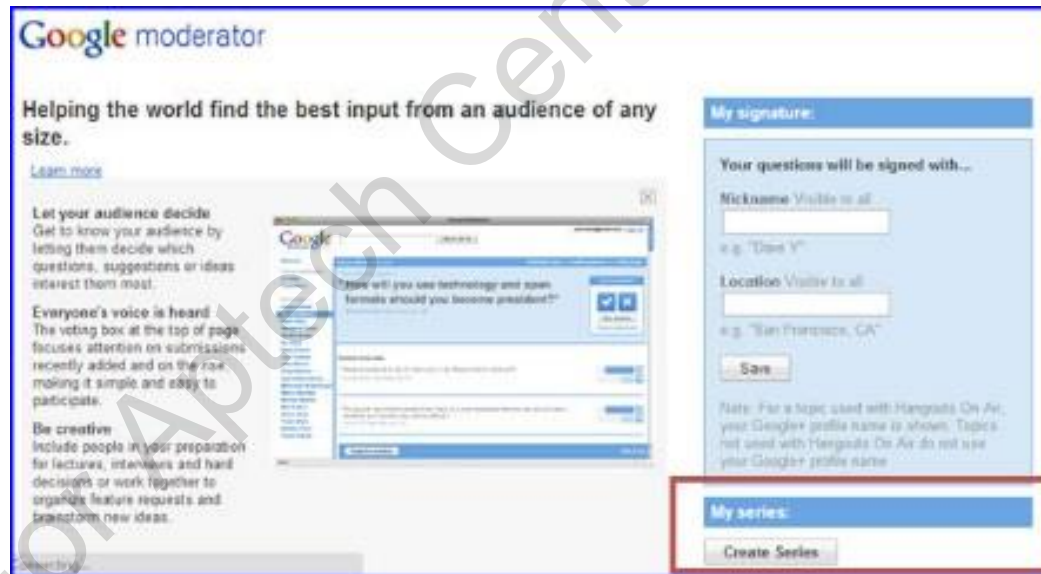
Moderators are generally used in situations where users need to capture the thoughts of the audience and understand the most common concerns.

The Moderator page is called as a series.

Google Moderator 2-3

Apps

- ◆ To create a series, perform the following steps:
 1. Go to <http://www.google.com/moderator/>.
 2. Log into your Google account.
 3. Click **Create Series** under **My series** section, as shown in the following figure:



Google Moderator 3-3

Apps

4. Enter a title for the series and click **Create**.
5. Enter a question in the **Submit a question** window as shown in the following figure:

Submit a question

Who is your favorite football player?

Mary New York [Save](#) 213 characters remaining

Submit Cancel

6. Click **Submit**.

Editing and Deleting the Series

Apps

- ◆ Users can also edit the series after it is created.
- ◆ To edit and delete the series, perform the following steps:
 1. Click **Home**.
 2. Click **Edit Series** as shown in the following figure:



3. Edit the information about the survey questions.
4. Click **Save** to save, or click **delete the series** to remove the series.

Deleting and Flagging Questions 1-3

Apps

- ◆ To delete a question, perform the following steps:
 1. Click **View Questions** to view the submitted questions.
 2. Click the **Remove** link to delete the question as shown in the following figure:



3. Users can also flag a question as inappropriate.
4. A question can be flagged by multiple users as inappropriate.
5. After the user clicks the **Flag as inappropriate** link, a note will appear indicating that the question has been flagged.
6. The owner of the series will be able to view the questions that have been flagged.

Deleting and Flagging Questions 2-3

Apps

- ◆ Following figure displays the flag as inappropriate link:



7. To view the flagged questions, click the **Flags to review** link below the **Please Review** section.
8. The owner can approve or reject the flag by clicking the **Flags we approved** and **Flags we rejected** links.
9. For each question, the owner can also click the **I agree** or **I disagree** links.

Deleting and Flagging Questions 3-3

Apps

- ◆ Following figure shows the **Please Review** section:



- ◆ While reviewing the flags, the owner can approve or reject it by clicking the **Flags we approved** and **Flags we rejected** links.

Viewing Questions in the Presentation View



- ◆ To view the question in the presentation view, perform the following steps:
 1. Click a topic.
 2. Click the **Presentation view** link next to **Popular questions**.
- ◆ Users can use this view in the following situations:
 - ◆ Projecting questions onto a screen in a Question and Answer (Q and A) session with a panel or guest speaker.
 - ◆ Projecting questions from the computer to review the top study topics in class.

Summary

Apps

- ◆ Google Calendar sidebar gadget allows users to work with events in Calendar.
- ◆ Google offers a language translator to help users read and compose mails in their preferred language.
- ◆ Google allows users to create bookmarks to e-mail messages and enables them to open with a single click.
- ◆ Google allows users to send and archive a message so that the sent message does not show up in inbox.
- ◆ Google offers Google groups to create online groups.
- ◆ Google provides the users with an option to design a survey. It allows other users to ask and vote for posted questions or topics.