



PACKAGE

MANUAL

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GMAIL is a Web-based e-mail service that provides users with a gigabyte of storage for messages.

With Gmail, your email is stored safely in the cloud. This means you can get to them from any computer or device with a web browser.

BASIC FEATURES OF GMAIL

1. Send and receive email
2. Threaded messages
3. Send files, images, and more
4. Organize inbox with labels and folders
5. Access calendars, notes, and more
6. Create signatures
7. Access through mobile devices



GOOGLE DRIVE is a cloud storage service that enables users to store and access files online.

The service syncs stored documents, photos and more across all of the user's devices, including mobile devices, tablets and PCs.

Google Drive integrates with other Google services and systems – including Google Docs, Gmail, Android, Chrome, YouTube, Google Analytics and Google+.

Google Docs, Google Slides and **Google Sheets** make up Google Drive's office suite. *Google Docs* is a word processor, *Google Slides* is a presentation program and *Google Sheets* is a spreadsheet program. Respectively, they can be compared to Microsoft Word, Microsoft PowerPoint and Microsoft Excel.

Each application in the suite enables users to create and edit documents, presentations and spreadsheets that they can store in Google Drive.

BASIC FEATURES OF GOOGLE DRIVE

1. File and photo storage
2. Create files using Google Docs, Google Slides, and Google Sheets
3. File sharing with other users
4. View, comment, and edit files
5. Auto saving of Google files



Google Calendar

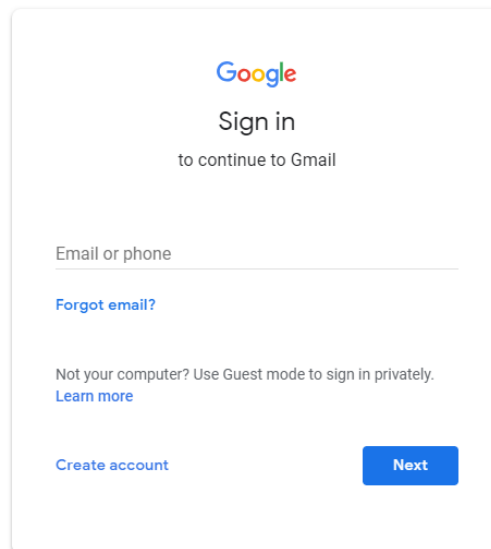
GOOGLE CALENDAR is a web and mobile calendar where you can quickly schedule meetings and events and get reminders about upcoming activities. Calendar is designed for teams, so it's easy to share your schedule with others and create multiple calendars that you and your team can use together.

BASIC FEATURES OF GOOGLE CALENDAR

1. Schedule events
2. Invite guests
3. Share calendar
4. View calendar of other users
5. Reminders and notifications

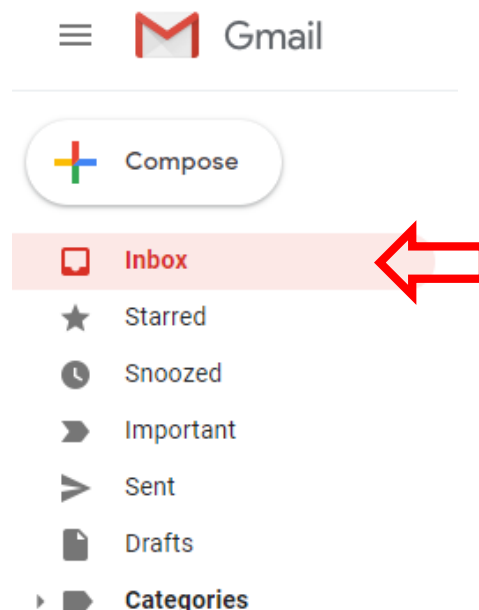
STEPS IN USING GMAIL

1. TO ACCESS GMAIL, OPEN YOUR BROWSER AND GO TO:
 - a. **google.com.ph**, then click the icon “**Mail**” at the upper right corner; or
 - b. go directly to **mail.google.com**
2. SIGN IN USING THE GSUITE INFORMATION PROVIDED BY THE ICTS.



SENDING AN EMAIL

1. CLICK THE “Compose” ICON AT THE LEFT SIDEBAR TO CREATE A NEW MESSAGE.



2. ENTER THE G-SUITE ADDRESS OF THE RECIPIENT, SUBJECT, AND YOUR MESSAGE.

New Message — ↗ ✕

To | Cc Bcc

Subject

Sans Serif ▾ ↕ **B** *I* U A ▾ ≡ ≡ ≡ ≡ ▾

Send A 📎 🔗 😊 📷 📺 🕒 🗑️ ⋮

3. CLICK THE PAPER CLIP ICON AT THE BOTTOM IF YOU WISH TO ATTACH FILES.

New Message — ↗ ✕

To | Cc Bcc

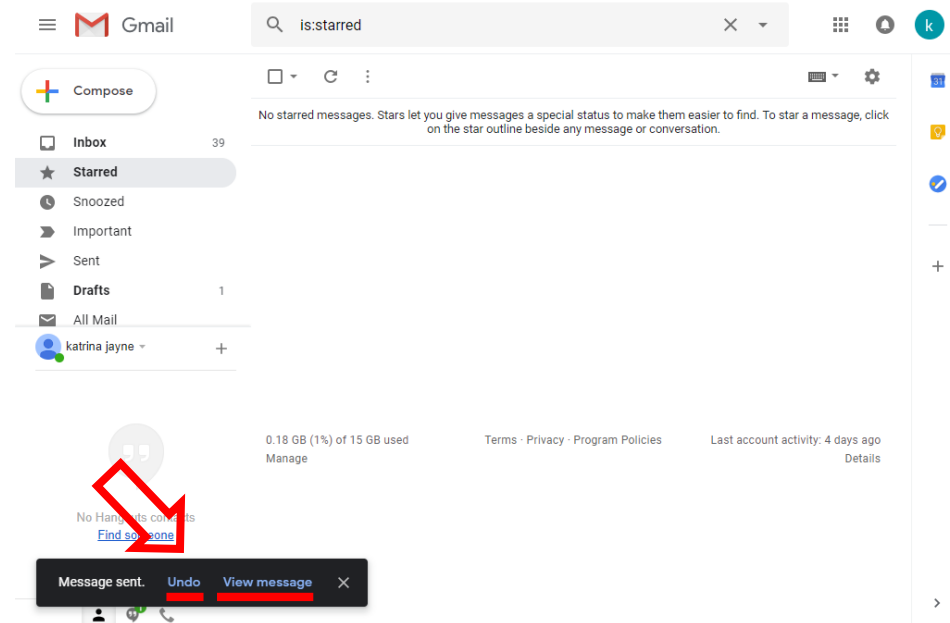
Subject

Sans Serif ▾ ↕ **B** *I* U A ▾ ≡ ≡ ≡ ≡ ▾

Send A 📎 🔗 😊 📷 📺 🕒 🗑️ ⋮

4. TO SEND YOUR MESSAGE, CLICK “Send”.

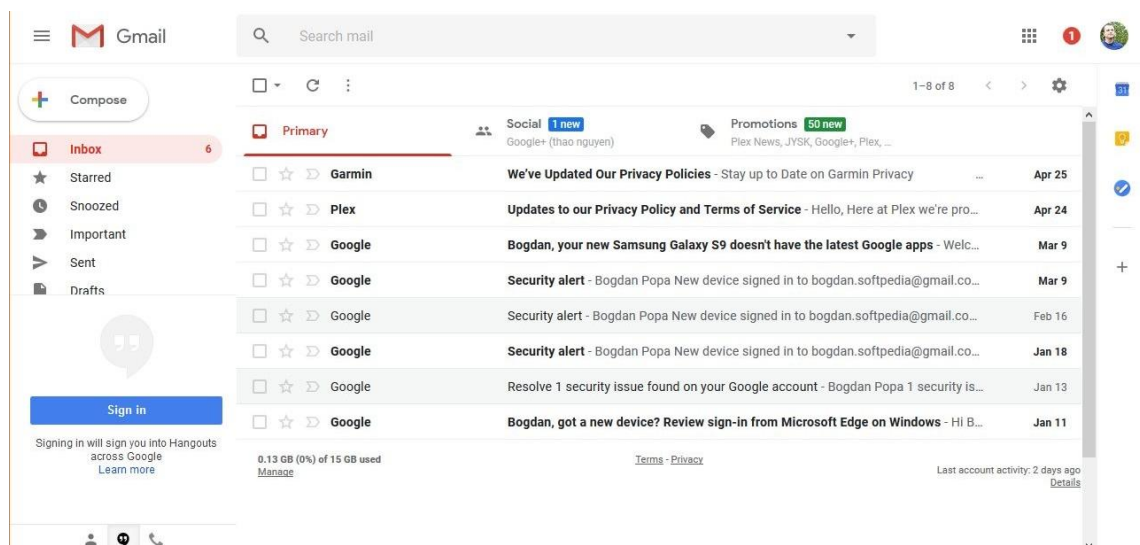
5. IF YOU DECIDE YOU DON'T WANT TO SEND THE EMAIL, YOU HAVE A SHORT TIME AFTER TO CANCEL IT. RIGHT AFTER YOU SEND A MESSAGE, IN THE BOTTOM LEFT, YOU'LL SEE "Message sent" AND THE OPTION TO "Undo" OR "View message".



6. CLICK "Undo".

OPENING MESSAGES

1. CLICK "Inbox".



2. TO READ A PARTICULAR MESSAGE, CLICK ON THE LIST DISPLAYED AT THE CENTER.

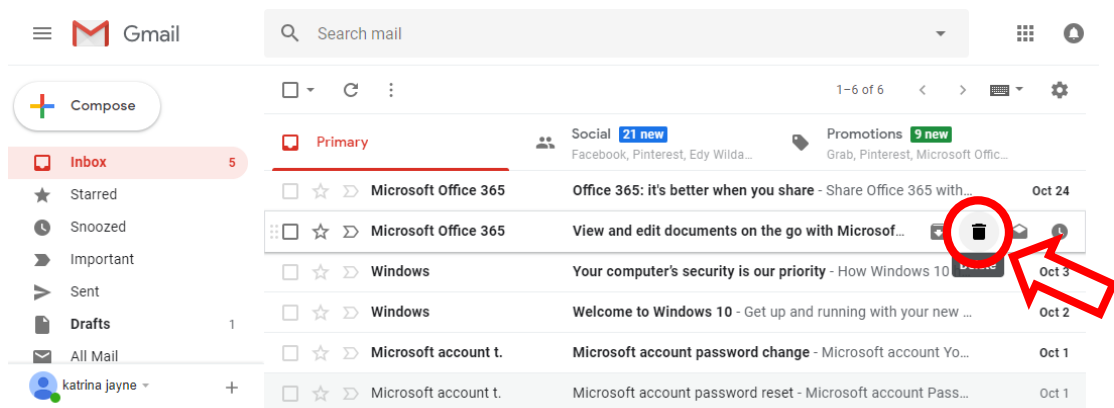
3. IF YOU WANT TO REPLY, CLICK THE ICON “Reply” AT THE BOTTOM OF THE MESSAGE.



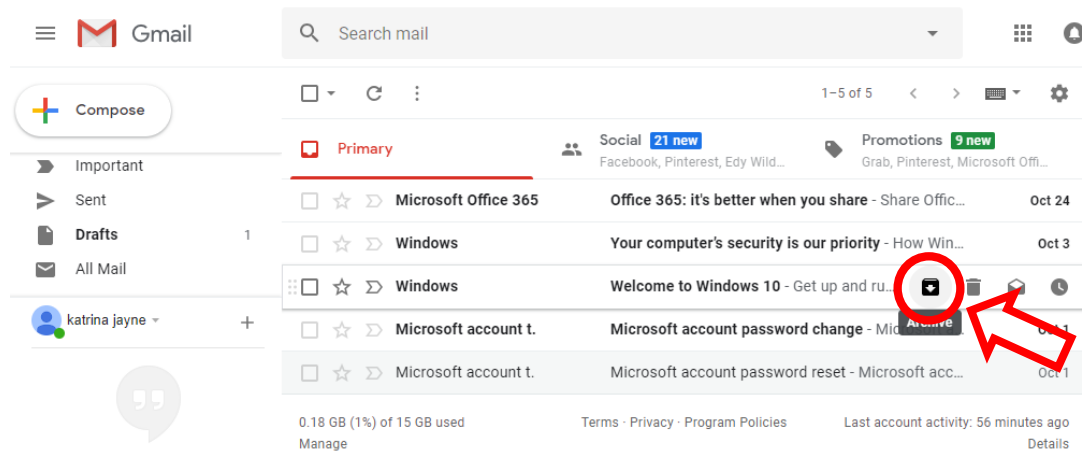
4. IF YOU WANT TO FORWARD THE MESSAGE TO OTHER RECIPIENTS, CLICK “Forward”.

DELETING/ARCHIVING MESSAGES

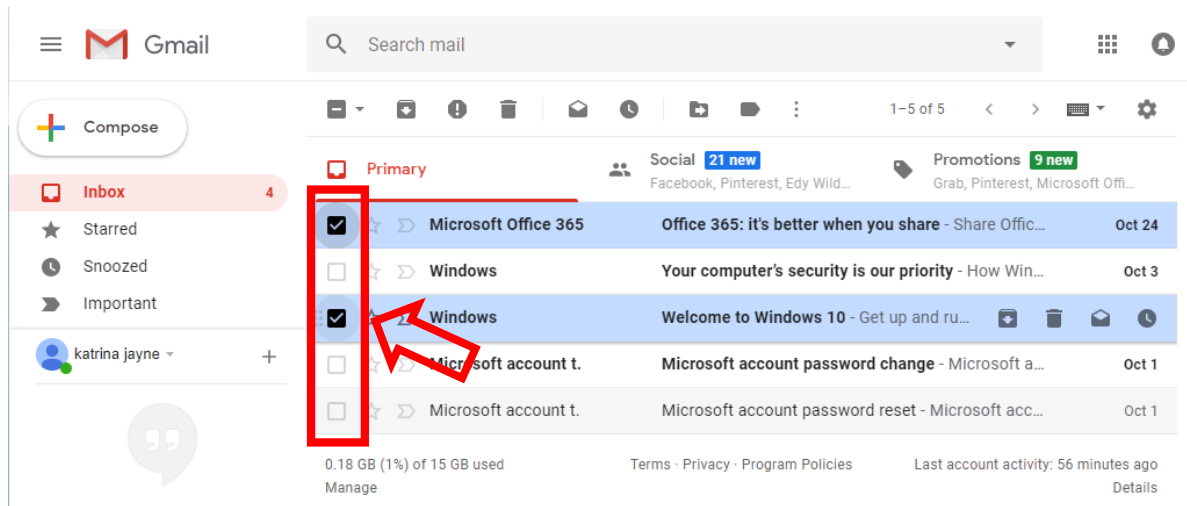
1. IF YOU WISH TO DELETE A SINGLE MESSAGE, HOVER ON THE MESSAGE YOU WANT TO DELETE, THEN CLICK THE “🗑️” ICON.





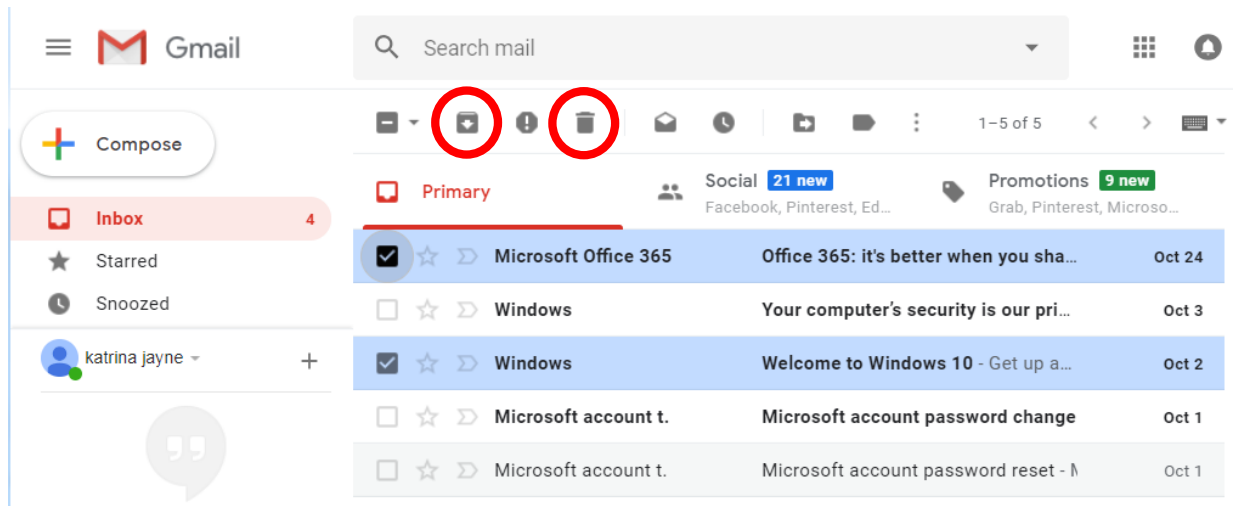
2. IF YOU WANT TO ARCHIVE THE MESSAGE, CLICK THE “📁”THE ICON.



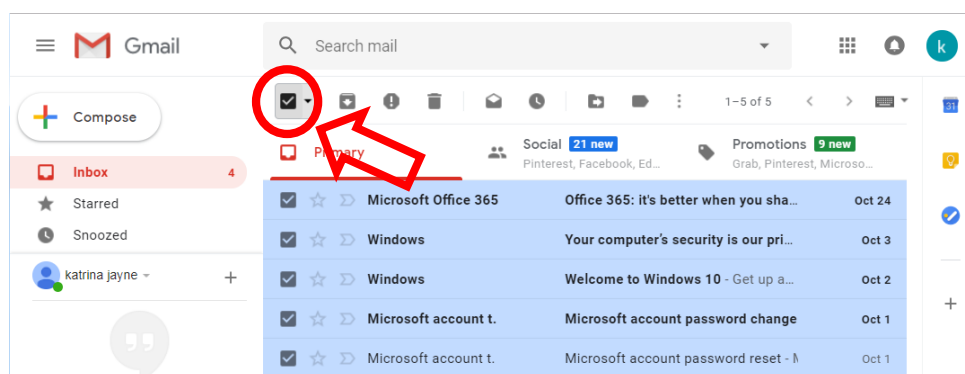
3. TO DELETE OR ARCHIVE MULTIPLE ITEMS, CLICK THE CHECKBOX AT THE LEFT SIDE OF THE MESSAGES THAT YOU WISH TO DELETE OR ARCHIVE.



4. THEN, AT THE TOOLBAR ABOVE, CLICK “” TO DELETE, OR “” TO ARCHIVE THE SELECTED MESSAGES.



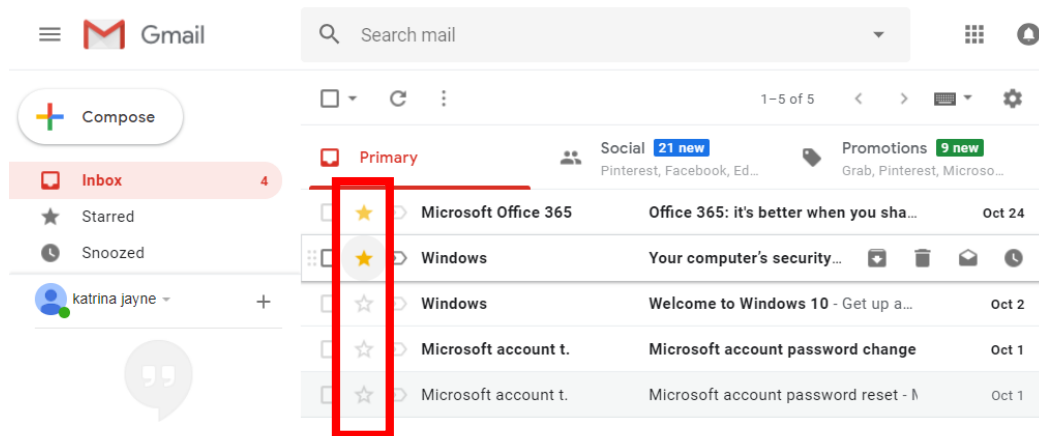
5. TO DELETE OR ARCHIVE ALL MESSAGES, CLICK THE BOX AT THE TOOLBAR ABOVE.



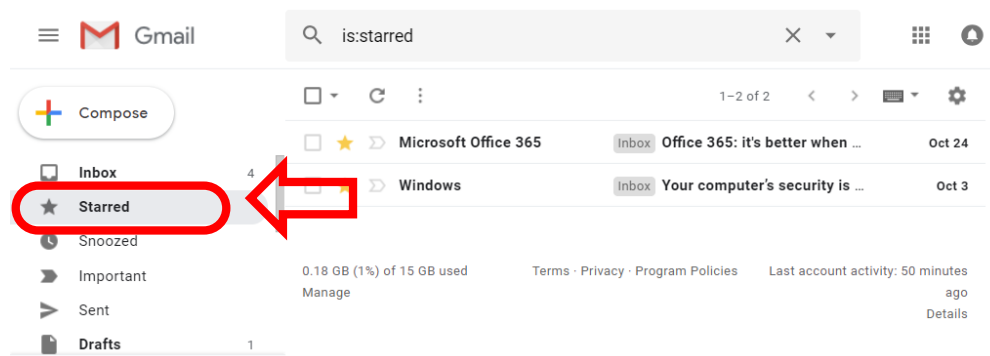
6. THEN CLICK “” TO DELETE, OR “” TO ARCHIVE.

STAR AND LABEL

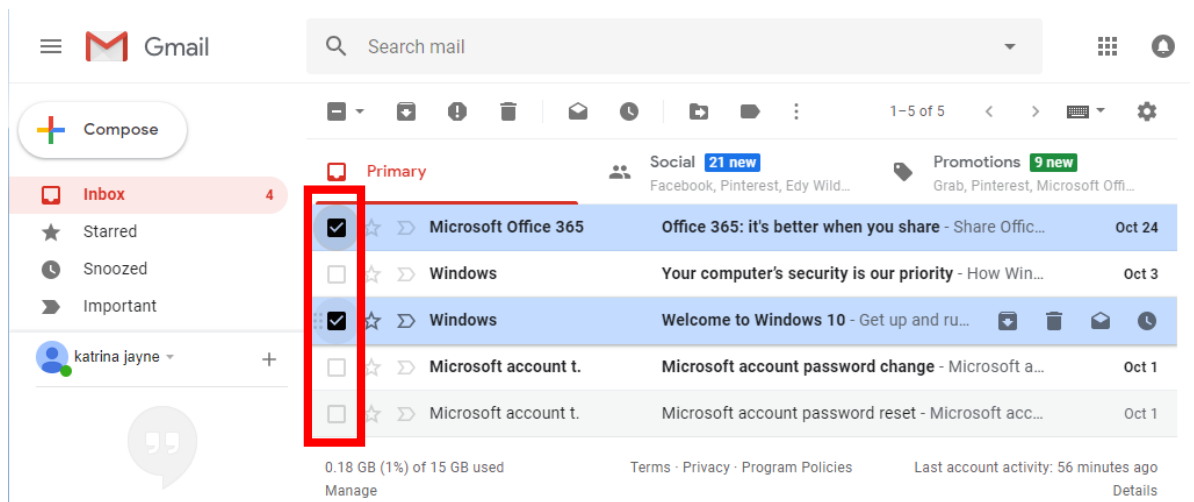
1. TO MARK IMPORTANT ITEMS IN GMAIL, CLICK THE STAR ICON AT THE LEFT SIDE OF THE MESSAGES.



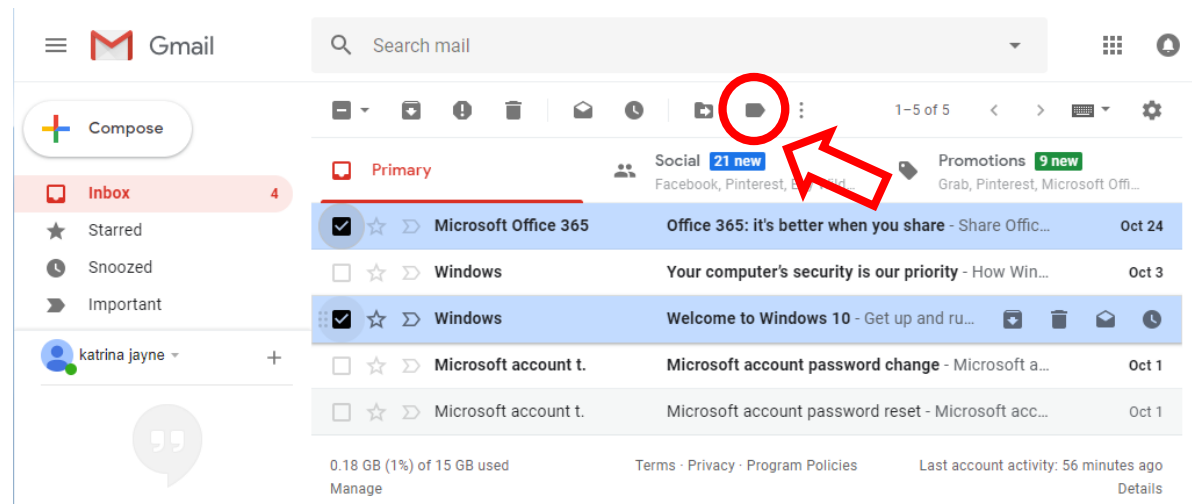
2. ALL STARRED MESSAGES WILL AUTOMATICALLY APPEAR IN THE FOLDER "STARRED".



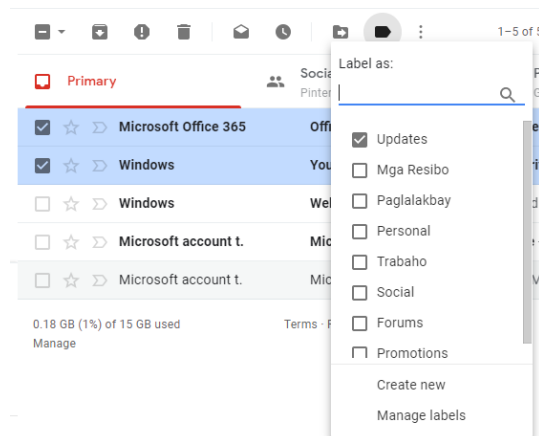
3. TO ORGANIZE MESSAGES INTO SPECIFIC CATEGORIES, YOU CAN USE THE "LABEL" FEATURE OF GMAIL.
4. CLICK THE CHECKBOX AT THE LEFT SIDE OF THE MESSAGES



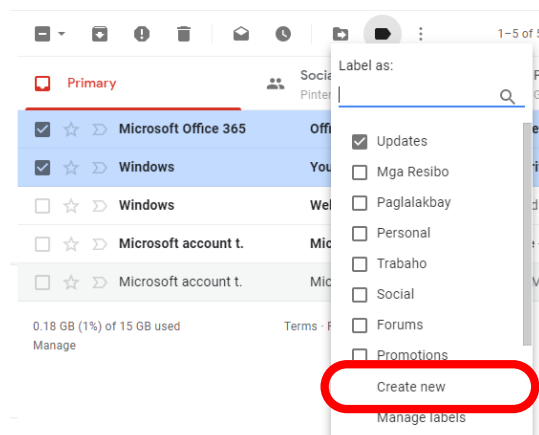
5. THEN CLICK THE “” ICON AT THE TOOLBAR ABOVE



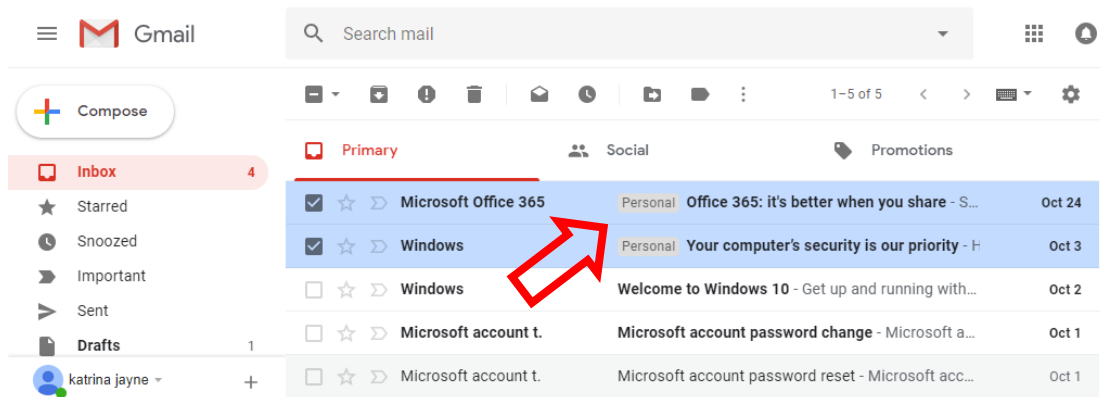
6. ON THE GIVEN LIST, CLICK THE APPROPRIATE CATEGORY.



7. YOU CAN ALSO CREATE YOUR OWN CATEGORY, BY CLICKING “Create New” AT THE BOTTOM OF THE LIST.

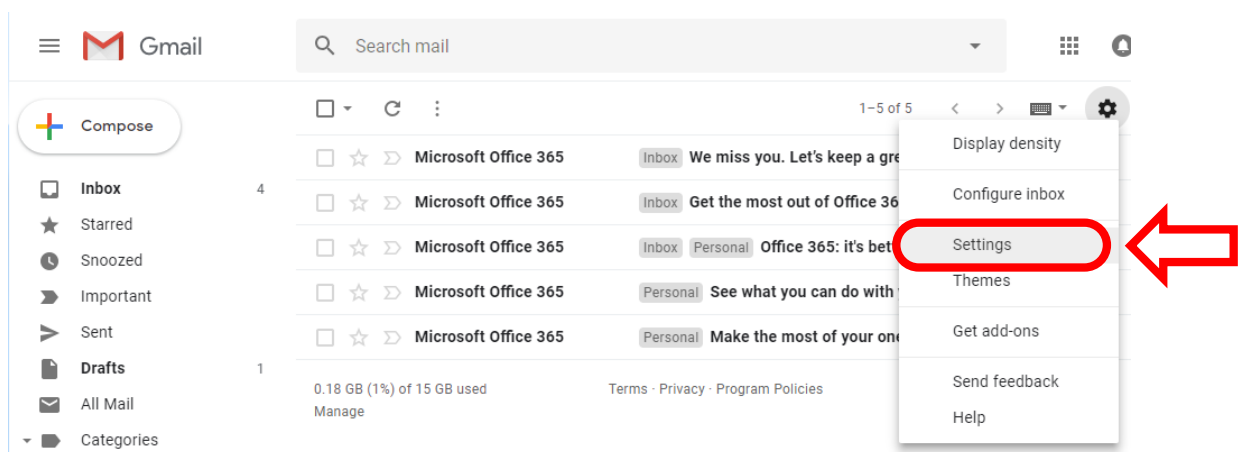


8. THE MESSAGE SELECTED WILL NOW BE TAGGED ACCORDING TO THE CATEGORY YOU HAVE ASSIGNED IT.

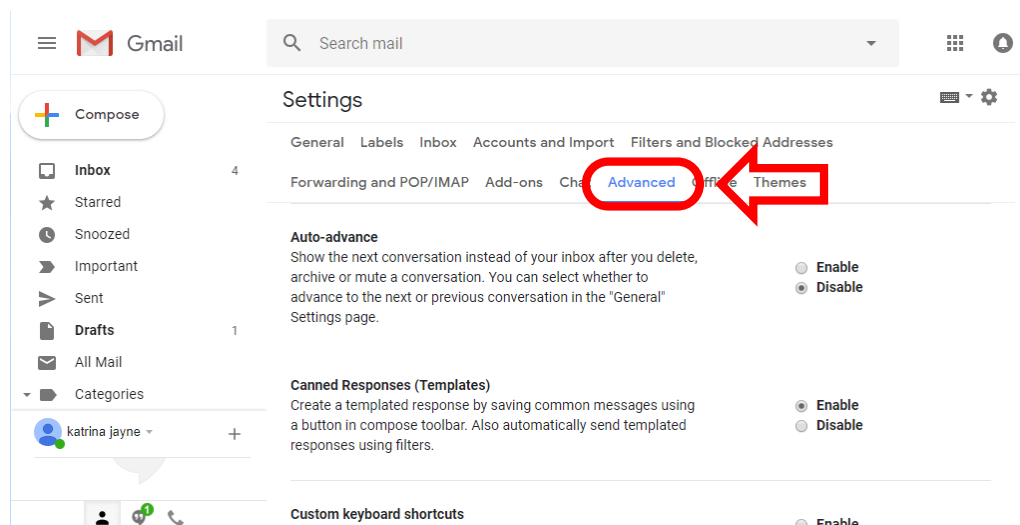


CANNED RESPONSES

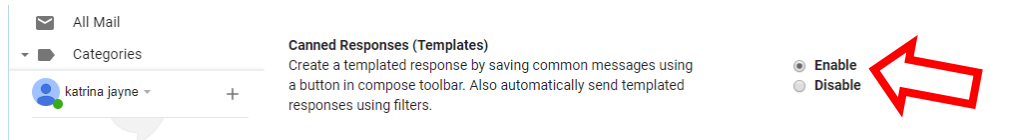
1. TO CREATE A TEMPLATE MESSAGE OR PRE-WRITTEN RESPONSES TO EMAILS, YOU CAN COMPOSE CANNED RESPONSES.
2. CLICK THE GEAR ICON ON THE RIGHT AND SELECT "Settings".



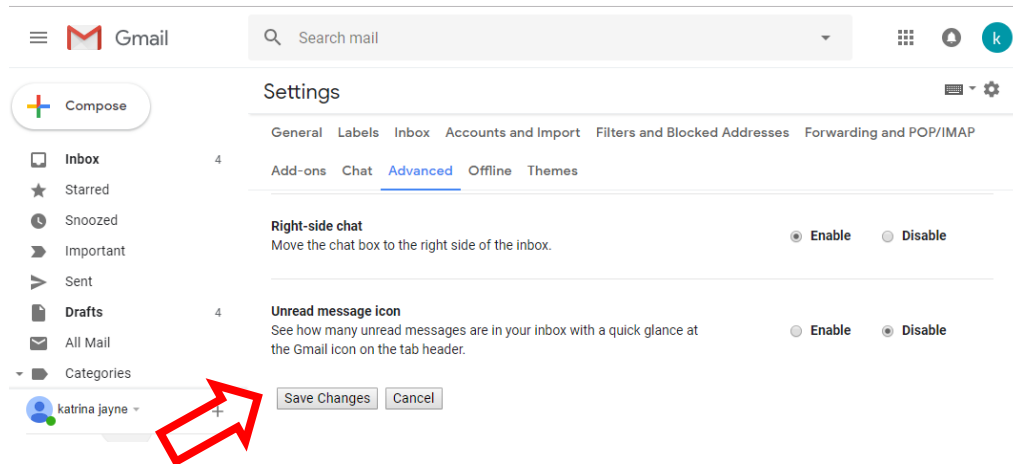
3. CLICK "Advanced".



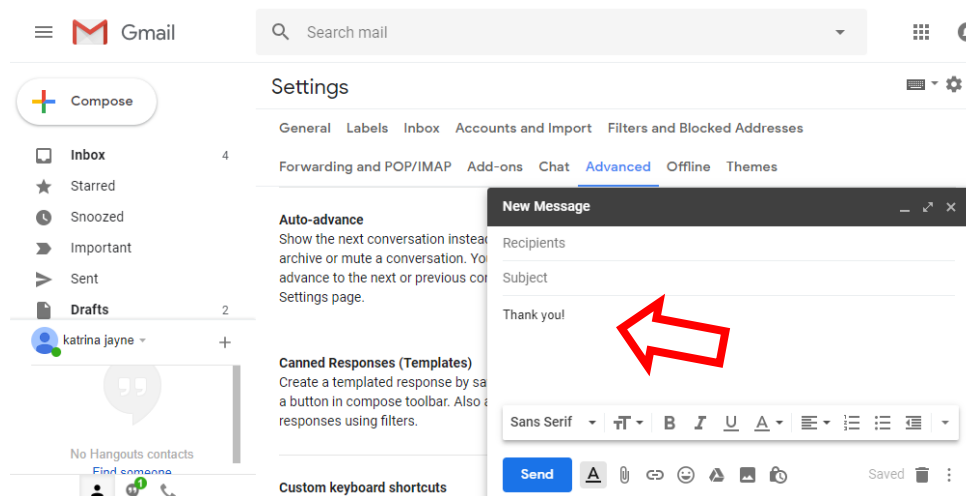
4. Click “Enable” in “Canned Responses”.



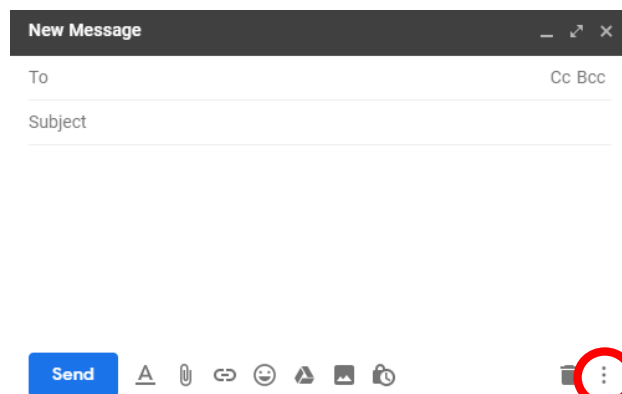
5. CLICK “Save Changes” AT THE BOTTOM OF THE PAGE.



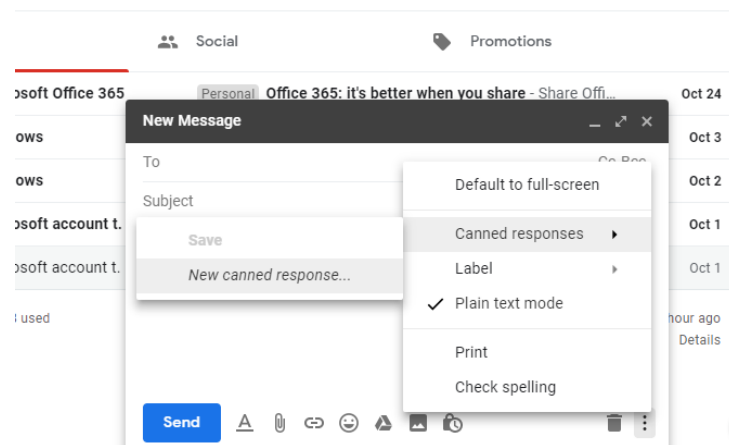
6. CLICK “Compose” AND TYPE IN THE MESSAGE YOU’D LIKE TO SAVE AS A CANNED RESPONSE.



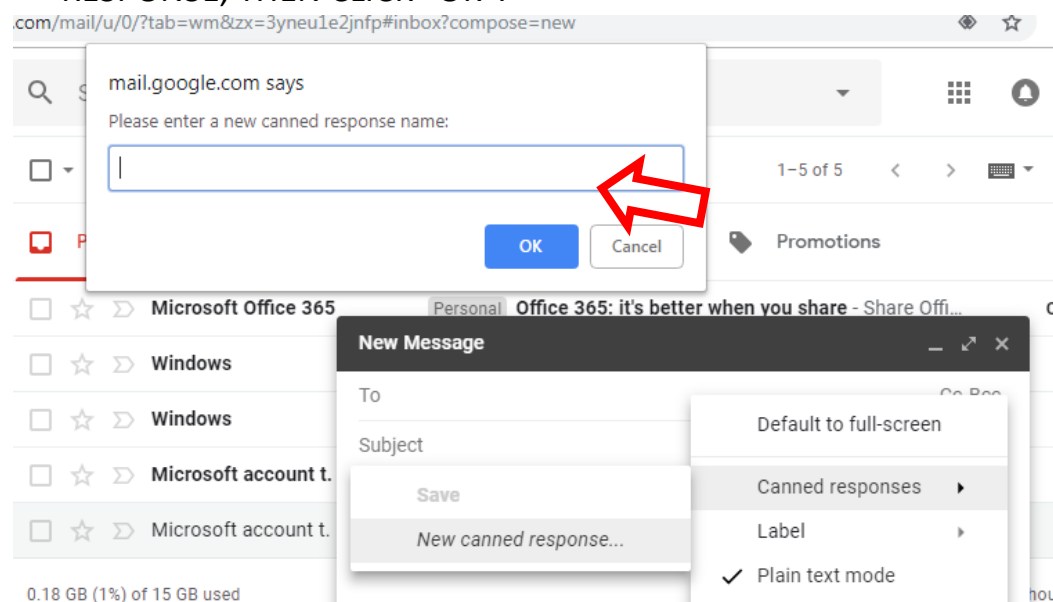
7. CLICK THE ICON AT THE LOWER LEFT CORNER OF THE WINDOW.



8. ON THE LIST CLICK “Canned responses”, THEN “New canned response”.

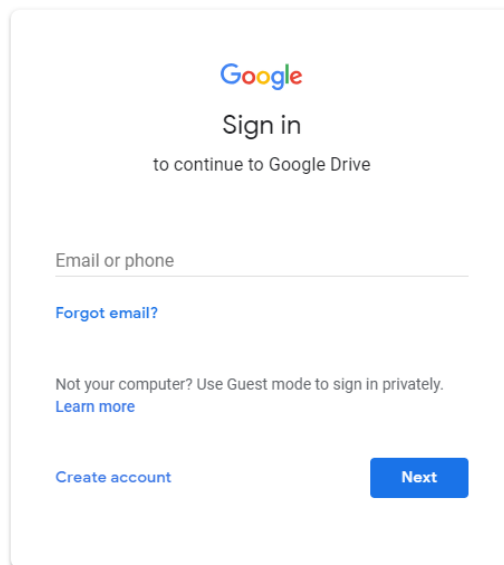


9. IN THE DIALOGUE BOX, TYPE IN THE TITLE/NAME OF THE CANNED RESPONSE, THEN CLICK “OK”.



STEPS IN USING GOOGLE DRIVE

1. TO ACCESS GOOGLE DRIVE, GO TO “**drive.google.com**” IN YOUR BROWSER.
2. SIGN IN USING THE GSUITE INFORMATION PROVIDED BY THE ICTS.



Google

Sign in

to continue to Google Drive

Email or phone

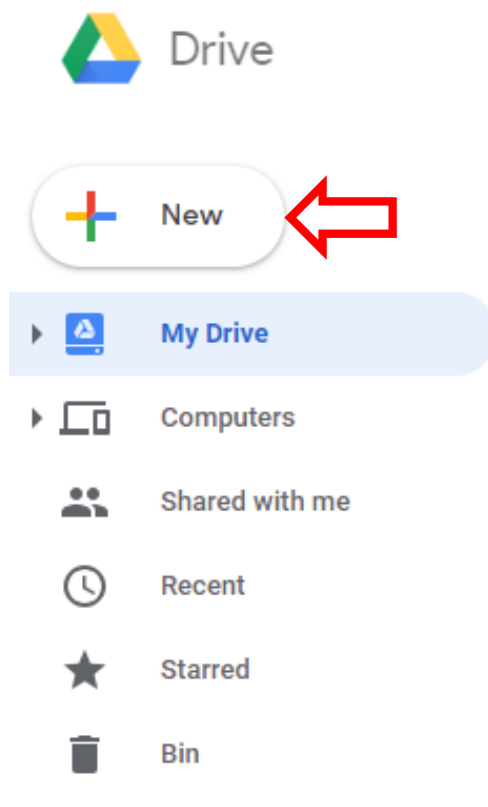
[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

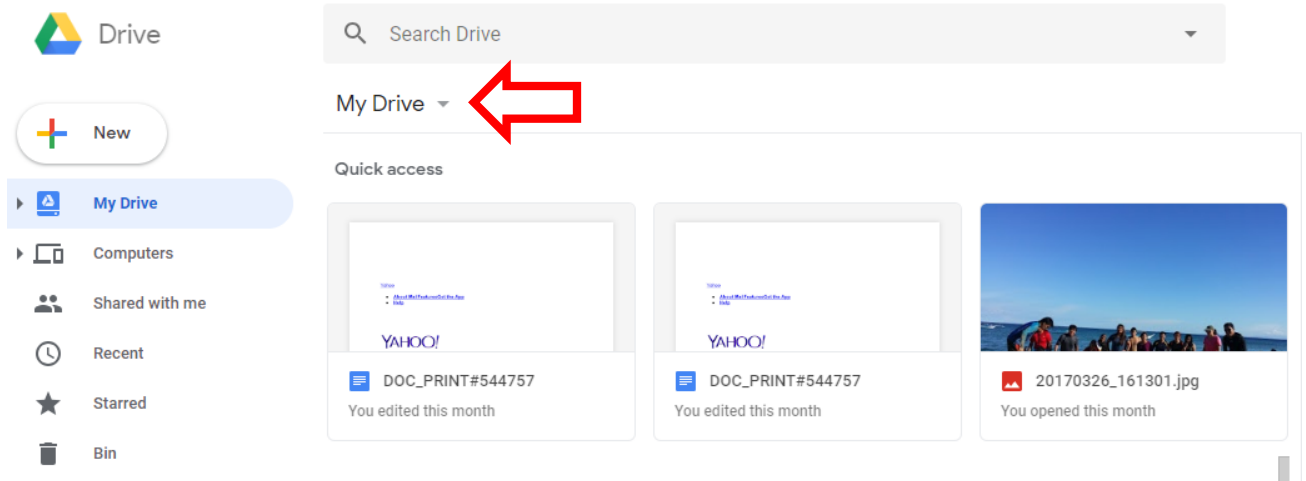
[Create account](#) [Next](#)

UPLOADING FILES

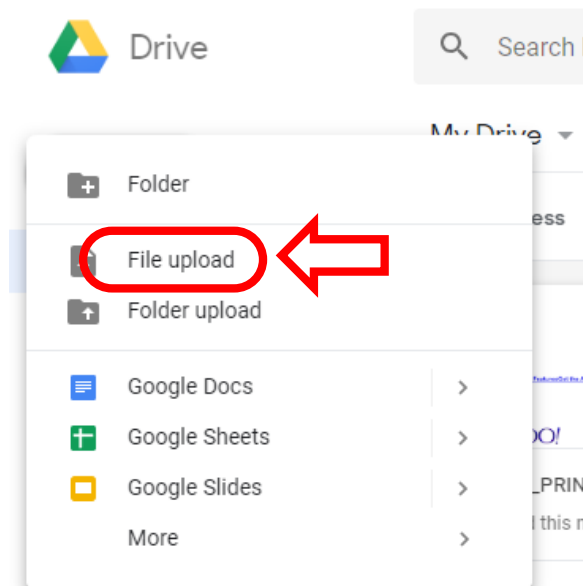
1. TO UPLOAD NEW FILES, YOU CAN EITHER:
 - a. CLICK “New” AT THE LEFT SIDEBAR; OR



- b. CLICK “My Drive” BELOW THE SEARCH BAR.



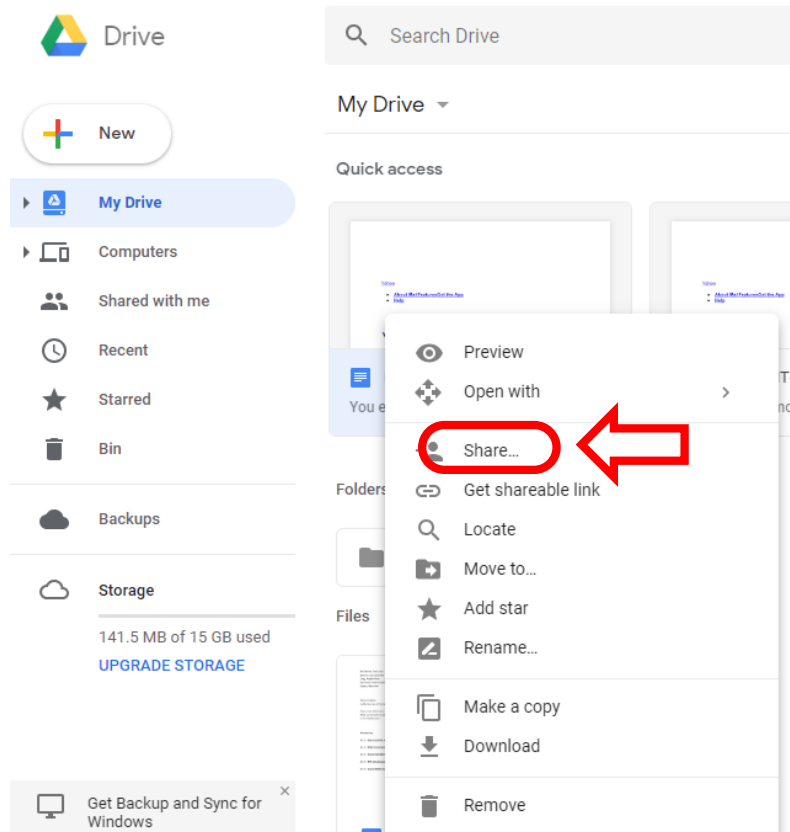
2. IN THE SELECTION, CLICK “File upload” TO ACCESS FILES FROM YOUR COMPUTER.



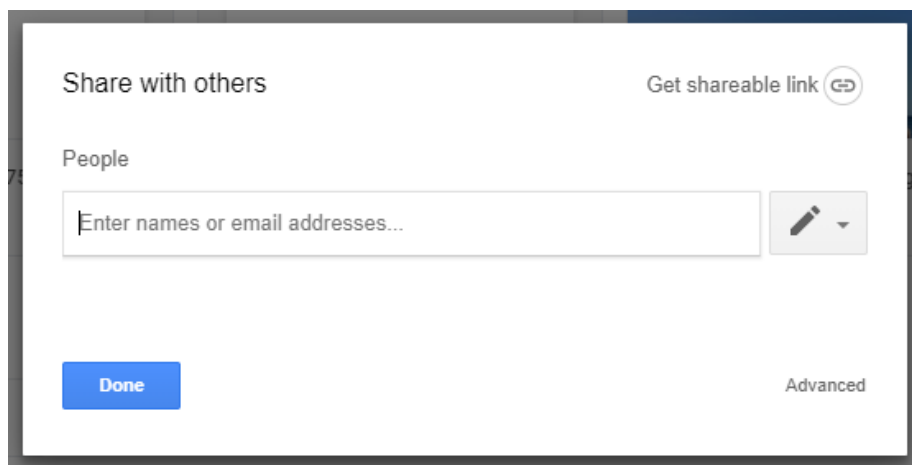
3. CLICK “Folder upload” IF YOU WISH TO UPLOAD AN ENTIRE FOLDER.
4. YOU CAN ALSO CREATE DOCUMENTS, SHEETS AND SLIDES USING THE GOODLE DRIVE.

SHARING FILES

1. HOVER YOUR MOUSE POINTER ON THE FILE YOU WANT TO SHARE.
2. RIGHT CLICK, THEN CHOOSE “Share” ON THE SELECTION.



3. IN THE DIALOGUE BOX, TYPE THE G-SUIT ADDRESS OF THE RECIPIENT.

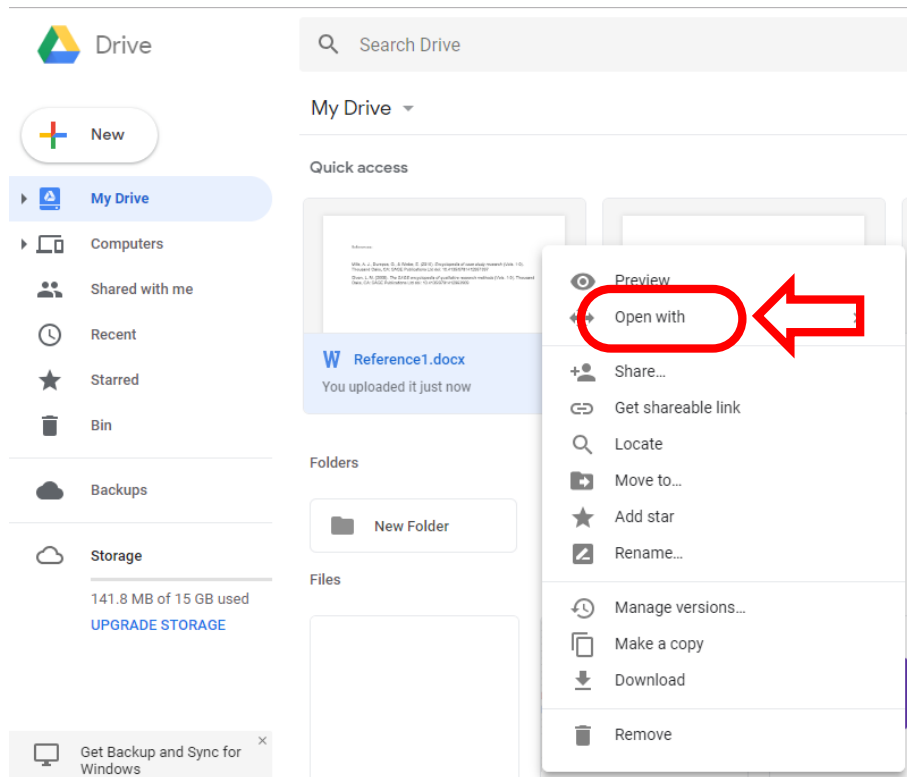


IF YOU WISH TO SHARE A FILE TO ALL THE EXCOM MEMBERS, YOU DON'T HAVE TO TYPE ALL THEIR INDIVIDUAL G-SUITE ADDRESSES. TYPE "excom" AND THE SYSTEM WILL AUTOMATICALLY SEND THE FILE TO ALL MEMBERS.

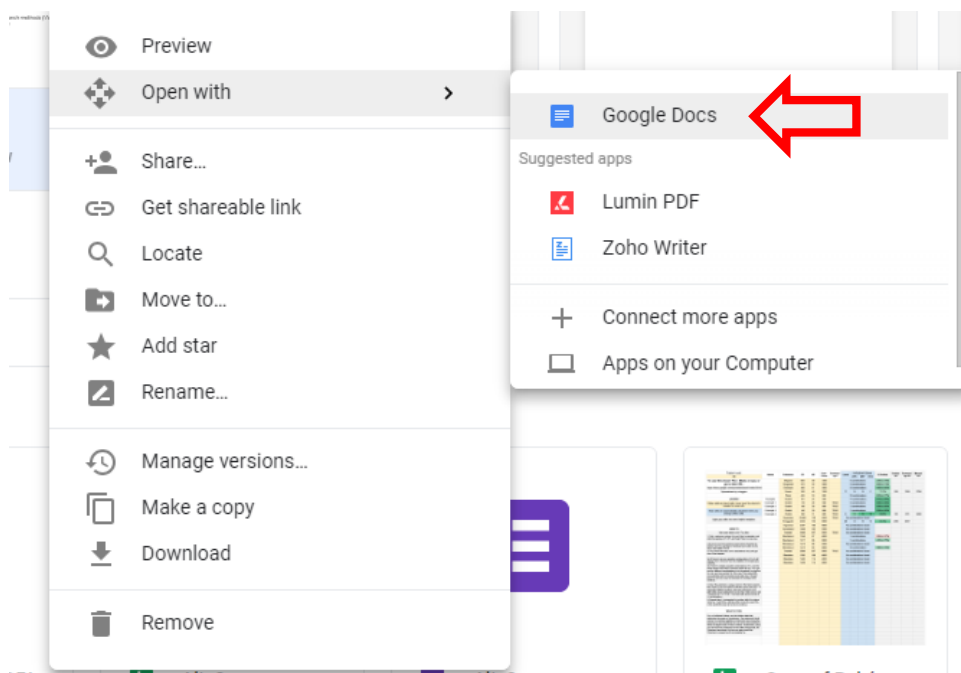
4. CLICK "Done".

CONVERTING FILES TO GOOGLE FORMAT

1. RIGHT CLICK ON THE FILE YOU WANT TO TRANSFORM.
2. CLICK “Open with” in the selection box.



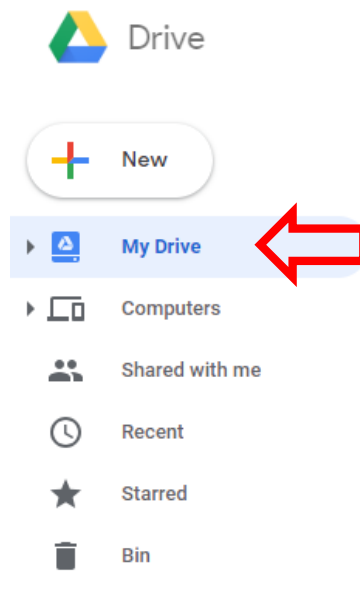
3. CLICK “Google Docs”.



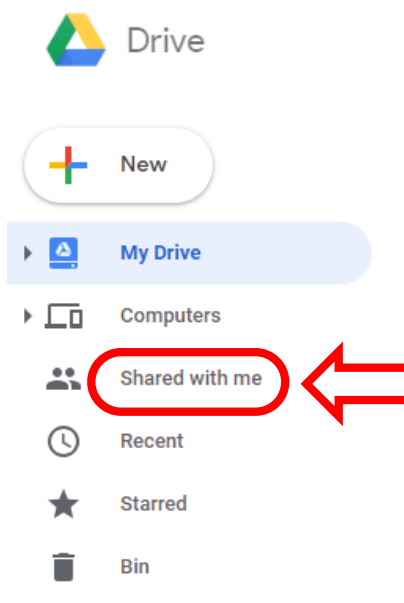
THE FILE WILL AUTOMATICALLY BE CONVERTED TO GOOGLE DOCS.

ACCESSING FILES


1. TO ACCESS YOUR STORED FILES, CLICK “My Drive” AT THE LEFT SIDEBAR.

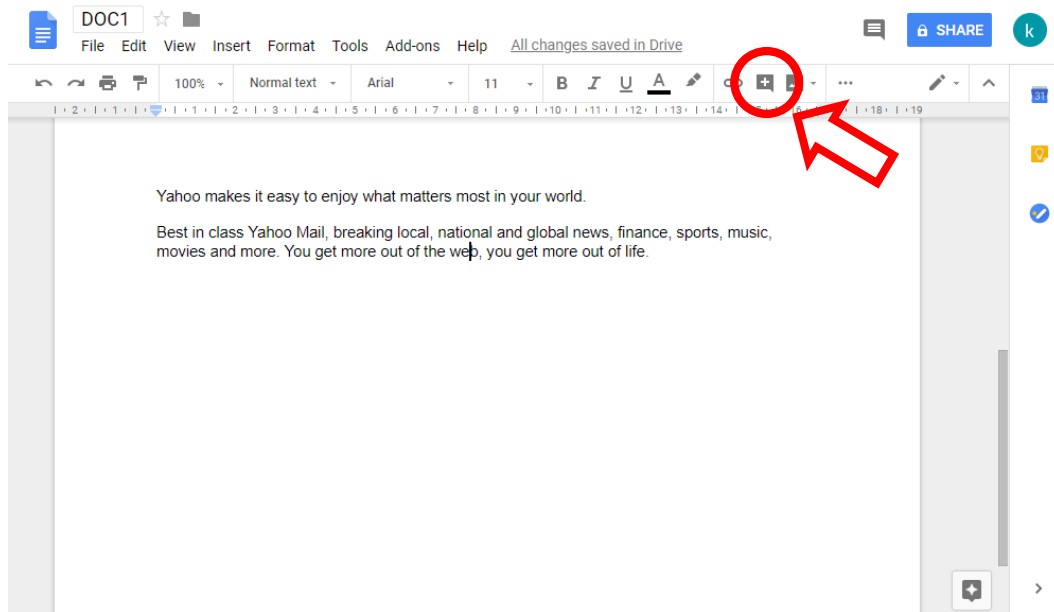


2. TO ACCESS FILES SHARED WITH YOU BY OTHER USERS, CLICK “Shared with me”.

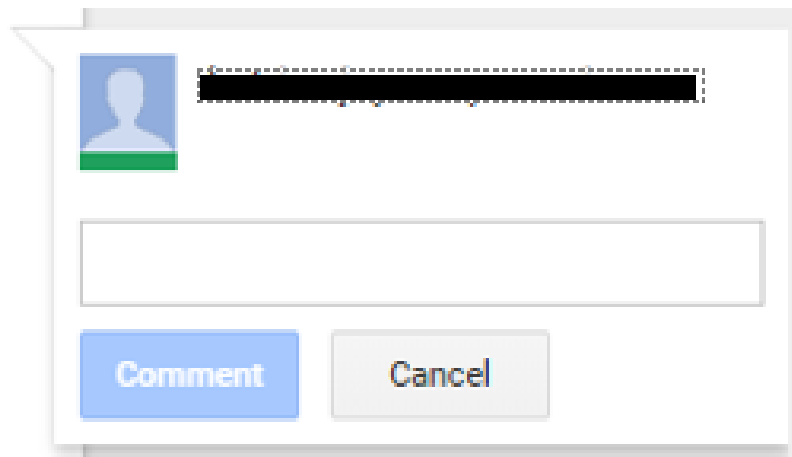


COMMENTING ON GOOGLE DOCS

1. OPEN THE FILE/DOCUMENT YOU WANT TO COMMENT ON.
2. HIGHLIGHT THE WORD/SENTENCE/PARAGRAPH YOU WANT TO COMMENT ON.
3. AT THE TOOLBAR ABOVE THE SCREEN, CLICK THE “” ICON.



4. TYPE YOUR COMMENT/S.



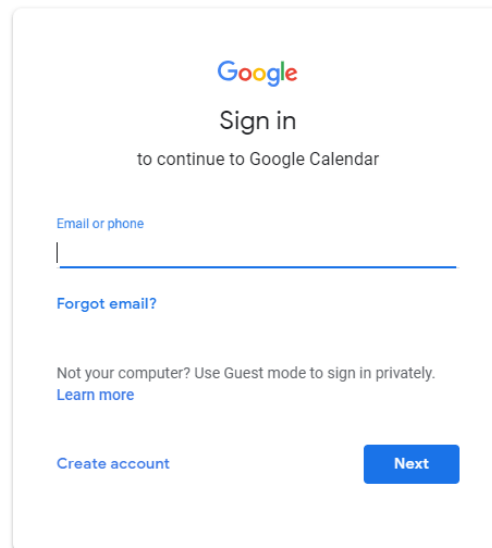
5. CLICK “Comment”.

NOTE:

- ALL COMMENTS WILL BE SEEN BY THE USERS WITH WHOM THE FILE WAS SHARED.
- ALL CHANGES IN GOOGLE FILES WILL BE AUTOMATICALLY SAVED.
- ALL FILES SHARED IN GOOGLE DRIVE WILL AUTOMATICALLY NOTIFY THE RECEIVER THRU THEIR GMAIL ACCOUNT.

STEPS IN USING GOOGLE CALENDAR

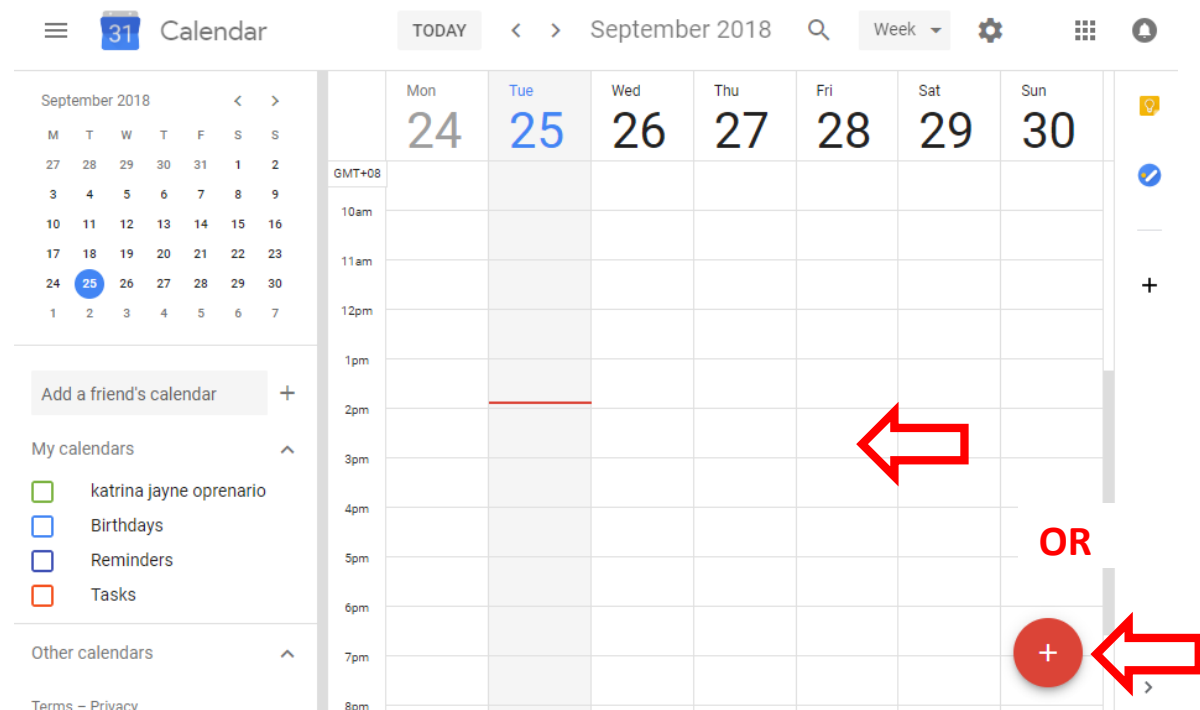
1. TO ACCESS GOOGLE CALENDAR, GO TO “calendar.google.com”.
2. SIGN IN USING THE GSUITE INFORMATION PROVIDED BY THE ICTS.



The image shows the Google sign-in page for Google Calendar. At the top is the Google logo, followed by the text "Sign in to continue to Google Calendar". Below this is a text input field labeled "Email or phone". To the right of the input field is a link that says "Forgot email?". Below the input field and link, there is a line of text: "Not your computer? Use Guest mode to sign in privately." followed by a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next".

ADDING AN EVENT

1. TO ADD AN EVENT, YOU CAN EITHER CLICK ON THE “+” ICON AT THE LOWER LEFT CORNER OR CLICK ON THE CORRESPONDING DATE OF THE EVENT AT THE CENTER OF THE SCREEN/INTERFACE.



2. FILL IN THE NEEDED INFORMATION, THEN CLICK “Save”.

3. IF YOU WISH TO INVITE OTHER USERS TO YOUR EVENT, CLICK ON THE “Add guests” AT THE LEFT SIDEBAR.

TECHNICAL COMPLAINTS AND REQUESTS

All technical complaints such as changing of account details, and prescribed email signature, and requests regarding the use of House Email address and the G-Suite Package may be directed to the Service

Director, Information Communications Technology Service (ICTS) at tel nos. 0931-0536; 8931-5792; 0931-0535 loc 7444, 7616, 7615, for appropriate action.