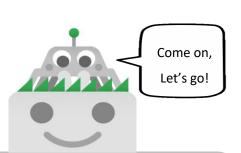


Nice to meet you! I am Spider Bot.

For this new school year, I will like to share some useful Tips & Tricks to enhance your learning experience in Student iCON Google Workspace.



What is in my Google Workspace?

Your Student iCON Google Workspace is where you can locate your:

documents





Google Drive

Let's organise our files for the new school year!

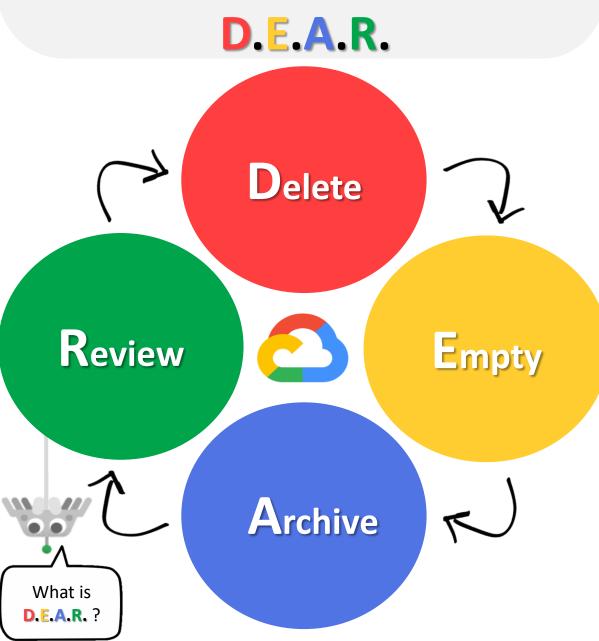
First, ensure that you are able to login to your Student iCON account: <u>https://workspace.google.com/dashboard</u>

Gmail

If you have forgotten your password, please approach [recommend to insert name of MIMS Student Administrator (SA)] at [venue e.g. General Office, Computer Lab, etc.] to reset your password.

To better manage your Google Workspace Storage,

Practice



Do you need all your files? Delete documents,

emails & media which you no longer need to

Delete

use starting with the largest size. Refer to page 3 to 8 of attached Quick Guide

for more details.

Archive

Once you have deleted files that you no longer

Empty

need, **empty your Trash**.

Good housekeeping will help maintain availability of storage in Student iCON.

Review

Refer to page 9 of attached Quick Guide for

Archive or compress files which you do not use

often so that they will not take up excess storage space. Use the attached Google Takeout Guide to help you export and backup your data. Refer to page 10 to 11 of attached Quick Guide for more details.

Review files in your Student iCON Google Workspace frequently to ensure they are kept

are relevant & up-to-date for your learning purposes.

Refer to page 12 of attached Quick Guide for



enable you to store and retrieve your learning resources more efficiently.

Being organised can benefit your learning since it will

Why is **D.E.A.R.** and being organised important to me?

more details.

more details.

To encourage the good practice of regular data housekeeping in Student iCON,

you may refer to the following attached resources:

Quick Guide on Student iCON Data Management

Don't wait!

Google Takeout Guide

Highly organised people are habitual de-clutterers. Happy organising!

If you encounter any issues, kindly approach your teachers for help. They will log a case with the SSOE 2

Service Desk on your behalf, if necessary.