

GOOGLE APPS

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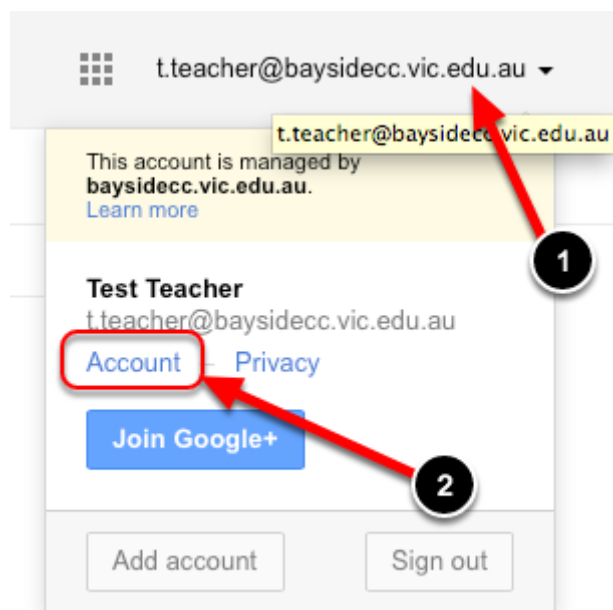
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2-Step Verification

Enable and Configure Google Apps 2-Step Verification

This lesson shows how to setup the 2-step verification in Google Apps, which is a security feature enabled for all Bayside staff.

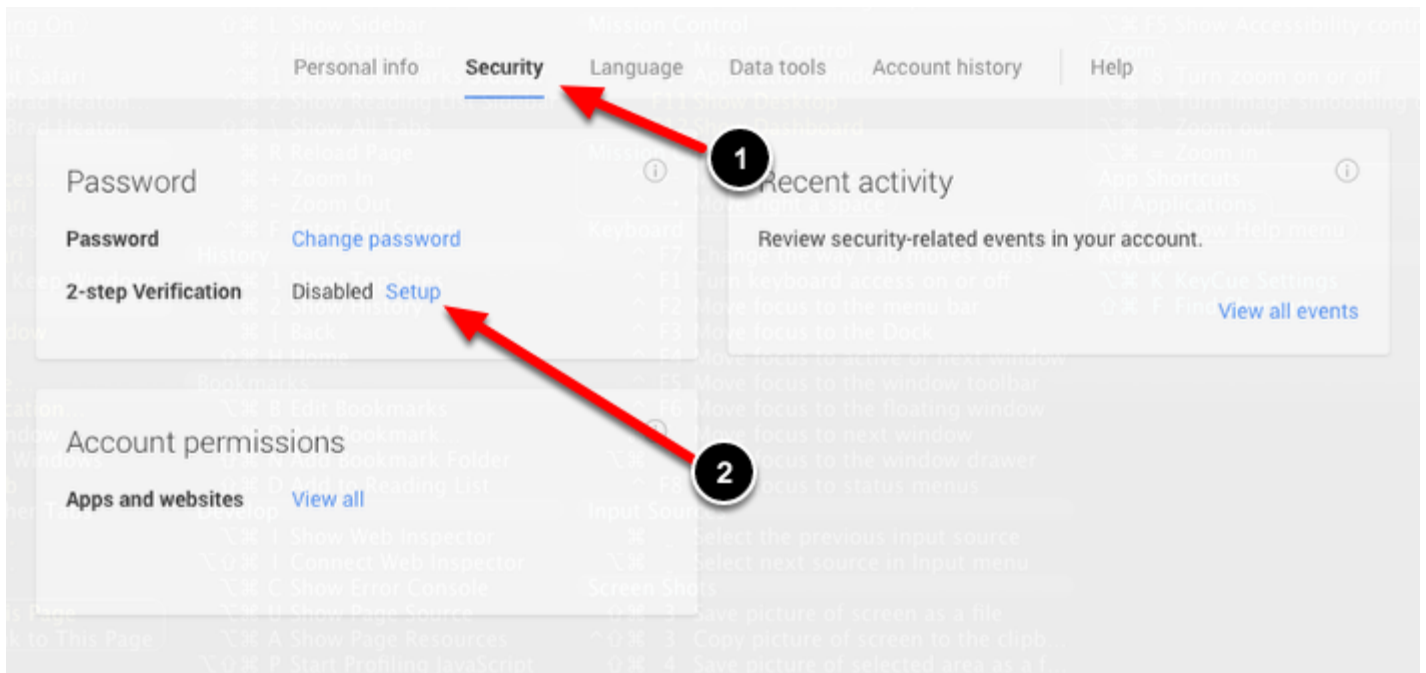
Open Account Settings in Gmail



From the main Gmail screen, click on your username in the upper right hand corner of the screen and select the "Account" option in the drop down box.

NOTE: If you are not already logged into Gmail in a browser, please do so to complete this and all following steps.

Navigate to the Security Menu



1. When your account details page opens (see above) click on the "Security" tab so that the Password options are visible.
2. Next, click on the "Setup" option to the right of the '2-step verification' label.

Start set up

Signing in with 2-step verification



Signing in will be different

You'll need verification codes:
After entering your password, you'll enter a code that you'll get via text, voice call or our mobile app.



Keep it simple

Once per computer, or every time:
During sign in, you can tell us not to ask for a code again on that *particular computer*.



Help keep others out

You'll still be covered:
We'll ask for codes when you (or anyone else) tries to sign in to your account from *other computers*.

2-step verification

Keep the bad guys out of your account by using both your password *and* your phone.

[Start set up »](#)

[Learn more](#)

Next, click the "Start set up" button when you see the screen above.

Enter a Phone Number

Set up your phone



Which phone should we send codes to?

Google will send a numeric code to your phone whenever you sign in from an untrusted computer or device.

Phone number e.g.: 0412 345 678



- Google will only use this number for account security.
- Message and data rates may apply.

How should we send you codes?

- ☒ Text message (SMS)
- ☐ Voice Call

[« Back](#) [Send code](#)

Next, enter your mobile phone number to receive text messages (SMS) with your account verification code. If you do not have a mobile phone, you can choose the "Voice Call" option, enter a number, and a voice call will be made immediately to that phone with a recording of your verification code.

NOTE: All phone numbers must be entered with the area code (04 for mobiles and 03 for landlines in Victoria)

Confirm Number and Send Code

Google will send a numeric code to your phone with an untrusted computer or device.

Phone number e.g.: 0412 345 678

 0444 111 222 

How should we send you codes?

☒ Text message (SMS)

☐ Voice Call

[« Back](#) [Send code](#)

Once a phone number is entered, the format will be verified and the "Send code" button will then be enabled. Click "Send code" and your new verification code will be sent by SMS or voice call as requested.

Verification Code Screen

Verify your phone

1 — 2 — 3 — 4

We will call you at (03) 5971 6706 with a code

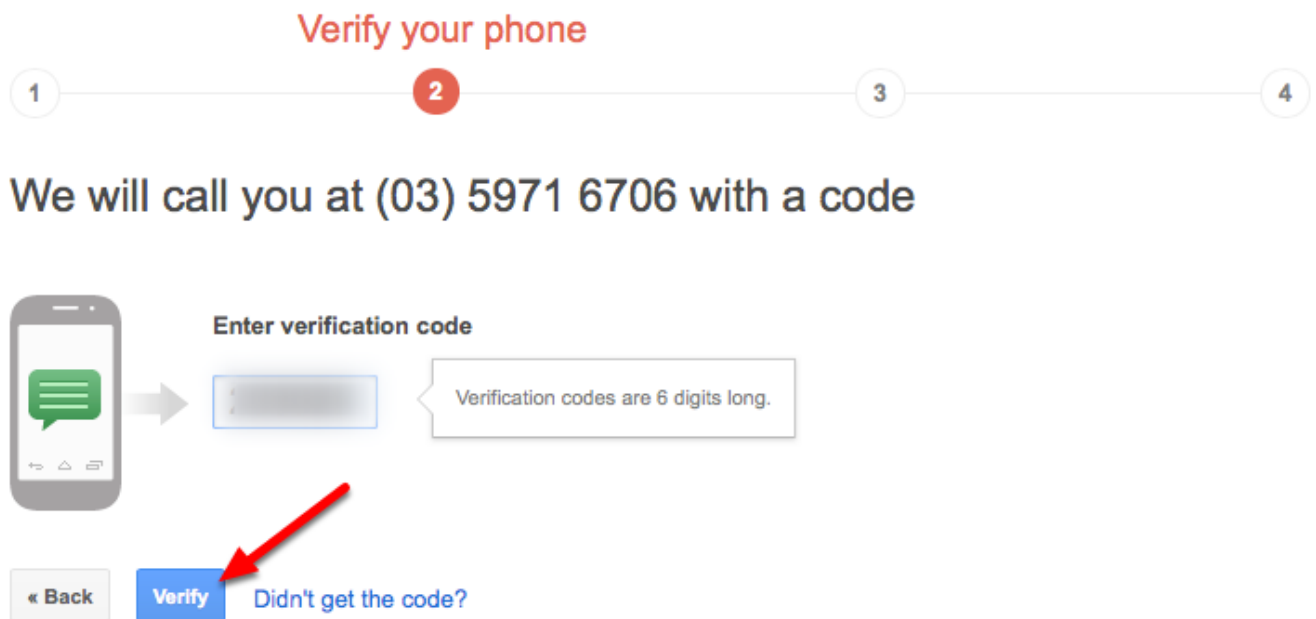
 **Enter verification code**

Verification codes are 6 digits long.

[« Back](#) [Verify](#) [Didn't get the code?](#)

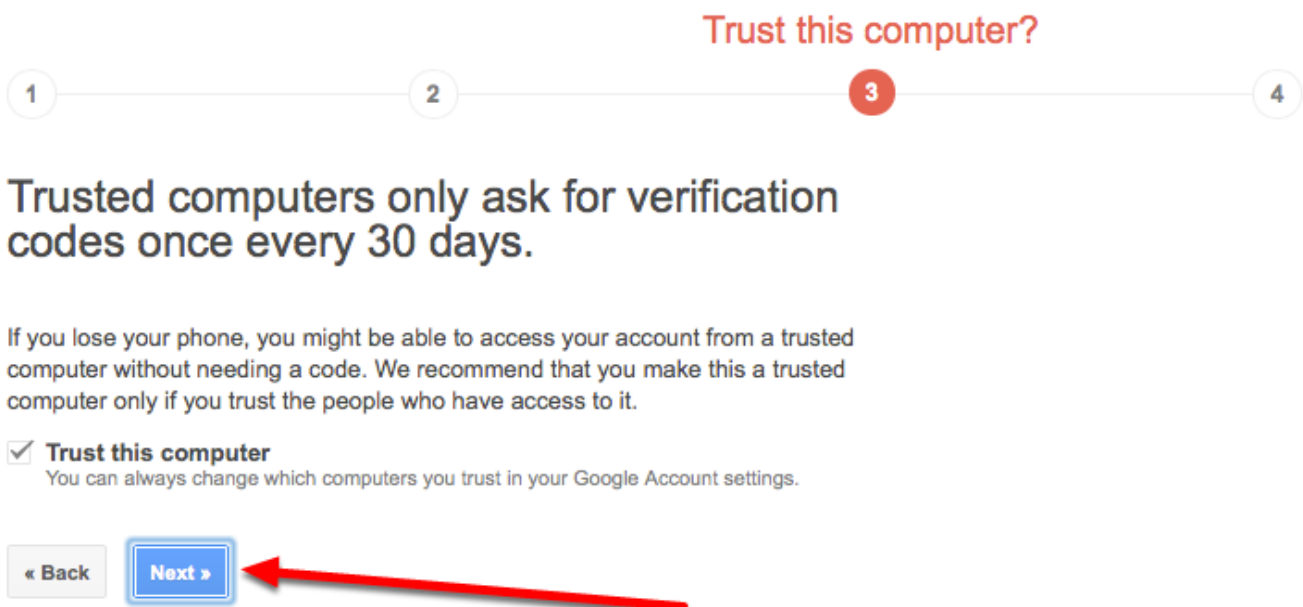
Once the "Send code" button is clicked, the screen above will appear and you will receive your code via SMS or voice call. Make sure that you record this number.

Enter Verification Code



Next, enter your verification code into the field provided on the screen and click "Verify"

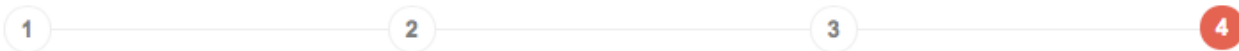
Trust the Computer



If you entered the verification code correctly, the screen above will appear asking you to trust the computer you are using. Click "Next" to trust the computer. After 30 days, a new verification code will be sent to be entered for the computer (or any others that you use). This prevents stolen or lost computers, iPads, or phones from being used to easily compromise the 2-step verification process.

Turn on 2-step verification

Confirm



Turn on 2-step verification

You'll only be asked for a code whenever you sign in using your **t.teacher@baysidecc.vic.edu.au** account every 30 days, on each trusted computer or device.

If you lose your phone, you can always change it in account settings.

The Google Apps SLA (Service-Level Agreement) does not apply to any services that are used in connection with 2-step verification, if the verification process relies on third-party voice or data providers to deliver the verification code. Details of the agreement are available [here](#).



Next, click "Confirm" to enable 2-step verification on your Google Apps account.

Confirm Details

Verification codes

App-specific passwords

Registered computers

2-Step Verification is: **ON**
Protecting your account since 21-Jul-2014.

PRIMARY WAY YOU RECEIVE CODES



Primary number
(03) 5971 6706 [Edit](#)
Codes sent via: [Voice call](#)
Added on: 21-Jul-2014



Get codes via our mobile app instead
Our app for Android, iPhone or BlackBerry even works when your device has no data or phone connectivity. [Switch to app](#)

BACKUP OPTIONS FOR WHEN YOUR PRIMARY IS UNAVAILABLE



Backup numbers ⓘ
No backup phones
We strongly recommend that you add at least one backup phone.
[Add a phone number](#)



Backup codes ⓘ
No backup codes printed or downloaded
We suggest that you print or download backup codes, especially if you travel or have problems receiving codes on your phone.
[Print or download](#)

Enter backup phone #

print or download backup codes here

Next, the screen above will appear to complete initial setup of 2-step verification. on this screen, you can confirm the details you have previously entered an add a backup phone number if desired. You can also download or print backup verification codes to use as required (this is recommended).

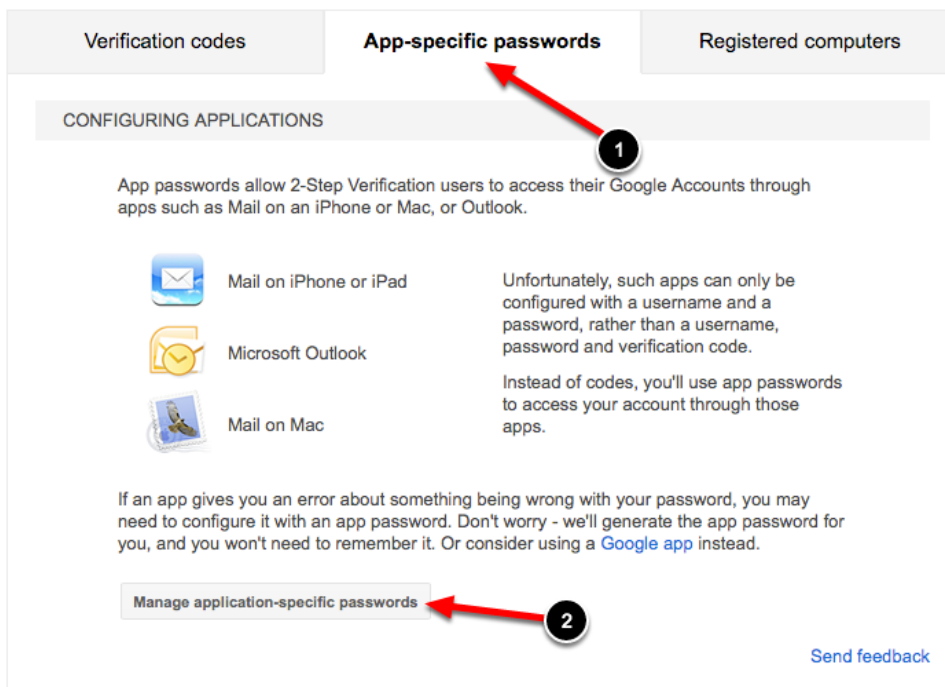
The following lesson will explain how to setup App-specific passwords to allow you to setup Email accounts on your iPad, phone, or email client on your computer (e.g. Apple Mail)

Create App-specific passwords for Mac, iPad, and iPhone

This lesson explains how to create App-specific passwords for the email clients on the Mac, iPad, and iPhone.

App-specific Passwords

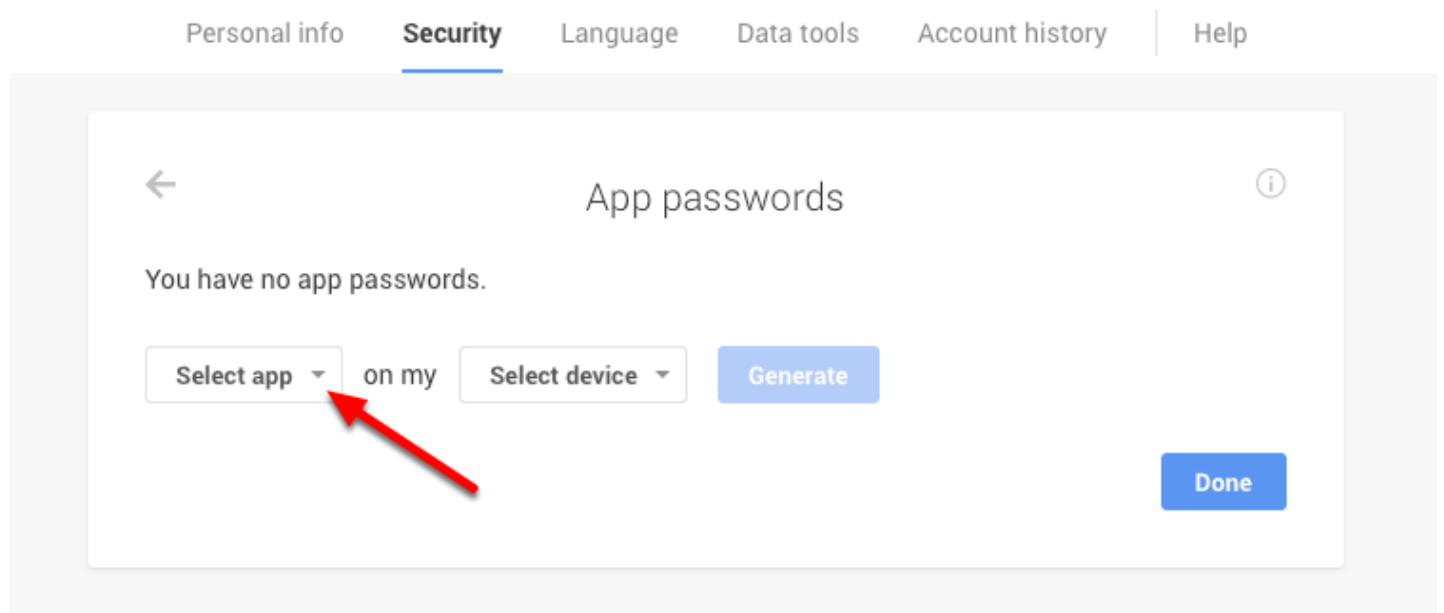
2-step Verification



To create App-specific passwords, go to the 2-step verification page (see [previous lesson](#) if you are unsure how to do this) and then follow the steps below:

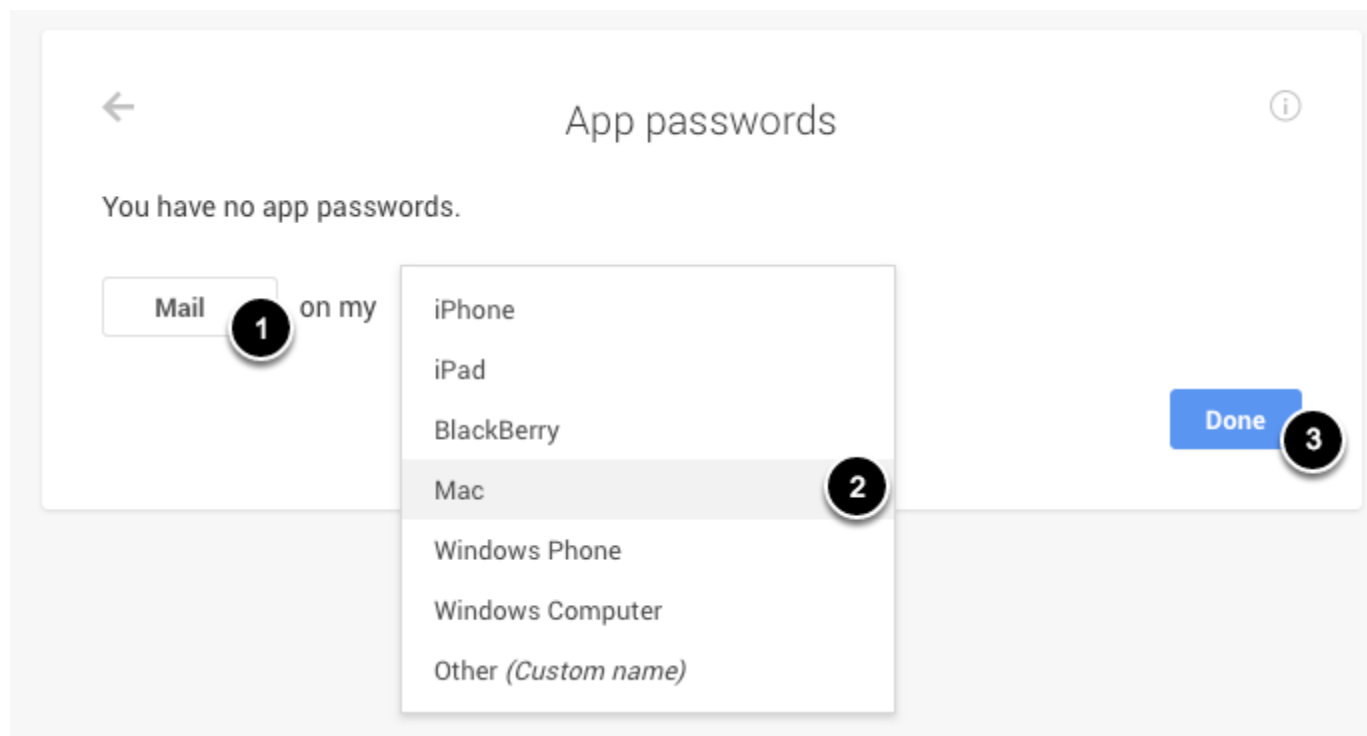
1. From the 2-step verification screen, select the "App-specific passwords" tab.
2. Next, click the "Manage application-specific passwords" button.

App Passwords



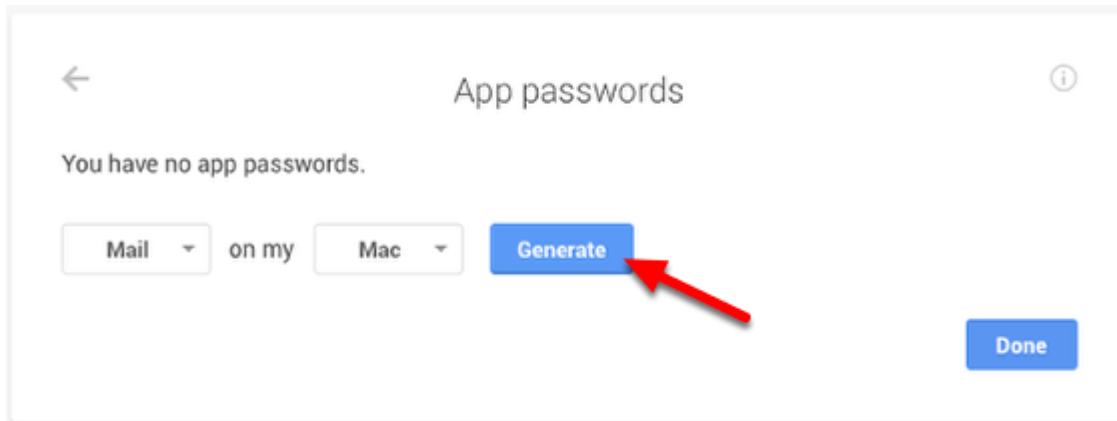
Next, the screen above will appear with the option to create App passwords. Click on the "Select app" drop down box.

Create App Password for Mac



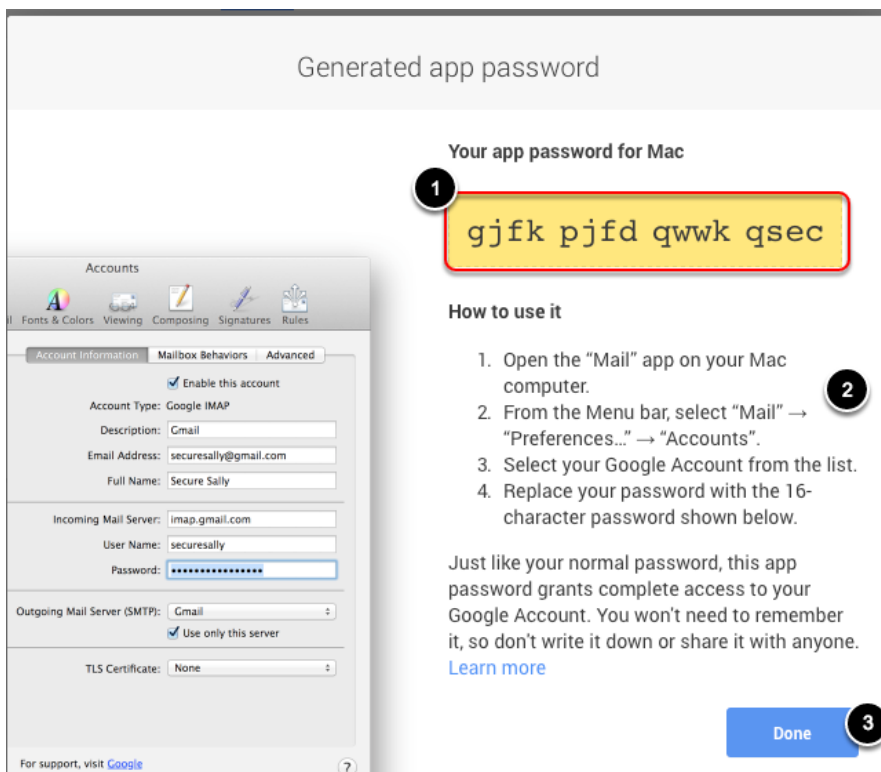
Choose the "Mail" option as shown above, and then choose the device you want to setup Email on. In the example above, "Mac" has been selected to create an app-specific password for Apple Mail.

Generate Password



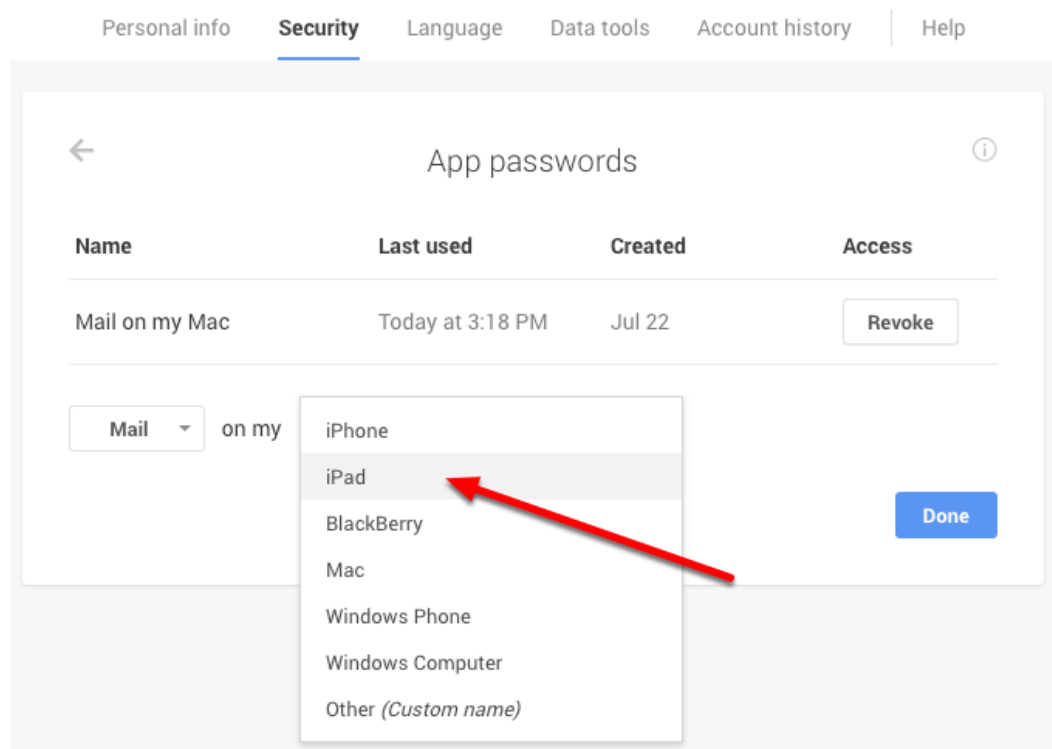
Next, click the "Generate" button to generate an app-specific password for Apple Mail on the Mac.

Enter App Password



1. An app-specific password will be generated for the app and device chosen, and application specific instructions will be provided on the screen to enter the passcode (see above). Copy the passcode (spaces and all).
2. Next, enter the password into your mail app using the instructions provided on screen.
3. Next, click Done.

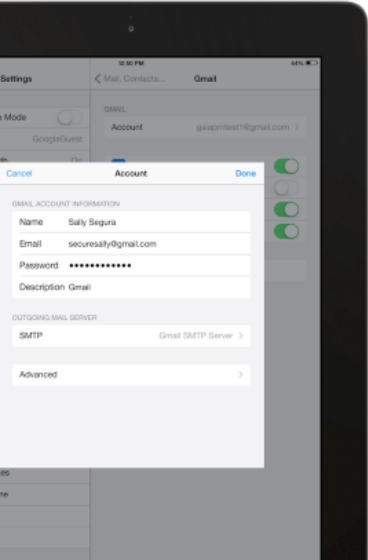
Create App Password for the iPad



If you require an App-specific password for the iPad, select "Mail" again from the first drop down list and then choose "iPad" as shown above. Next, click the "Generate" button that appears to generate an app-specific password for the iPad.

Enter Password into the Mail App on the iPad

Generated app password



1

Your app password for iPad

1

wuse eplc oyva hbuc

2

How to use it

1. Open "Settings" on your iPad.
2. Select "Mail, Contacts, Calendars".
3. Select your Google Account from the of available accounts.
4. Edit your account information and replace your password with the 16-character password shown below.

Just like your normal password, this app password grants complete access to your Google Account. You won't need to remember it, so don't write it down or share it with anyone.

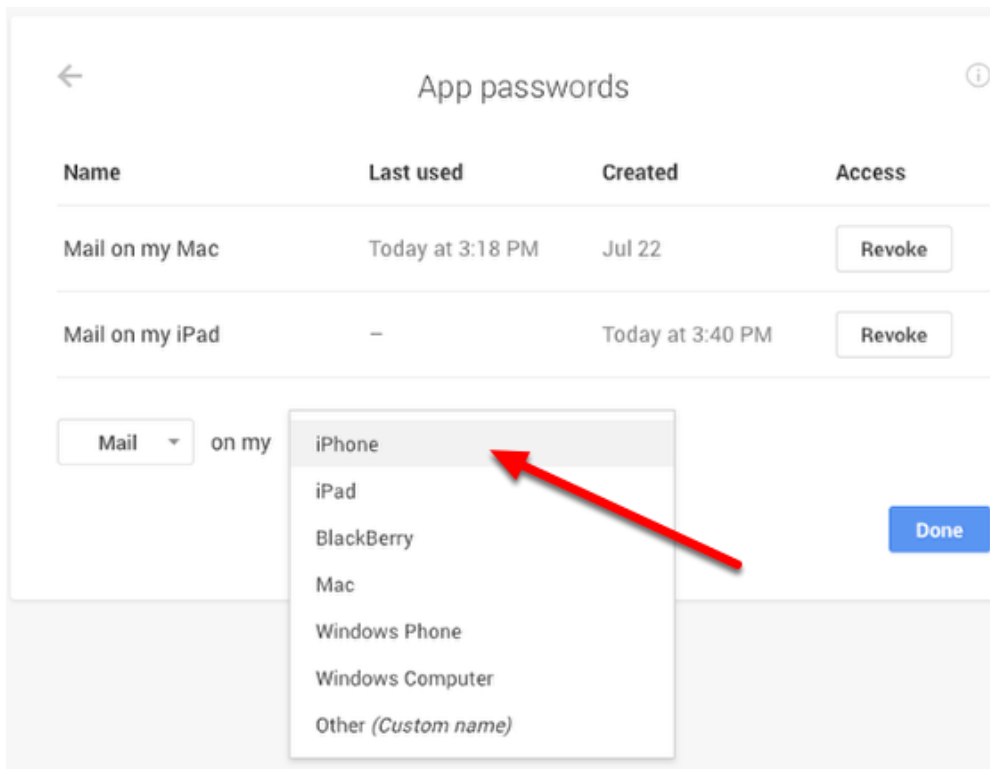
[Learn more](#)

3

Done

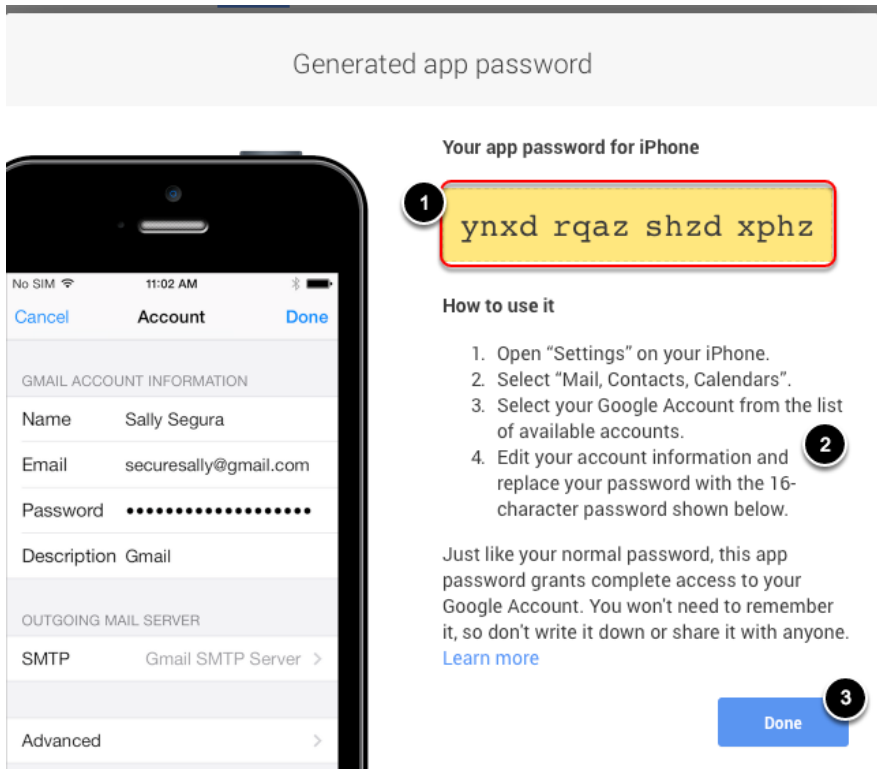
1. An app-specific password will be generated for the app and device chosen, and application specific instructions will be provided on the screen to enter the passcode (see above). Copy the passcode (spaces and all).
2. Next, enter the password into your mail app using the instructions provided on screen.
3. Next, click Done.

Create App Password for the iPhone



If you require an App-specific password for the iPhone, select "**Mail**" again from the first drop down list and then choose "**iPhone**" as shown above. Next, click the "**Generate**" button that appears next to generate an app-specific password for the iPhone.

Enter Password into the Mail App on the iPhone



1. An app-specific password will be generated for the app and device chosen, and application specific instructions will be provided on the screen to enter the passcode (see above). Copy the passcode (spaces and all).
2. Next, enter the password into your mail app using the instructions provided on screen.
3. Next, click Done.

Review App Passwords

←

App passwords

ⓘ

Name	Last used	Created	Access
Mail on my Mac	Today at 3:18 PM	Jul 22	Revoke
Mail on my iPad	—	Today at 3:40 PM	Revoke
Mail on my iPhone	—	Today at 3:43 PM	Revoke

Select app ▾

on my

Select device ▾

Generate

Done

All app-specific passwords that have been previously created are shown in the App passwords screen (above). From this screen, you can create additional passwords for additional devices; or, revoke existing passwords in the event a device is lost or a password stops working for any reason.

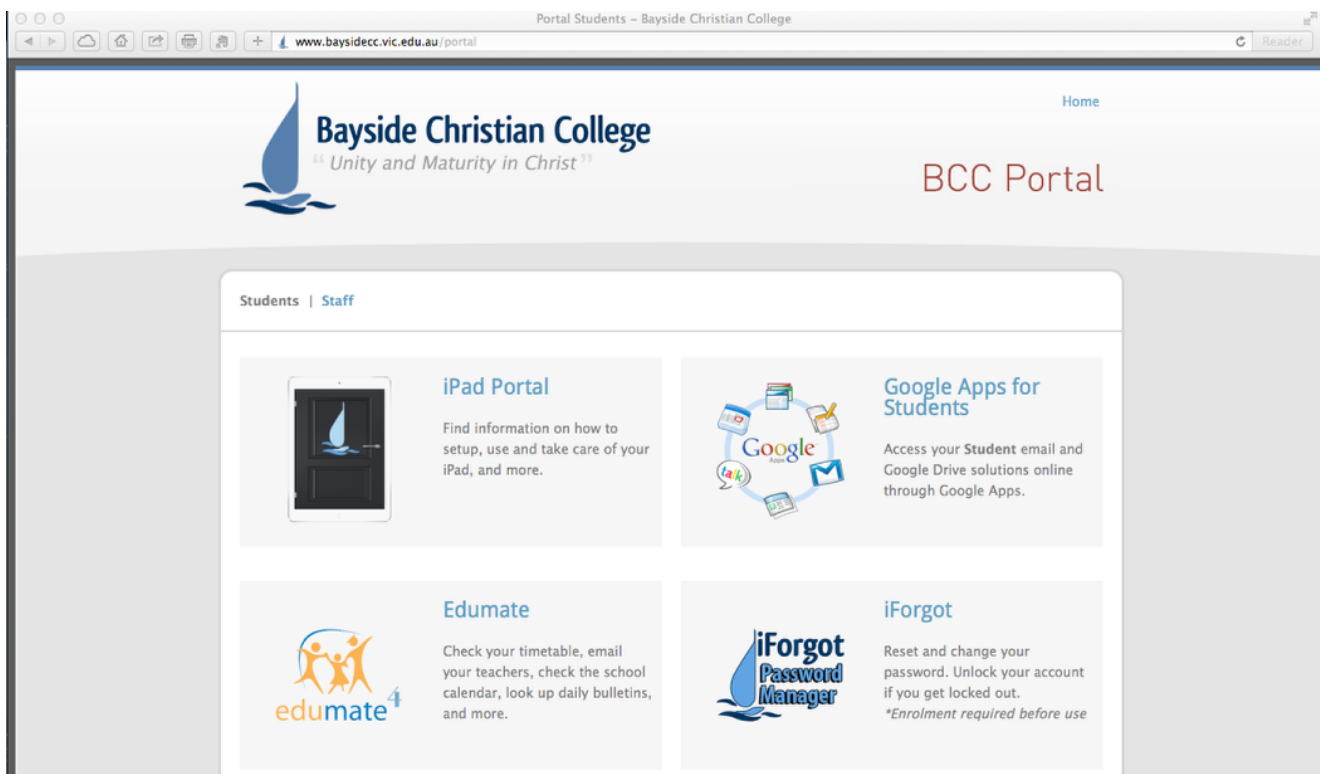
If you want to create a password for another device repeat the 3 step process outlined above. Otherwise, click "Done" to exit the menu.

Getting Started

Login to Google Apps

In this lesson, you will learn how to login to the Google Apps account provided by the college for accessing email (Gmail), cloud-based files (Google Drive), personal Calendars, and class Websites.

Open a Web Browser



To access Google Apps, open a compatible browser on a Windows, Mac, or Linux computer (Firefox, Safari, Google Chrome, or Internet Explorer 9 or later). The example below shows Safari on a Mac.

Go to the Google Apps login page

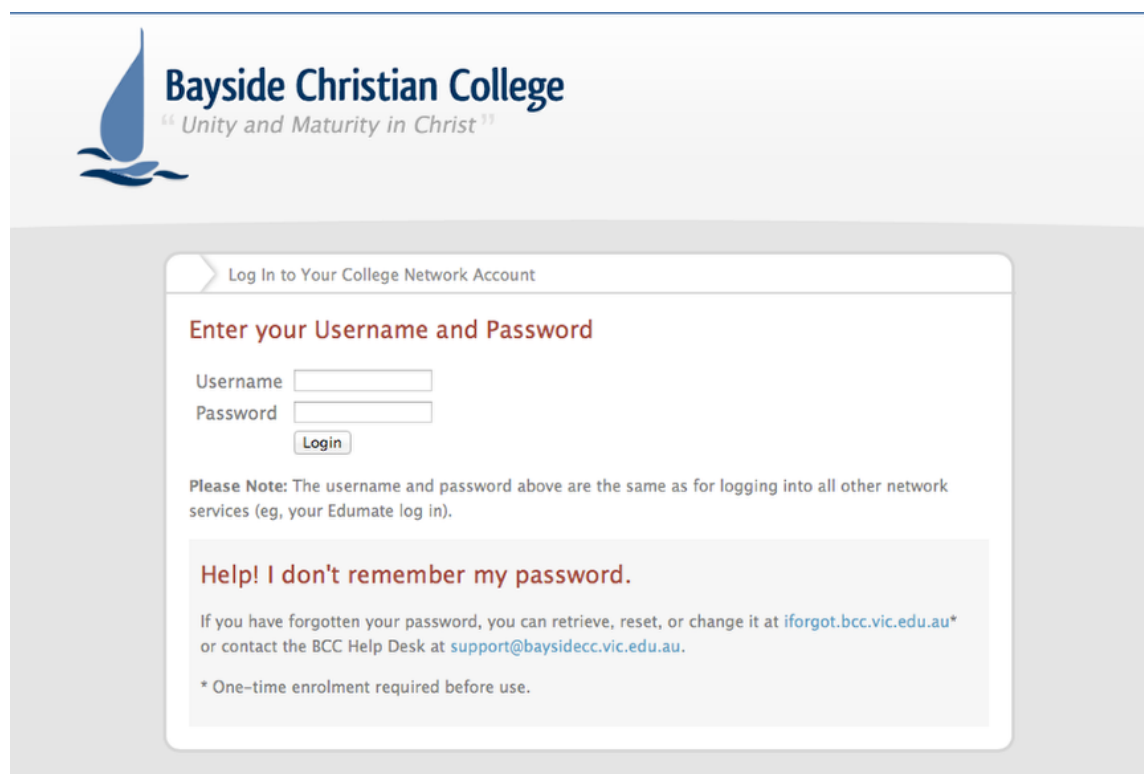
The screenshot shows a login page with a header containing 'Students | Staff' and a 'Click Here' button. Below the header are four service tiles:

- iPad Portal**: Find information on how to setup, use and take care of your iPad, and more.
- Google Apps for Students**: Access your **Student** email and Google Drive solutions online through Google Apps. (Indicated by a red arrow from the 'Click Here' button)
- Edumate**: Check your timetable, email your teachers, check the school calendar, look up daily bulletins, and more.
- iForgot**: Reset and change your password. Unlock your account if you get locked out. **Enrolment required before use*

Next, go to the Bayside Christian College email website. This can be done by either going to the [Student Portal](#) or the [Staff Portal](#) on the Bayside website; or, by typing in the following URL mail.baysidecc.vic.edu.au

You will then be presented with the appropriate login screen for the student or staff email systems.

Login Screen



The image shows the login screen for Bayside Christian College. At the top left is the college's logo, which features a blue sailboat icon. To the right of the logo, the text "Bayside Christian College" is displayed in a bold, dark blue font, with the tagline "Unity and Maturity in Christ" in a smaller, italicized font below it. The main content area is a white box with a light gray border. At the top of this box, it says "Log In to Your College Network Account". Below this, the heading "Enter your Username and Password" is in a bold, dark red font. There are two input fields: "Username" and "Password", each with a small blue eye icon to its right. Below the password field is a "Login" button. A "Please Note" section follows, stating that the username and password are the same as for logging into all other network services. Below this is a "Help! I don't remember my password." section, which provides instructions on how to retrieve, reset, or change a password, including links to iforgot.bcc.vic.edu.au and support@baysidecc.vic.edu.au. A footnote at the bottom states: "* One-time enrolment required before use."

Bayside Christian College
"Unity and Maturity in Christ"

Log In to Your College Network Account

Enter your Username and Password

Username

Password

Login

Please Note: The username and password above are the same as for logging into all other network services (eg, your Edumate log in).

Help! I don't remember my password.

If you have forgotten your password, you can retrieve, reset, or change it at iforgot.bcc.vic.edu.au* or contact the BCC Help Desk at support@baysidecc.vic.edu.au.

* One-time enrolment required before use.

Once you are at the login screen, you will be asked to enter your Username and Password.

1. **Username** - enter your BCC Network account username (e.g. Edumate username)
2. **Password** - enter your network password

Login to Google Apps

Log In to Your College Network Account

Enter your Username and Password

Username

Password

Login

Go to iForgot if you have forgotten your password.

Please Note: The username and password above are the same as for logging into all other network services (eg, your Edumate log in).

Help! I don't remember my password.

If you have forgotten your password, you can retrieve, reset, or change it at iforgot.bcc.vic.edu.au* or contact the BCC Help Desk at support@baysidecc.vic.edu.au.

* One-time enrolment required before use.

Enter your network account details and click "Login".

If you cannot remember your password, please go to iForgot to retrieve or reset it. If you have not enrolled in iForgot, please contact the ICT Department to reset your password and enroll in iForgot afterwards.

CAPTCHA Prompt

Username

Password:

Type the characters you see in the picture below.



Letters are not case-sensitive

Unlock

Google Apps

Page 23

On the first login to a Google Apps account, you must accept the terms, and may be presented with a CAPTCHA prompt.

A CAPTCHA is a type of [challenge-response](#) test used as an attempt to ensure that the response is generated by a human rather than a computer. A common type of CAPTCHA requires the user to type letters and/or digits from a distorted image that appears on the screen. Such tests are commonly used to prevent unwanted [internet bots](#) from accessing websites.

Please complete the CAPTCHA details if prompted and proceed with the login.

Install the Chrome App Launcher

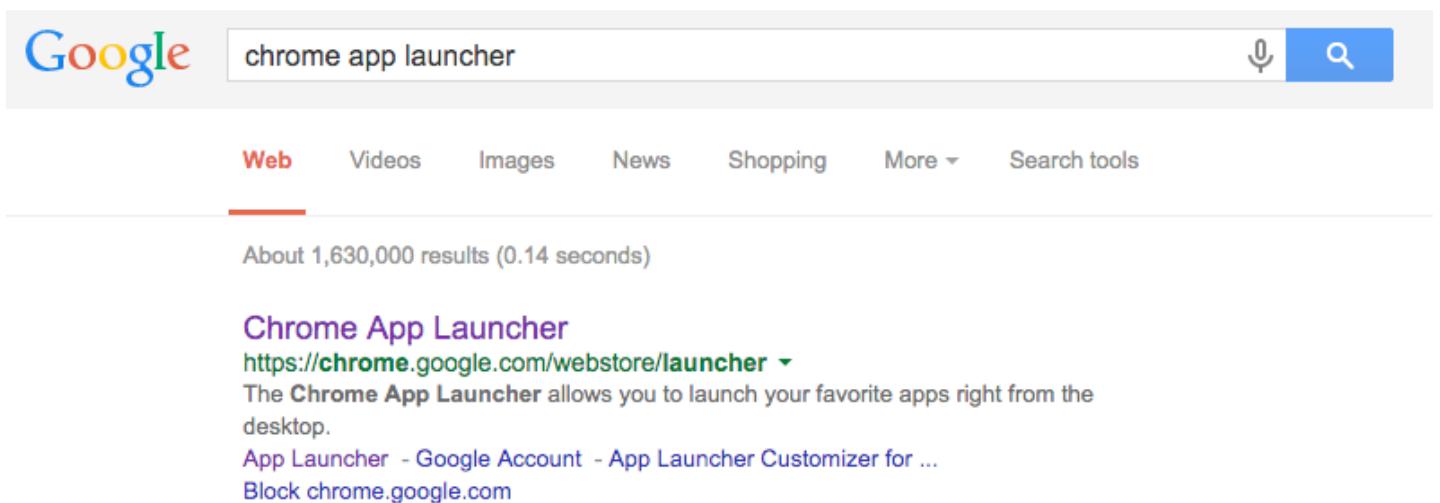
This brief tutorial shows how to quickly install the Chrome App Launcher to the Dock of your Mac computer. The Chrome App Launcher allows you to quickly open Gmail, Google Drive, Docs, Sheets, Slides, YouTube, and more right from the Dock.

Open Chrome Browser



To install the Chrome App Launcher, you must have the Chrome browser on your Mac (Chrome is pre-installed on all College Macs). Open the Chrome browser and go to the search bar.

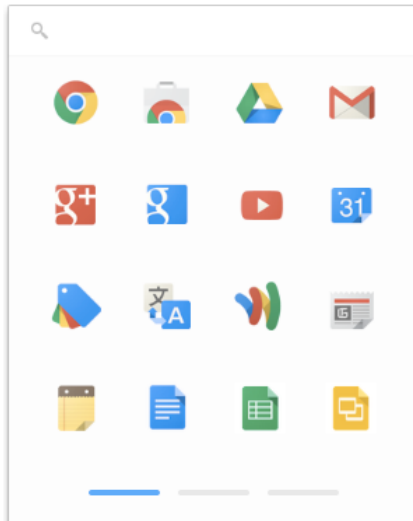
Search for "Chrome App Launcher"



Next, search for "Chrome App Launcher" in Google search or go to <https://chrome.google.com/webstore/launcher>.

Go to Chrome App Launcher Page

Introducing the Chrome App Launcher



- Launch your apps from the desktop.
- Sign into all apps that use Google identity.
- Sync your apps, bookmarks, history, passwords and other settings across devices.

Get the launcher

Next, click the "Chrome App Launcher" link from your search (or type in the URL directly) and you will see the screen above.

Install the Launcher



Next, click the "Get the Launcher" button and the Chrome App Launcher will be automatically installed.

Chrome App Launcher



Once the installation finishes, you will see the above icon in your dock. Click this to open up the various Google Apps available from the Launcher.

Email Clients

Apple Mail

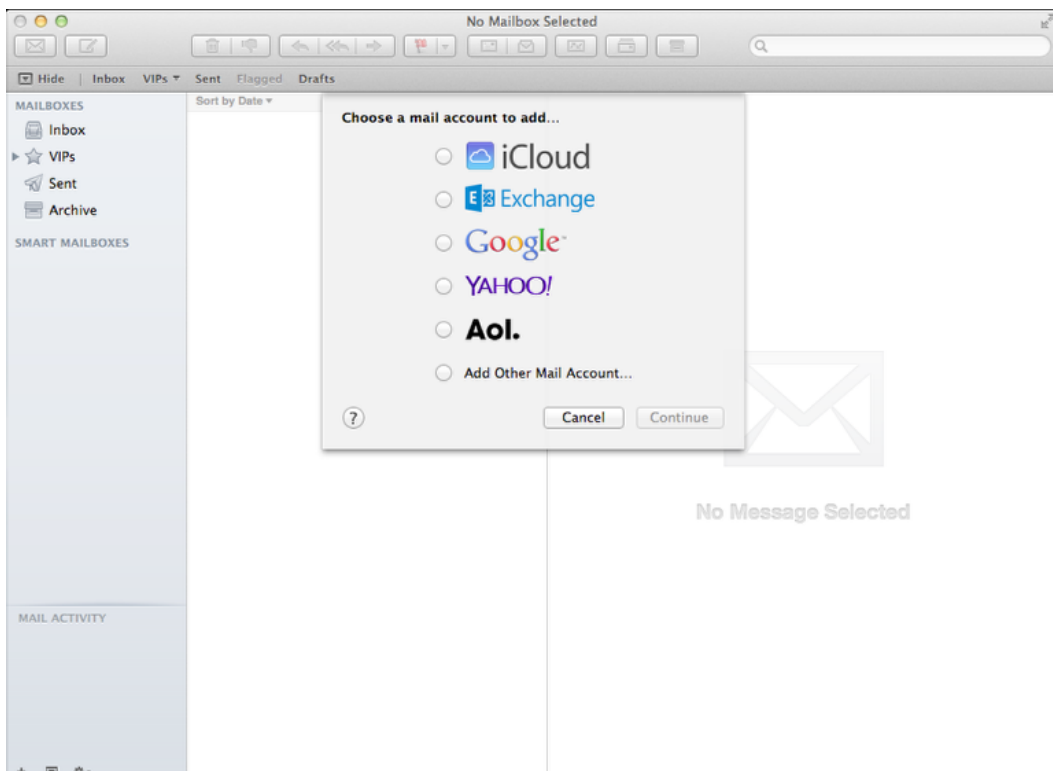
This lesson shows how to configure Google Apps on the Apple Mail client on the Mac.

Open Apple Mail



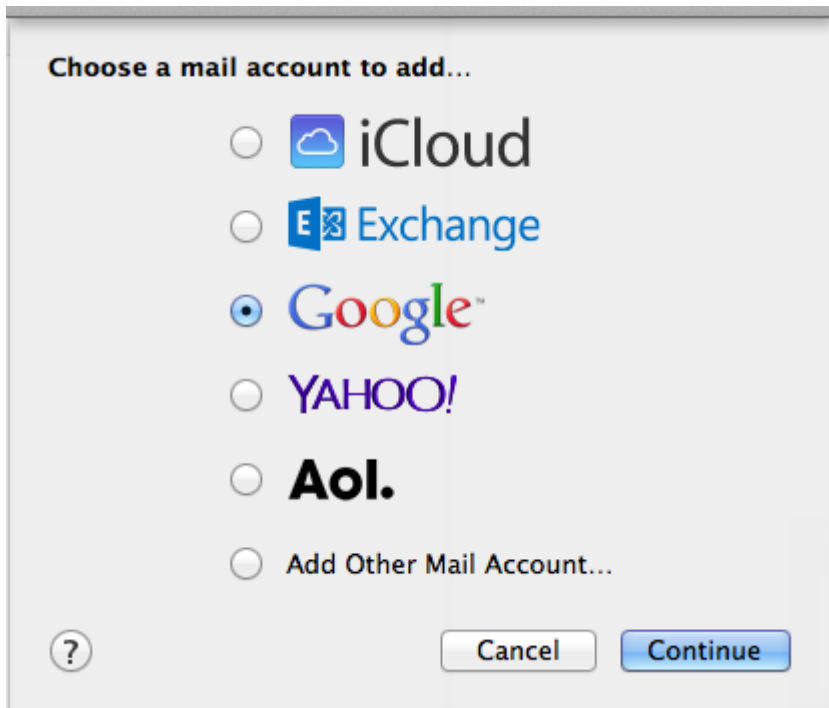
Click on the Apple Mail app icon if the app is not already opened.

Apple Mail Setup Menu



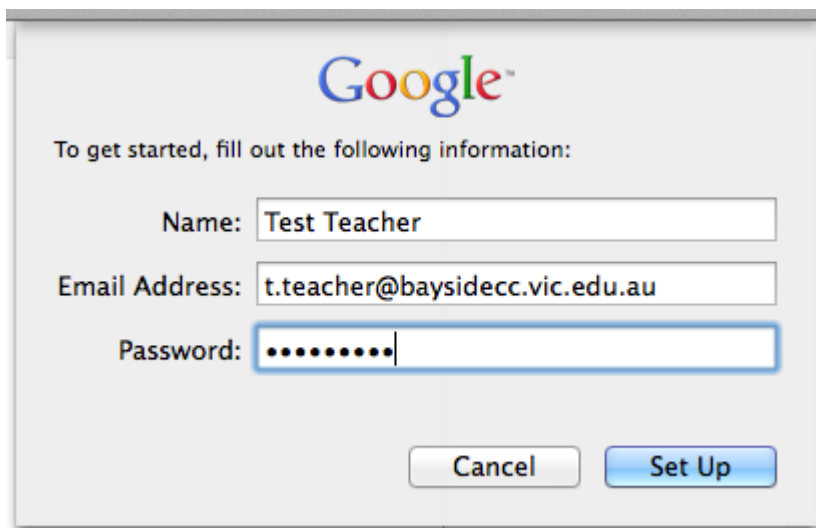
When Apple Mail launches the first time, the setup menu will open as shown above.

Select Email Account Type



Next, select the "Google" mail account type and click Continue.

Enter Account Details

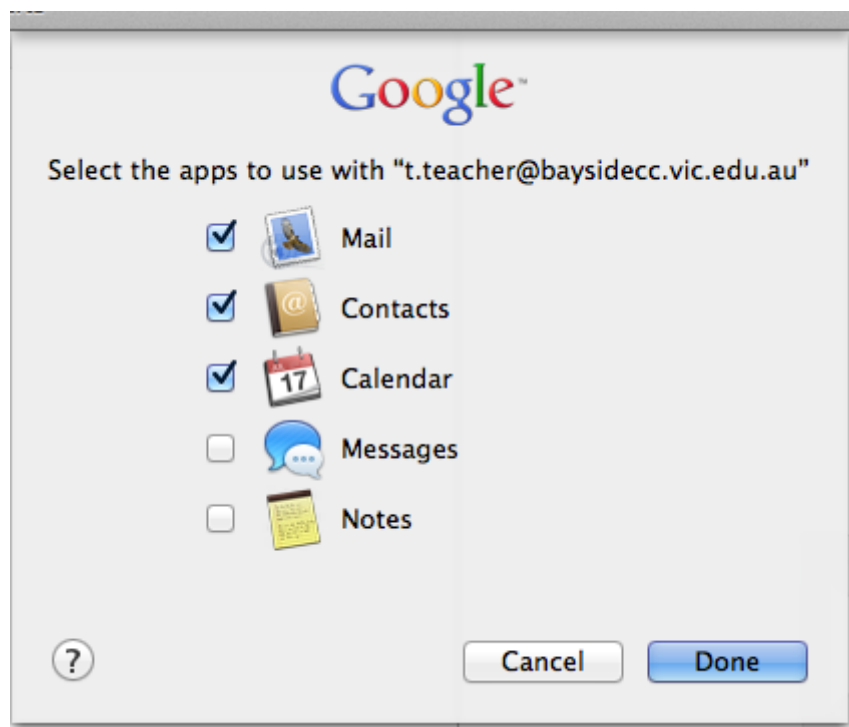


Next, enter account details including full name, email address, and password. Click Set Up.

NOTE: If you are using 2-step verification, the password required will not be your normal email or network password, but the one time password generated in the "App Specific password"

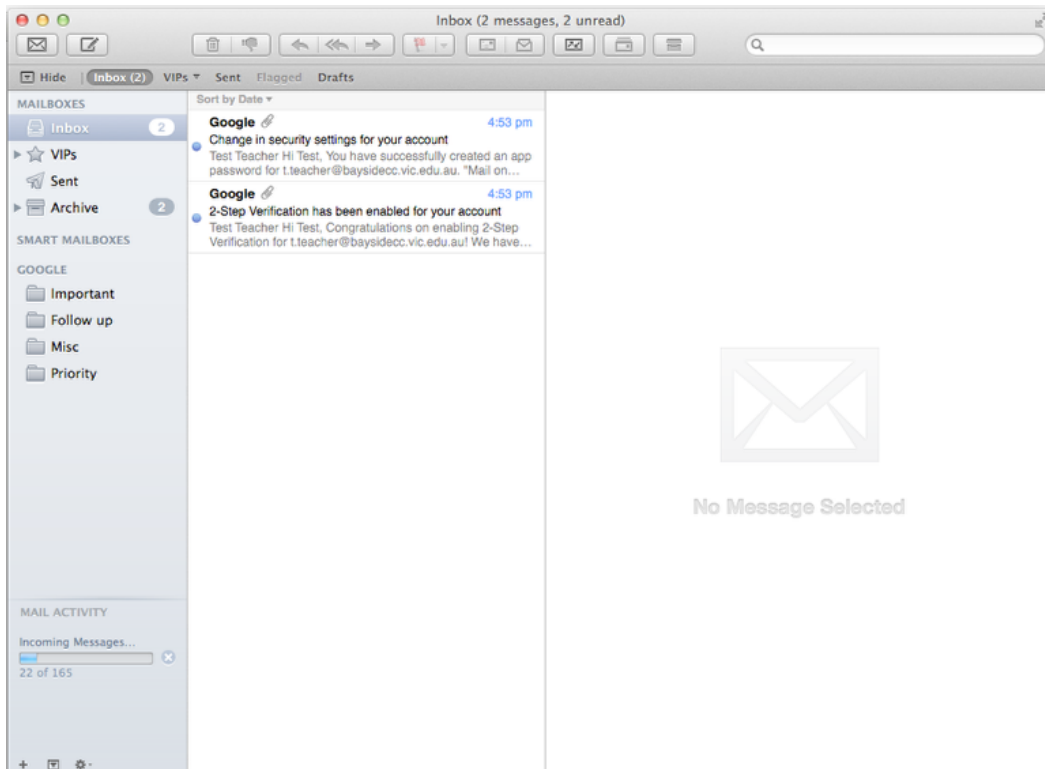
settings of the 2-step verification process. See the [2-Step Verification and App-specific password setup tutorials](#) for instructions on how to complete this step.

Select Apps



Next, select the Mac apps that will be associated with Google Apps. It is recommended that the apps shown above are selected. Click **Done**.

Review Setup



After a few minutes, you should begin to see messages show up in the inbox. Click the compose button and send a test email to confirm everything is working correctly.

Next, you will want to setup your email signature in Apple Mail using this tutorial.

Mail App (iPad and iPhone)

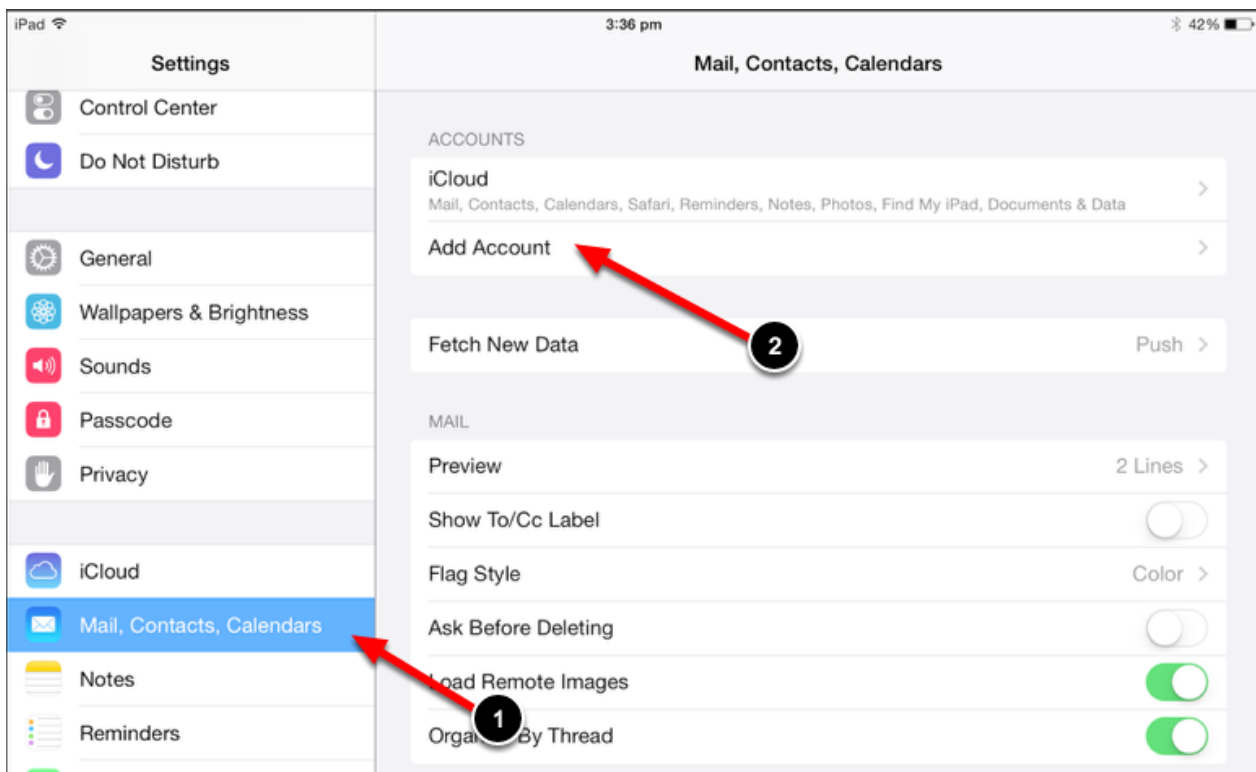
This lesson explains how to setup your College email account on the iPad

Open the Settings App



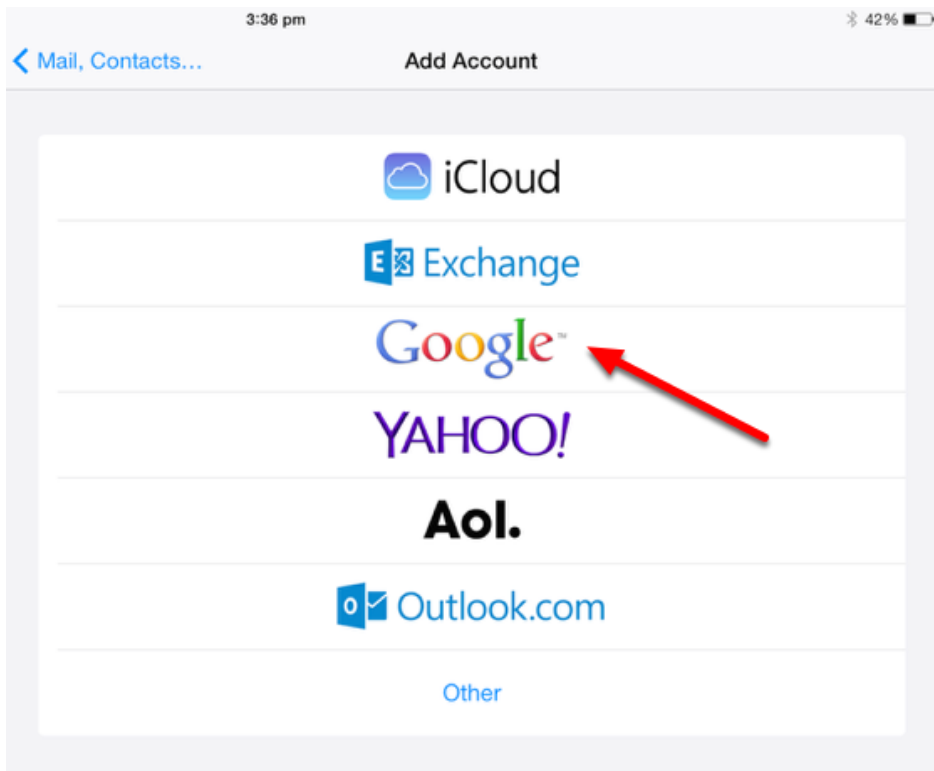
From the iPad Home screen, click on the Settings app, or search for it by swiping down from the home screen and typing "Settings".

Mail, Contacts, Calendars Settings



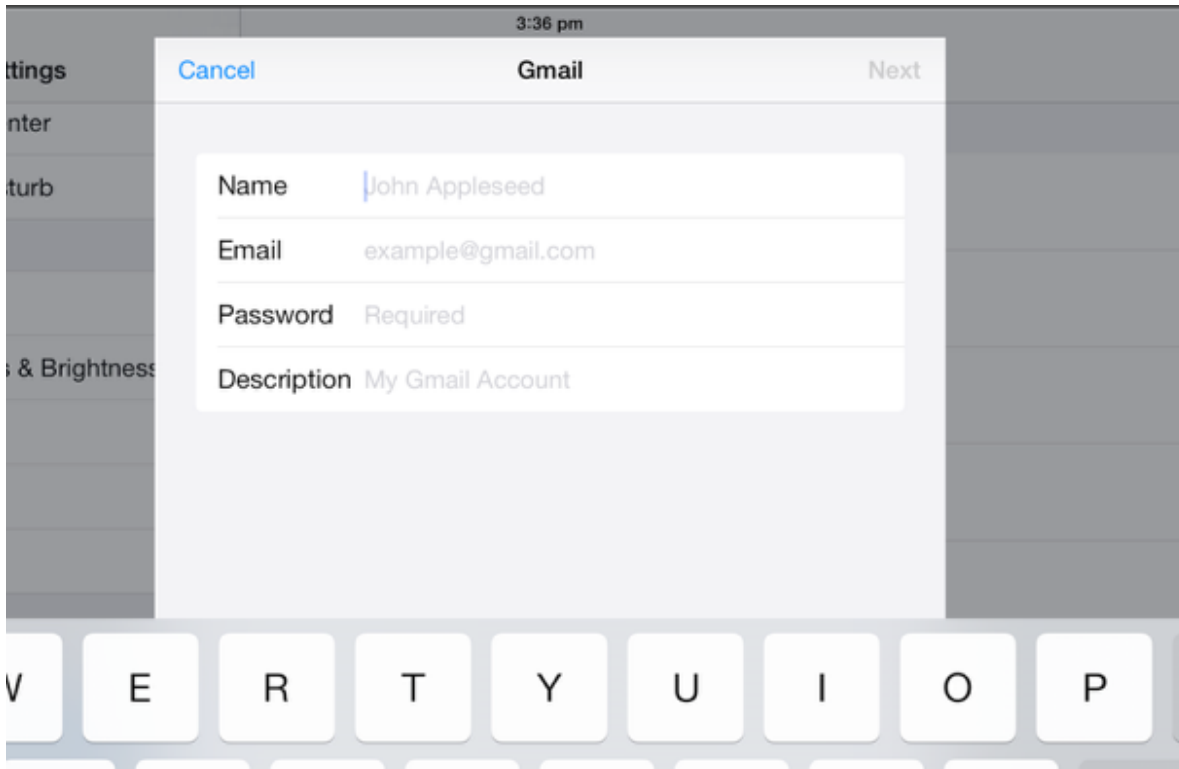
1. In the Settings app, select the "Mail, Contacts, Calendars" option as shown above. This will display the Accounts settings.
2. Click the "Add Account" option.

Create "Google" Account



In the account options screen that appears next, select the "Google" option.

Enter Email Account Details



1. **Name** - enter your Full Name (e.g. "John Smith")
2. **Email** - Enter your email address (e.g. "t.teacher@baysidecc.vic.edu.au")
3. **Password** - This will be the College network password for students and an App-specific password for staff (see [this tutorial](#) if you have not yet generated an app-specific password for the iPad).
4. **Description** - Provide a name for the account such as "BCC Email" or "Bayside Email"

Confirm Account

Cancel

Gmail

Next

Name

John Smith

Email

t.teacher@baysidecc.vic.edu.au

Password

●●●●●●●●

Description

Bayside Email

Once you have entered your details including your password, click "Next"

Details Confirmed

Gmail

Name

John Smith

✓

Email

t.teacher@baysidecc.vic.edu.au

✓

Password

●●●●●●●●●●●●●●●●

✓

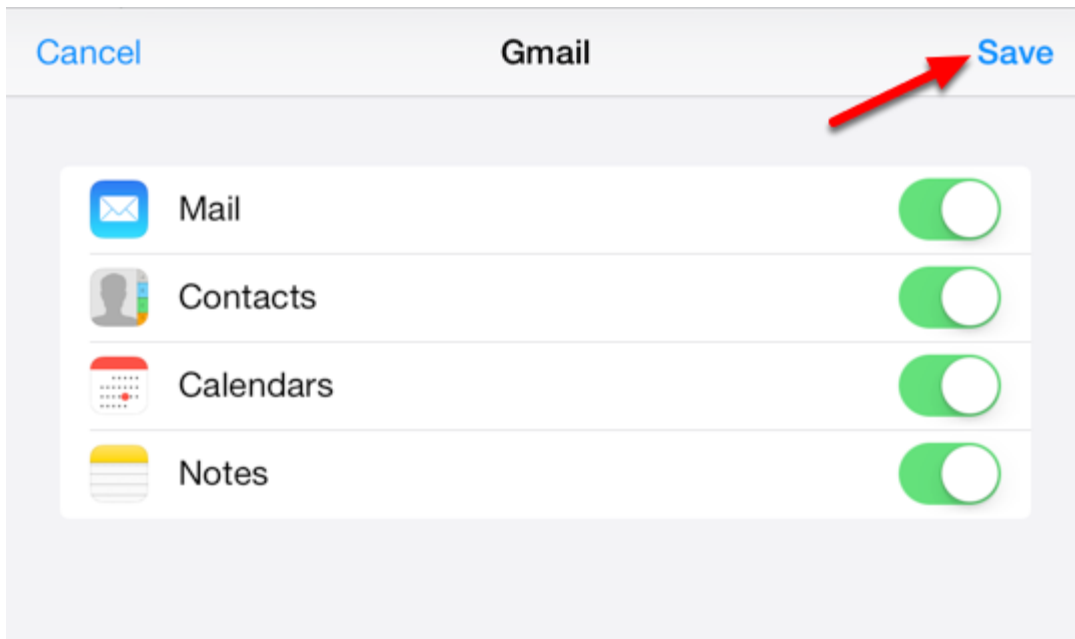
Description

Bayside Email

✓

If you're account details were entered successfully, the screen above should appear.

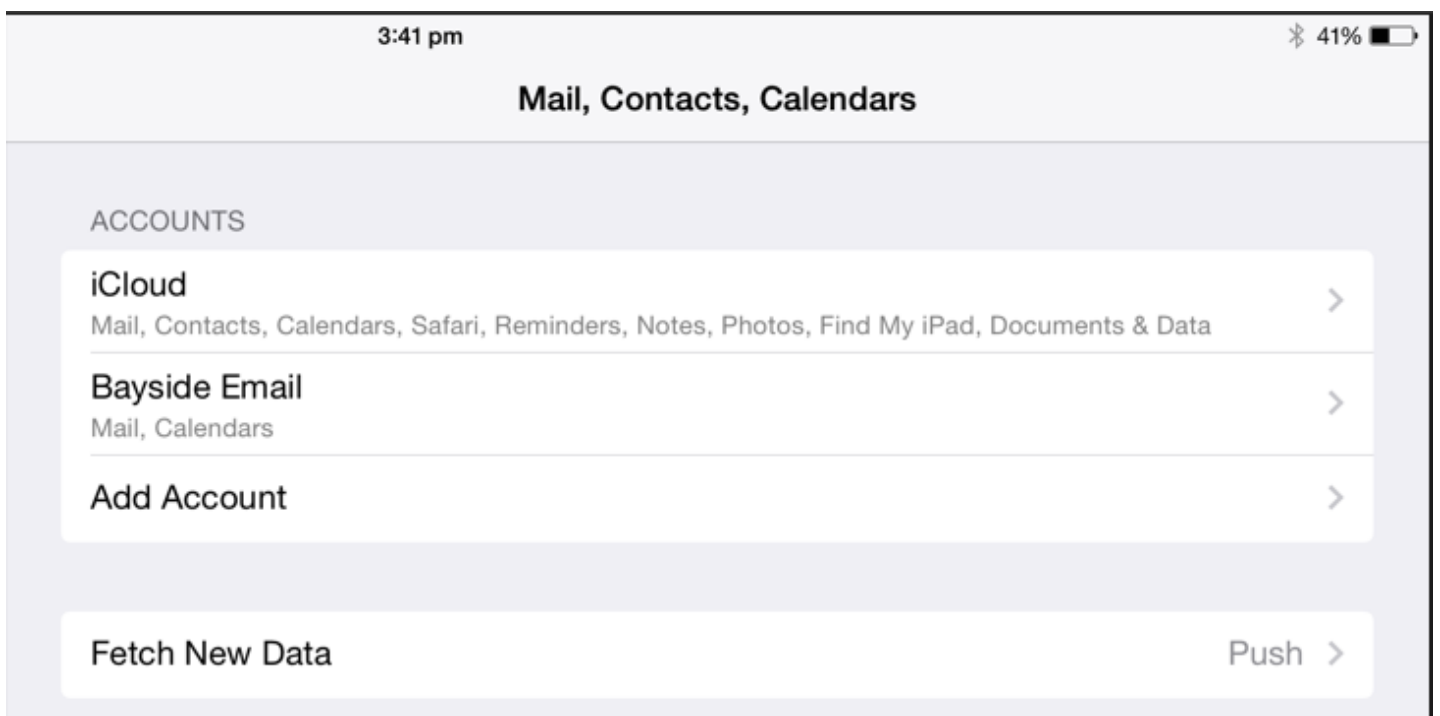
Select Services to be Added



1. Next, confirm the services to be added. The "Notes" service is optional, but the Mail, Contacts, and Calendars services are recommended.

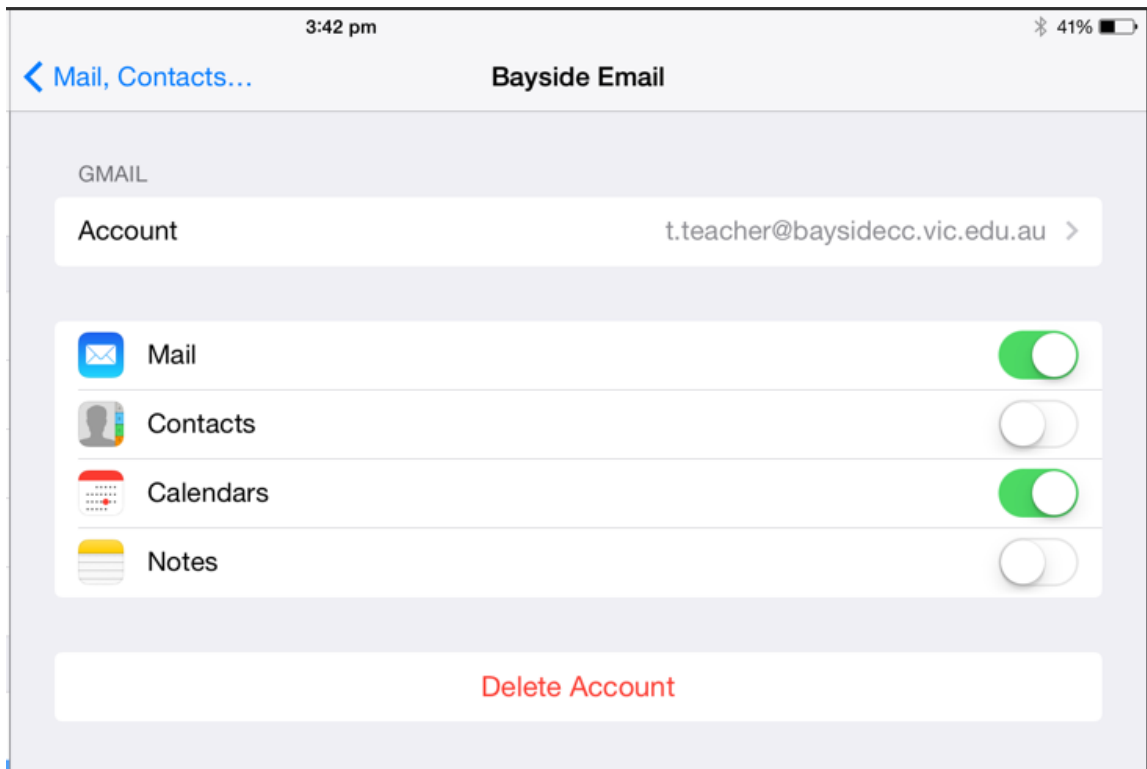
2. Click "Save" to continue.

Account Created



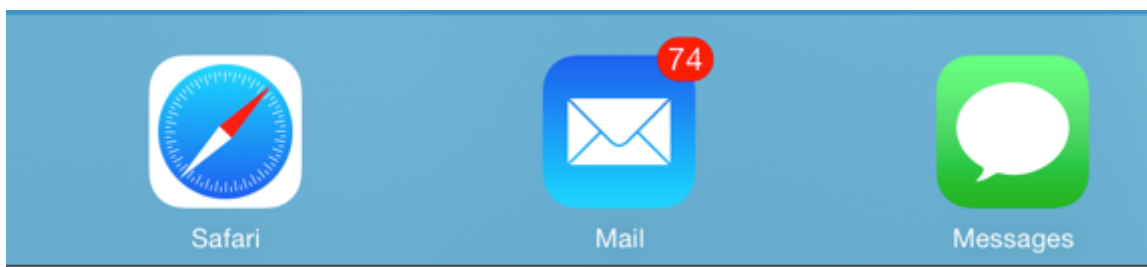
You have now successfully added your College email account to the iPad.

Adjust Settings / Change Password



If you ever need to change the services or update your password on the iPad, this can be done by clicking on the name of the account in the previous screen. This will reveal the settings above. To change the account password, select the "Account" option at the top.

You Have Mail!



Within a few minutes, you should start to see messages downloading to the Mail app on your iPad.

Email Signatures

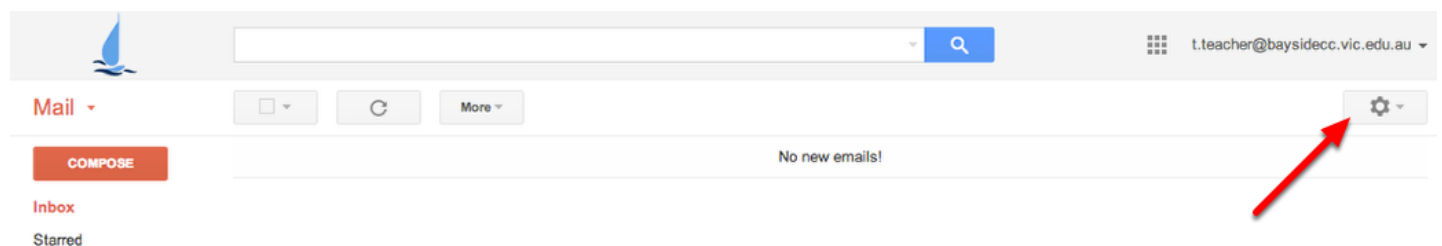
Add College Email Signature to Gmail (Web)

Login to Your College Gmail Account



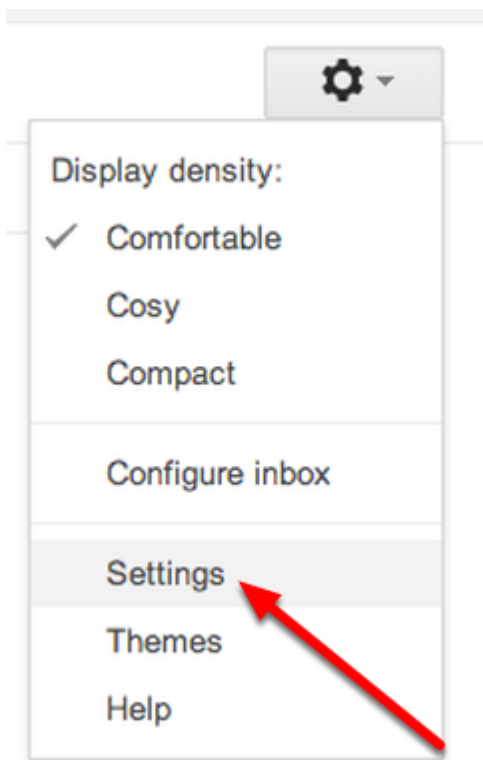
To set an email signature in Gmail in Safari, Chrome, Firefox, or Internet Explorer you must first login to Gmail. See the instructions in the BCC online Tutorials at <http://tutorials.baysidecc.vic.edu.au/m/2038/l/17774-login-to-google-apps> for detailed instructions on logging into your College email account in a web browser.

Click on the Gmail User Preferences Icon



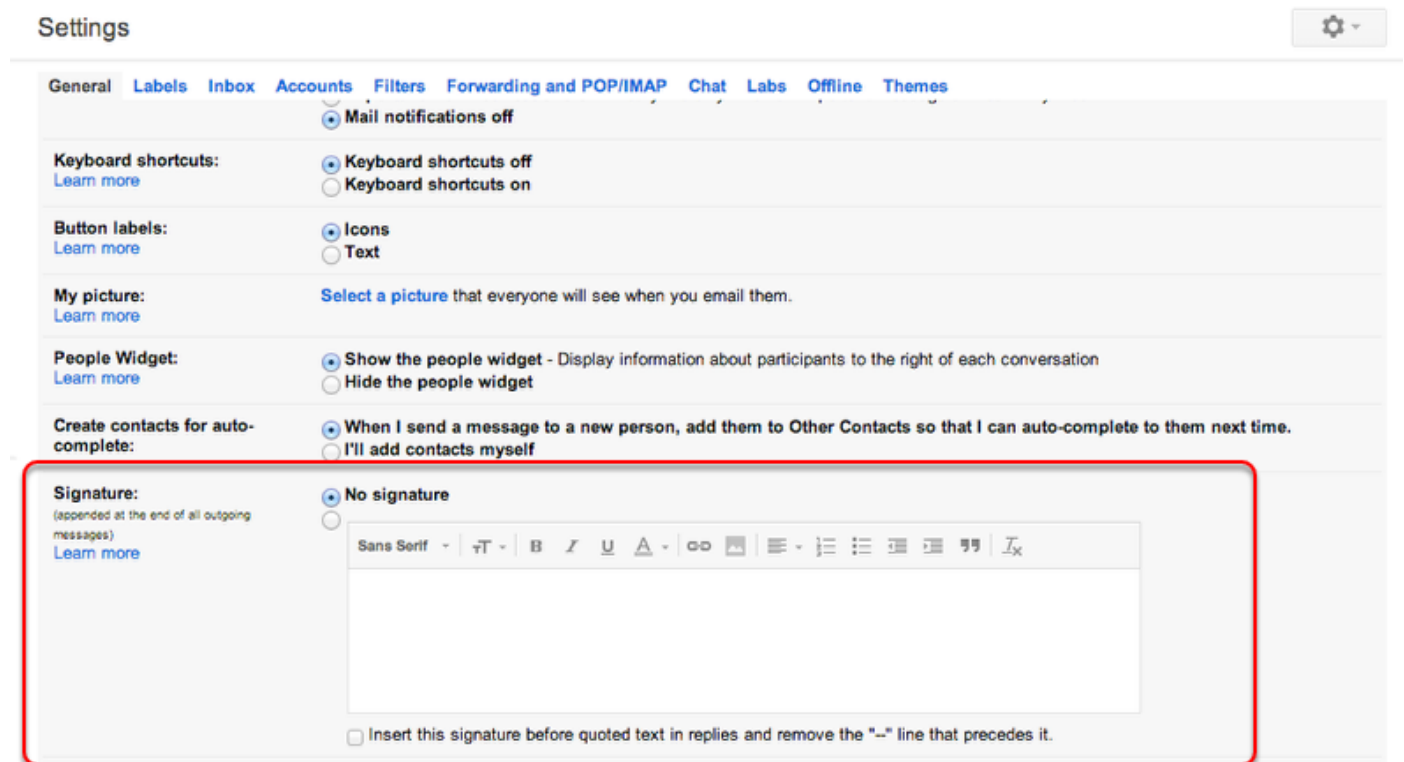
Click on the gear icon on the upper right-hand side of the Gmail window to access email Settings.

Access Gmail Settings



Click the "Settings" option in the drop down menu that appears in preferences.

Scroll to "Signature" settings



In the "General" tab of Settings, scroll down in the window until you see the "Signature" options.

Select "Signature" option button



Click the option button below the "No Signature" button to enable the addition of a signature.

Add email signature with privacy policy

Using either the Safari or Firefox browsers, copy and paste all of the text below the dotted line into the Signature box in Gmail. Do NOT use Chrome or IE when doing the copy and paste steps below or you will almost certainly end up with formatting issues in your email signature.

Edit the name, title, phone number, and email information with **your details**. If the signature does not appear to copy properly or loses the formatting in any way, please ask for assistance from the ICT Department to help correct this.

Your Name

Your Title, Bayside Christian College

120-128 Robinsons Rd, Langwarrin South, VIC 3911

Ph: (03) 5971 67

Fx: (03) 5971 3810

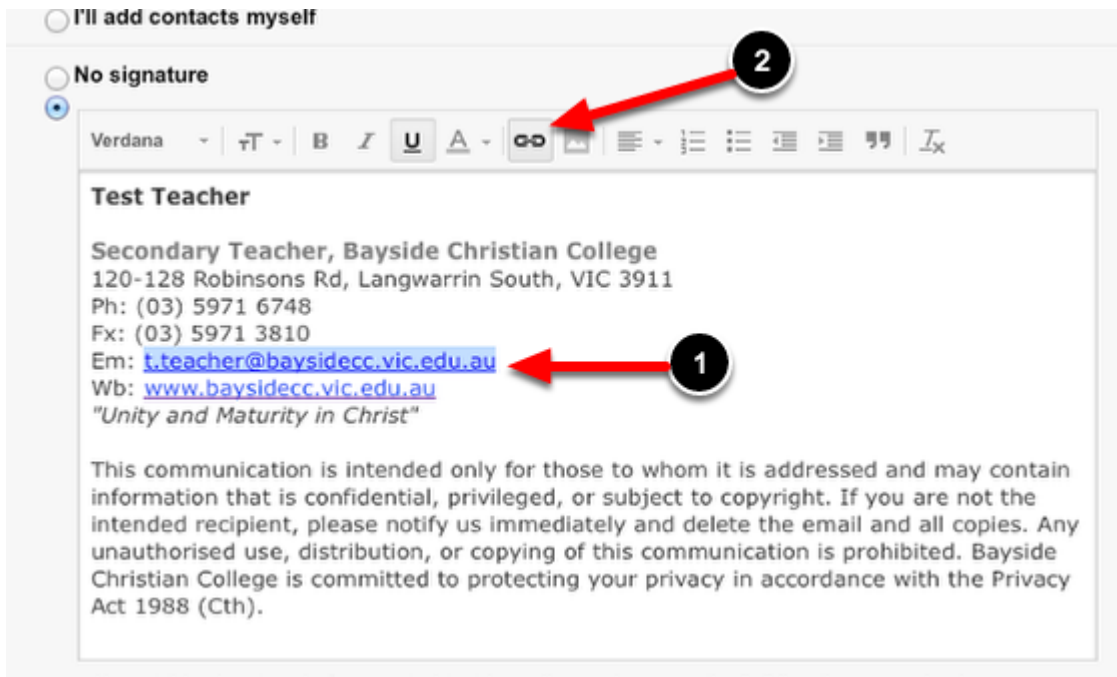
Em: username@baysidecc.vic.edu.au

Wb: www.baysidecc.vic.edu.au

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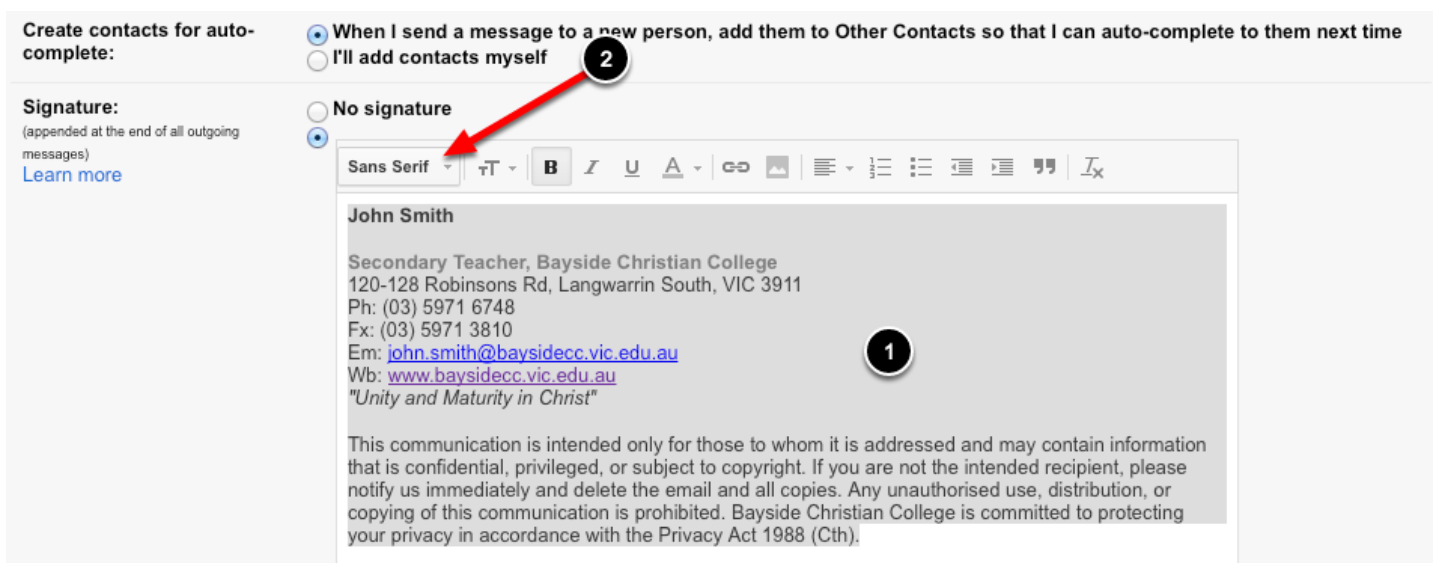
Personalise Your Signature



Personalise your signature with your full name, official title, phone extension, and email address. Make sure that you do the following to create a hyperlink for your email address in the signature:

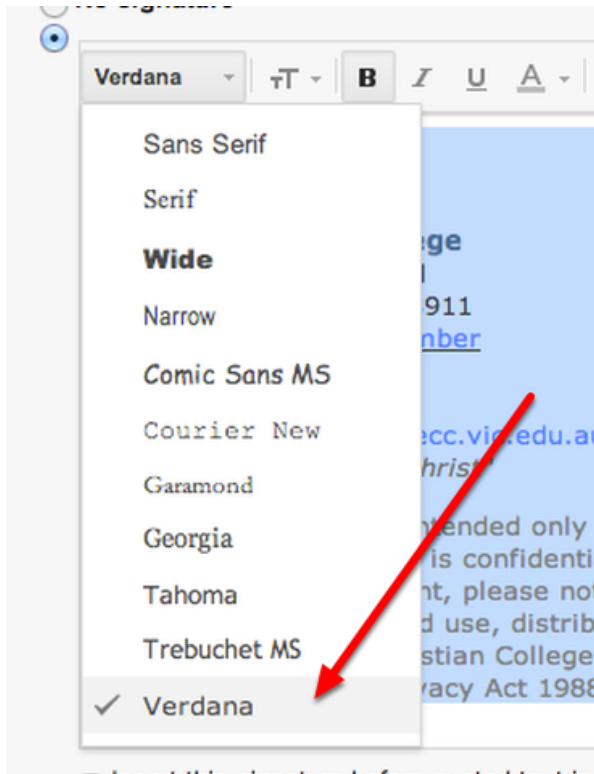
1. Select the full text of your email address
2. Click the link icon shown above.

Check the font type and size



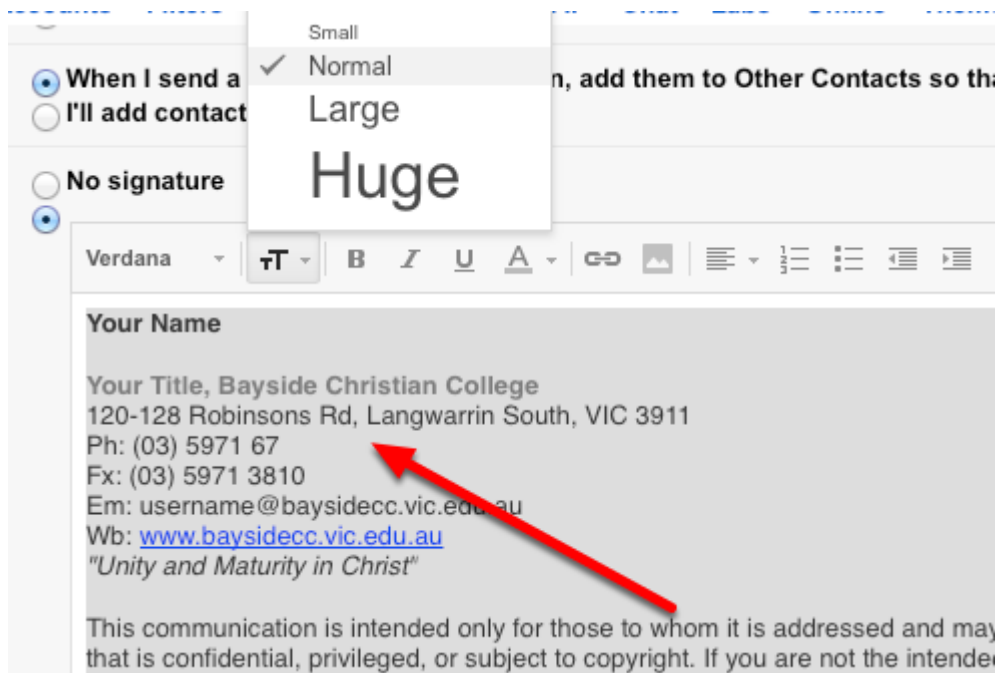
Select all of the text in the signature box by clicking Alt-A while your cursor is in the box or by using your mouse to select all text.

Check the Font Typeface



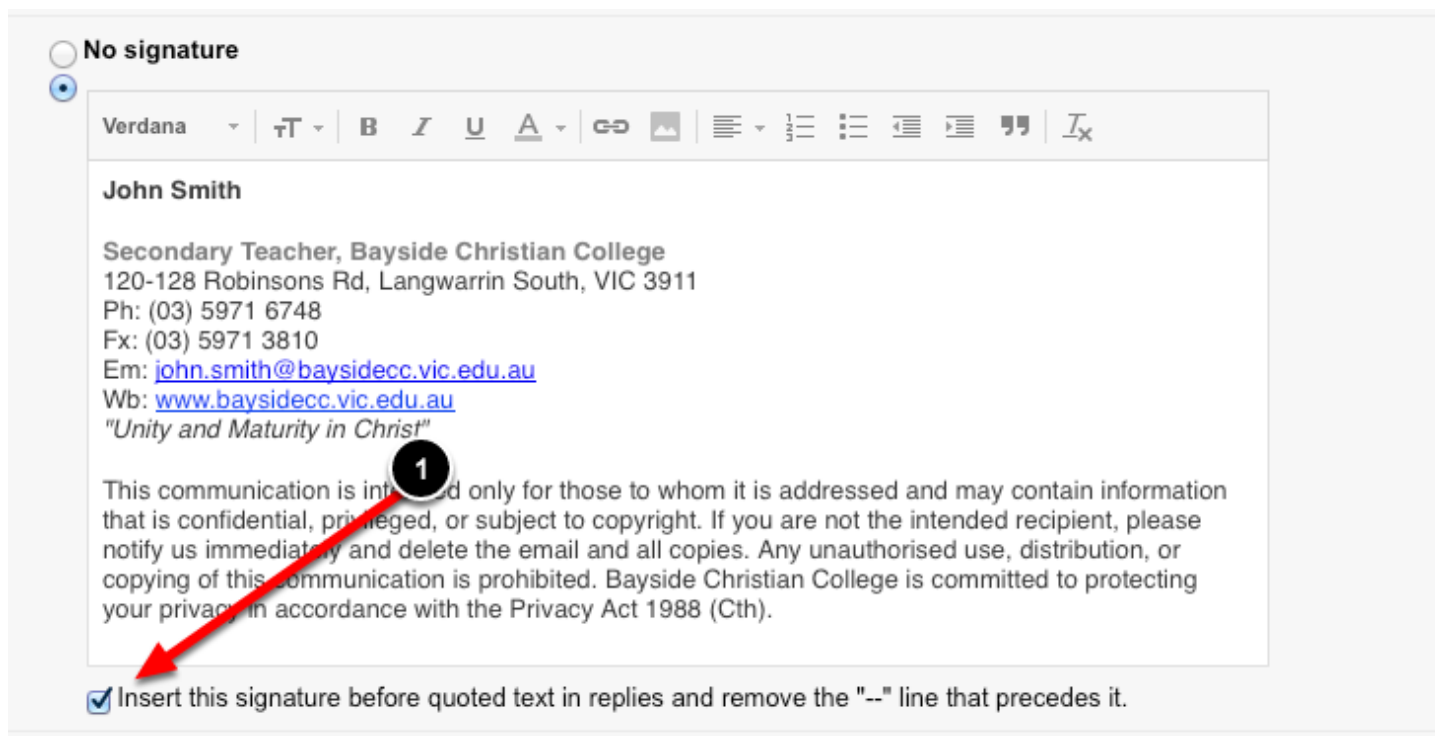
With all of the text selected, click on the Font Type box (see above) and choose "Verdana"

Check the Font Size



With all of the text selected again, click the text size button and select "Normal"

Review Signature and Select Option to Signature at the top of replies



Review your signature to ensure that everything is correct (it should appear like the above demo signature). Next, select the checkbox to Insert your signature on top of quoted text (see above).

Save your Changes

[Learn more](#)

Message:

Sans Serif | T | B | I | U | A | | | | | | | | | |

« Plain Text

☐ Only send a response to people in my Contacts
☐ Only send a response to people in Bayside Christian College

Outgoing message encoding: ☒ Use Unicode (UTF-8) encoding for outgoing messages
☐ Avoid Unicode (UTF-8) encoding for outgoing messages

[Learn more](#)

Save Changes Cancel

Scroll to the bottom of the Settings page in Gmail and click "Save changes".

Test Signature

New Message

To |

Cc Bcc

Subject

John Smith

Secondary Teacher, Bayside Christian College
120-128 Robinsons Rd, Langwarrin South, VIC 3911
Ph: (03) 5971 6748
Fx: (03) 5971 3810
Em: john.smith@baysidecc.vic.edu.au
Wb: www.baysidecc.vic.edu.au
"Unity and Maturity in Christ"

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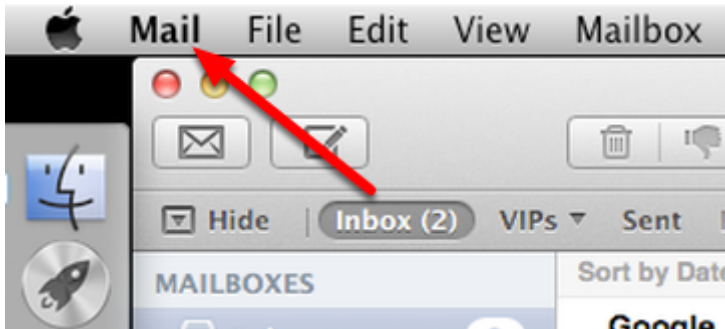
Send

Compose a new email and check that your email signature is working properly and appears correctly formatted.

Add College Email Signature to Apple Mail (Mac)

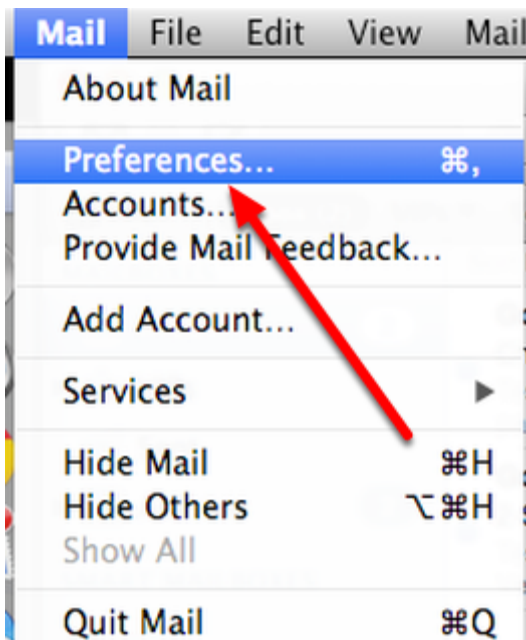
This lesson shows how to add the Bayside email signature to Apple Mail on the Mac.

Select "Mail" options in Menu bar



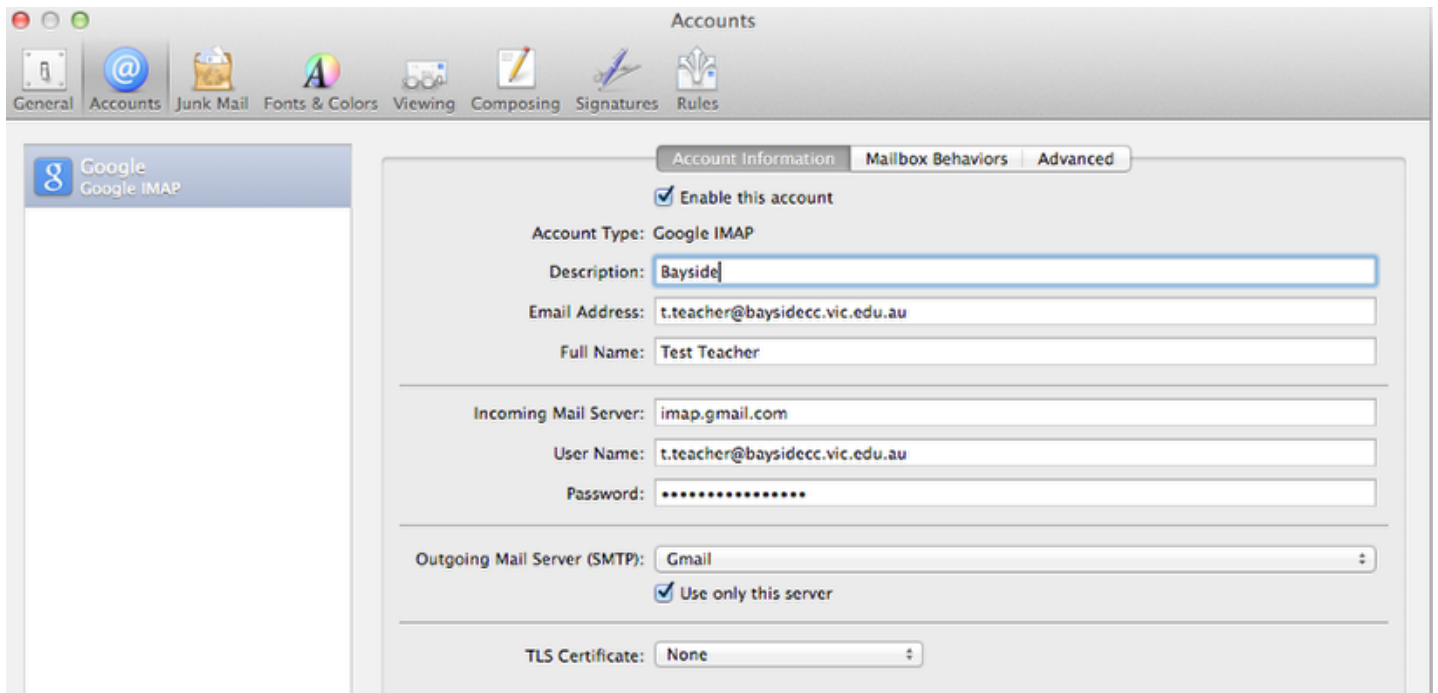
With the Apple Mail app open and in focus, select the "Mail" option in the menu bar at the top left of the screen. If you don't see the Mail menu bar options, click on the Mail app to make it the app "in focus".

Select Preferences menu option



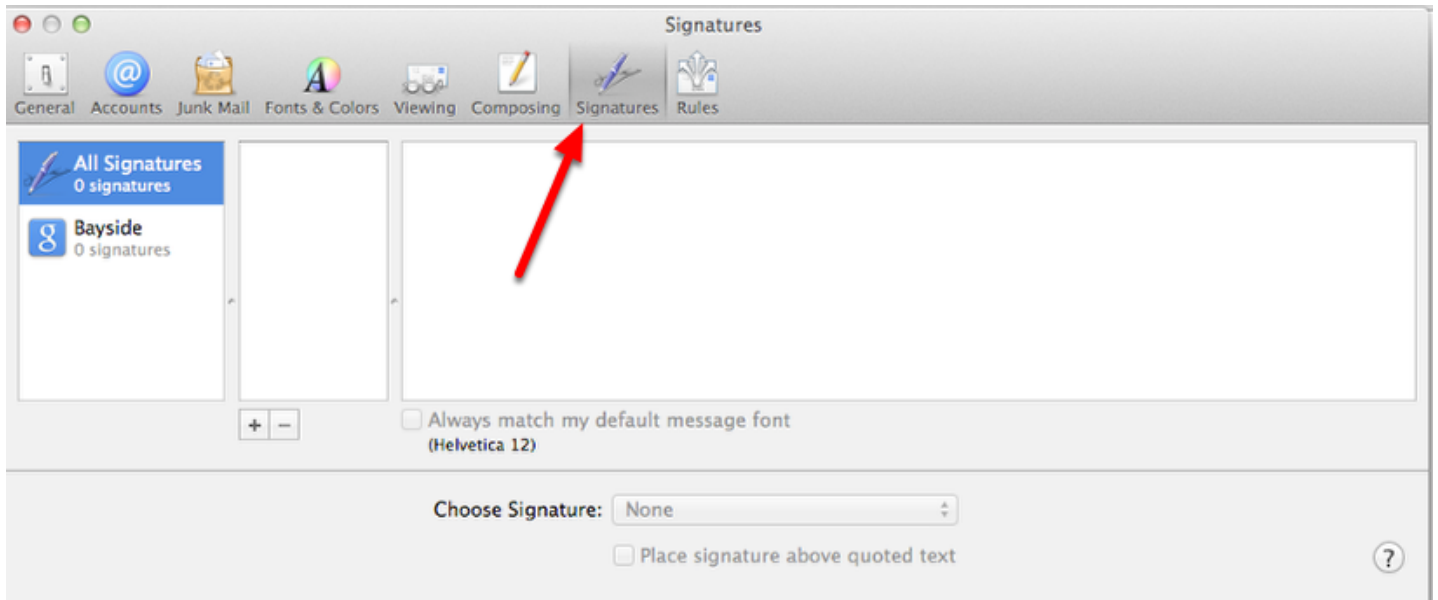
From the "Mail" menu options, select Preferences

Mail Preferences



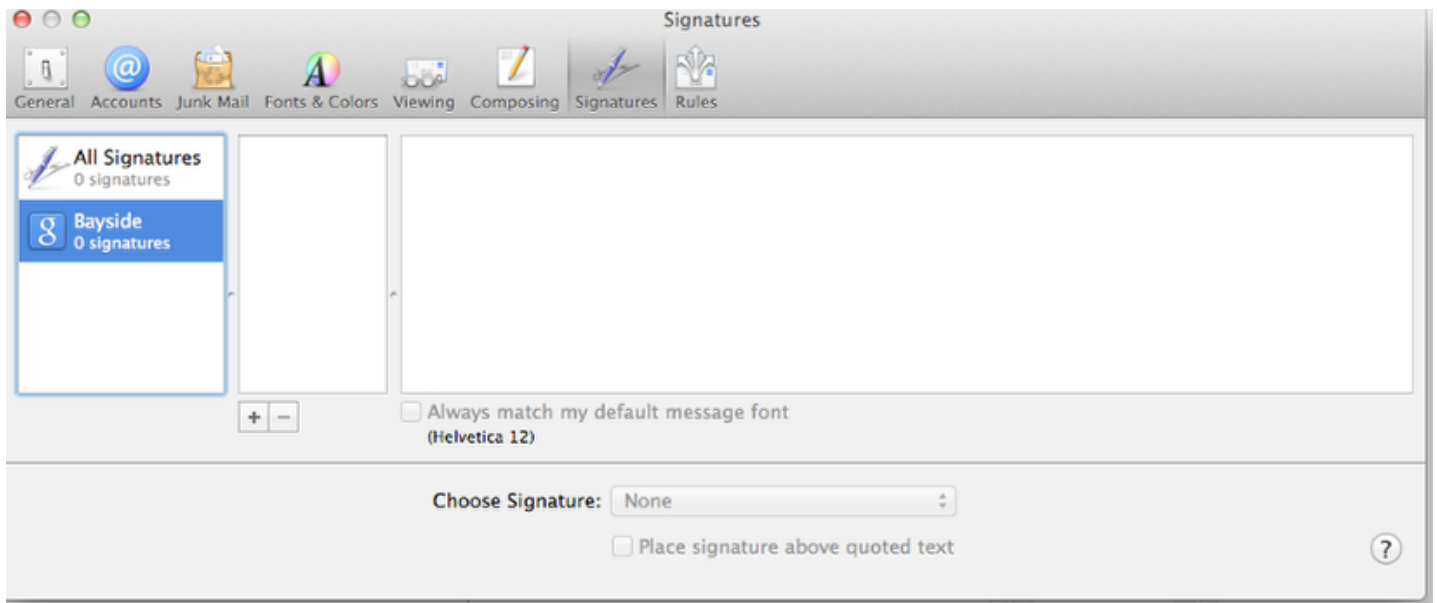
Next, the window above will open showing the Preferences options in Apple Mail.

Select Signatures Option



In the Mail preferences window, select the "Signatures" option.

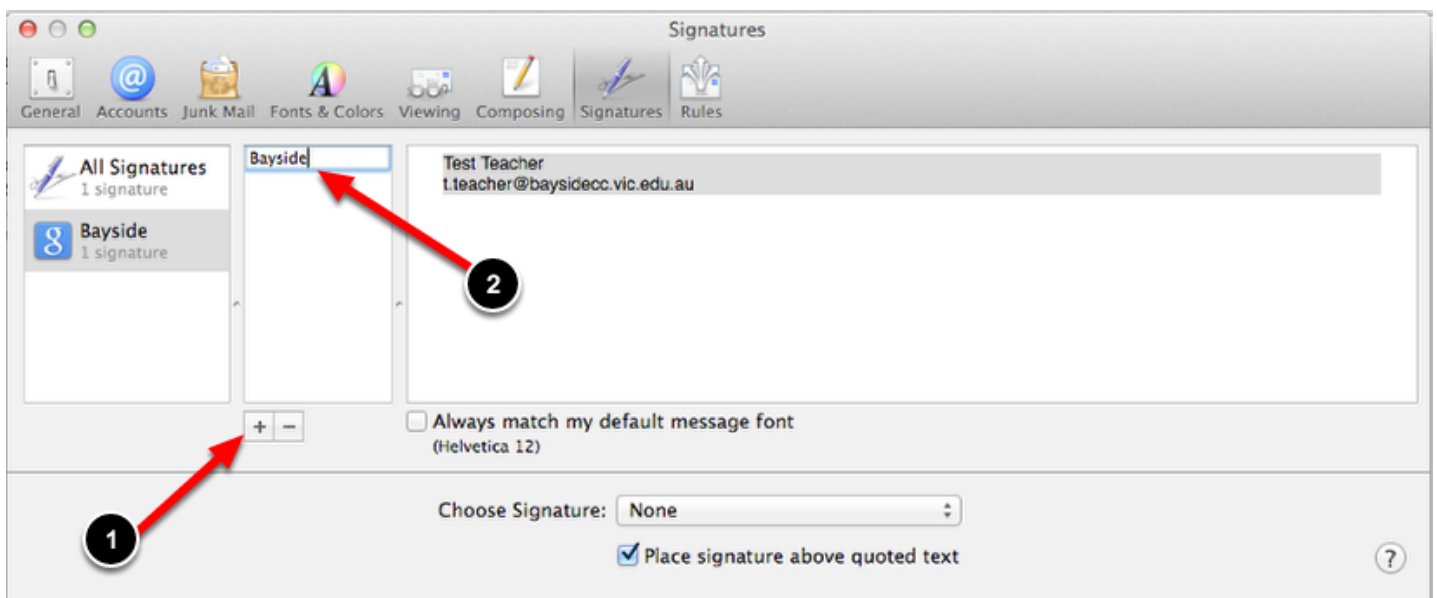
Select the Bayside Email account



Next, select the Bayside email account in the Signature preferences menu.

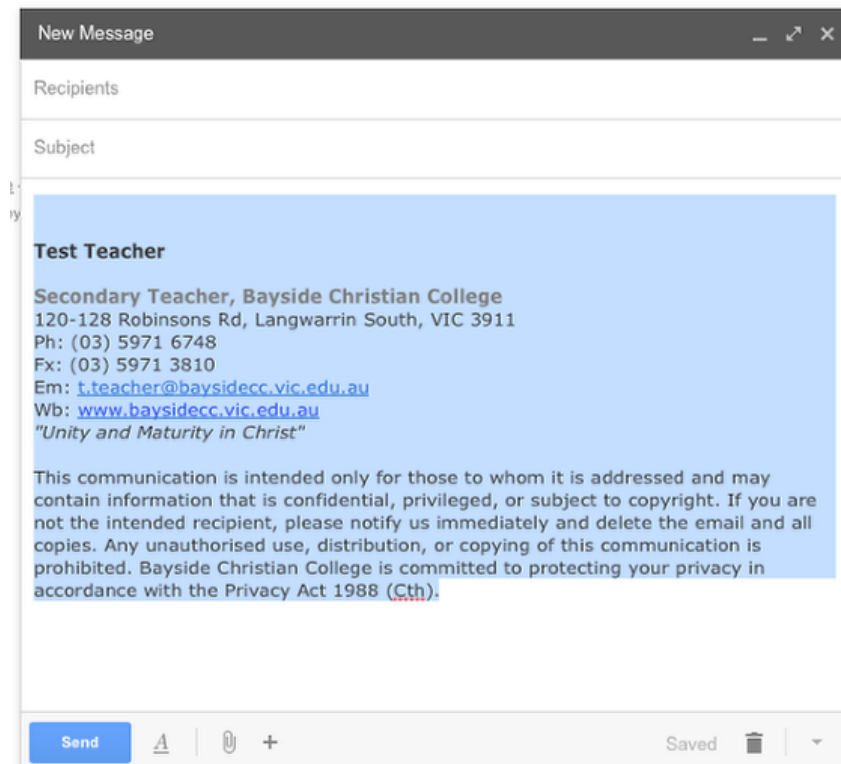
NOTE: The example above shows the email account named 'Bayside'. This may or may not be what you see depending on whether you have changed the default name of the account when it was created in Apple Mail. By default, the account may be named "Gmail" or "Google".

Create a New Signature



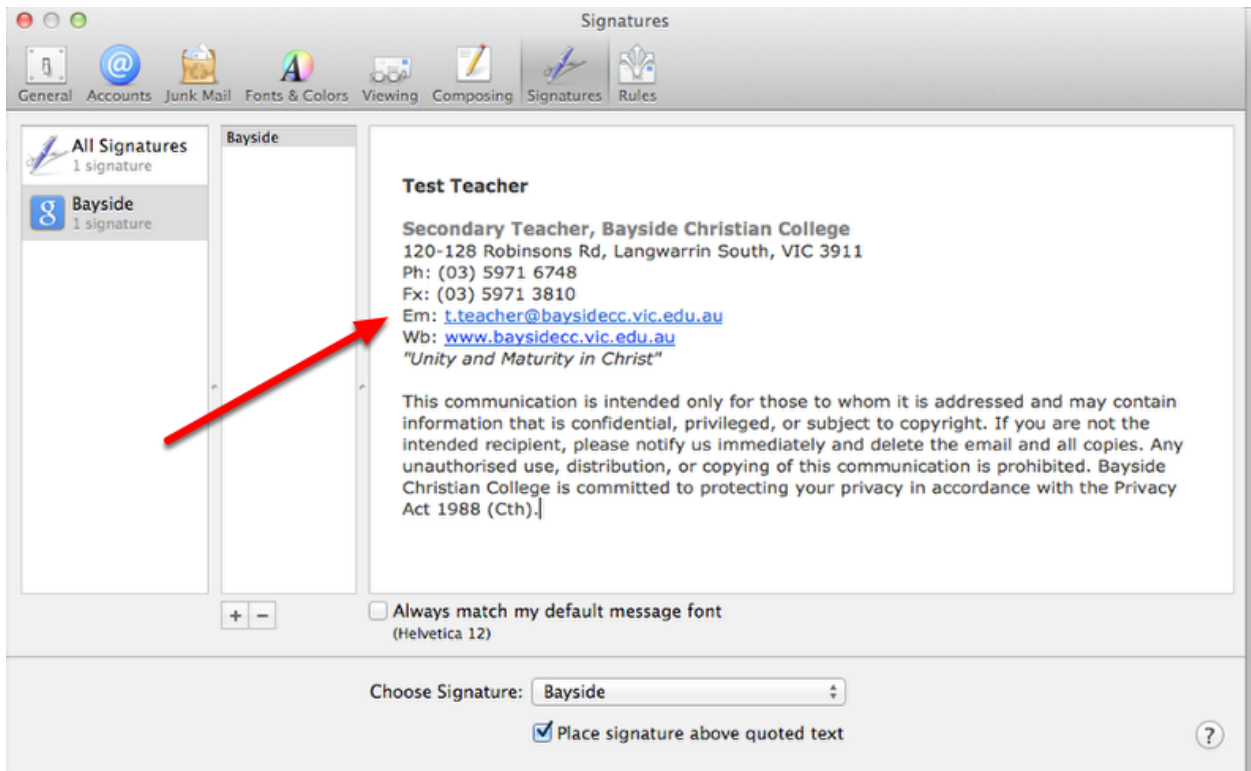
1. Click the + icon to create a new signature.
2. Give the signature a name.

Copy Email Signature from Gmail



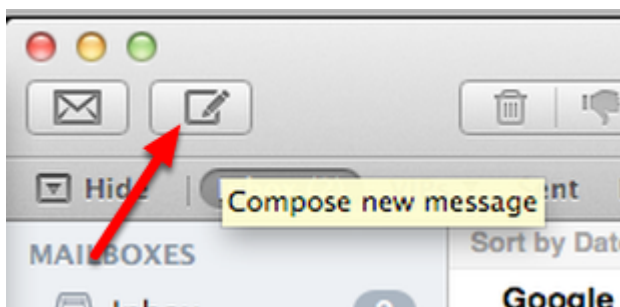
Next, log into Gmail in a browser (Firefox or Safari) and compose an email to generate your signature (as shown above). Then, select the entire signature and copy it.

Paste signature into Apple Mail signature window



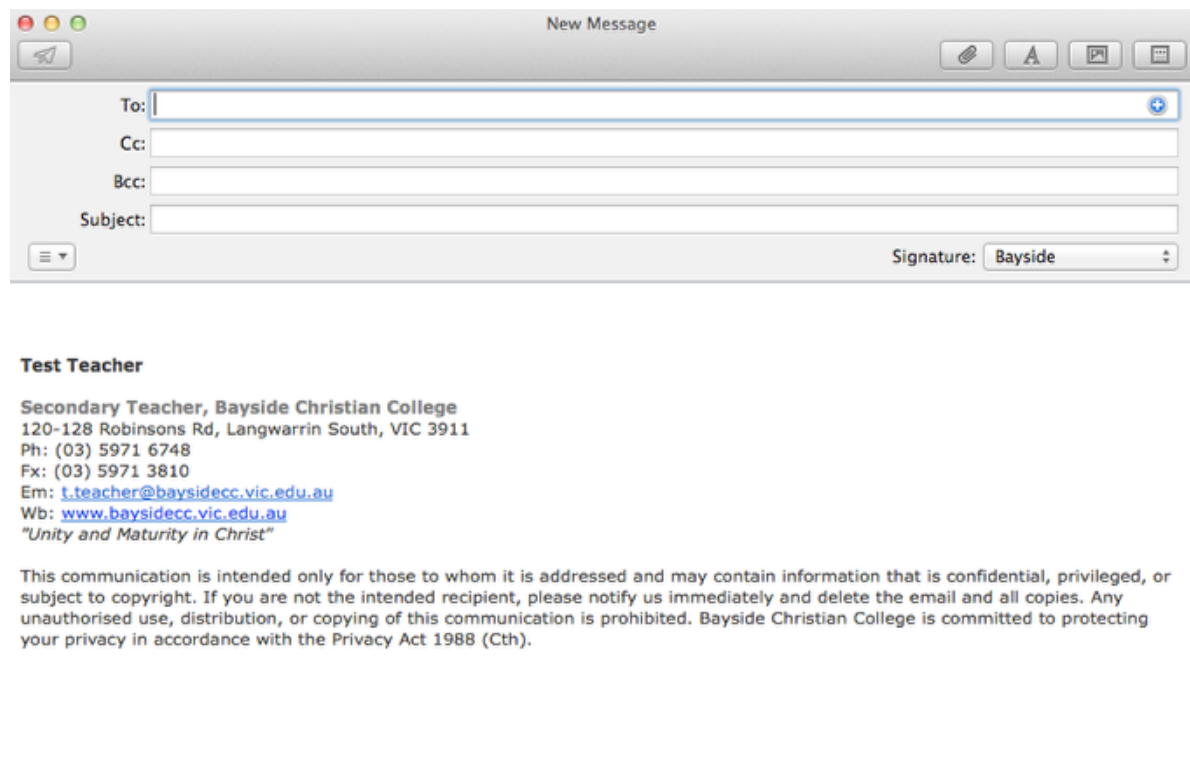
Next, paste the signature into the new signature created in Apple Mail as shown above. Close the Mail preferences window and save the changes if prompted.

Test Signature



From the Apple Mail app, click the Compose button to test the new signature.

Confirm Signature



The screenshot shows a 'New Message' window with fields for To, Cc, Bcc, and Subject. The signature is set to 'Bayside'. Below the fields, the signature block for 'Test Teacher' is displayed, including contact information and a privacy notice.

Test Teacher
Secondary Teacher, Bayside Christian College
120-128 Robinsons Rd, Langwarrin South, VIC 3911
Ph: (03) 5971 6748
Fx: (03) 5971 3810
Em: t.teacher@baysidecc.vic.edu.au
Wb: www.baysidecc.vic.edu.au
"Unity and Maturity in Christ"

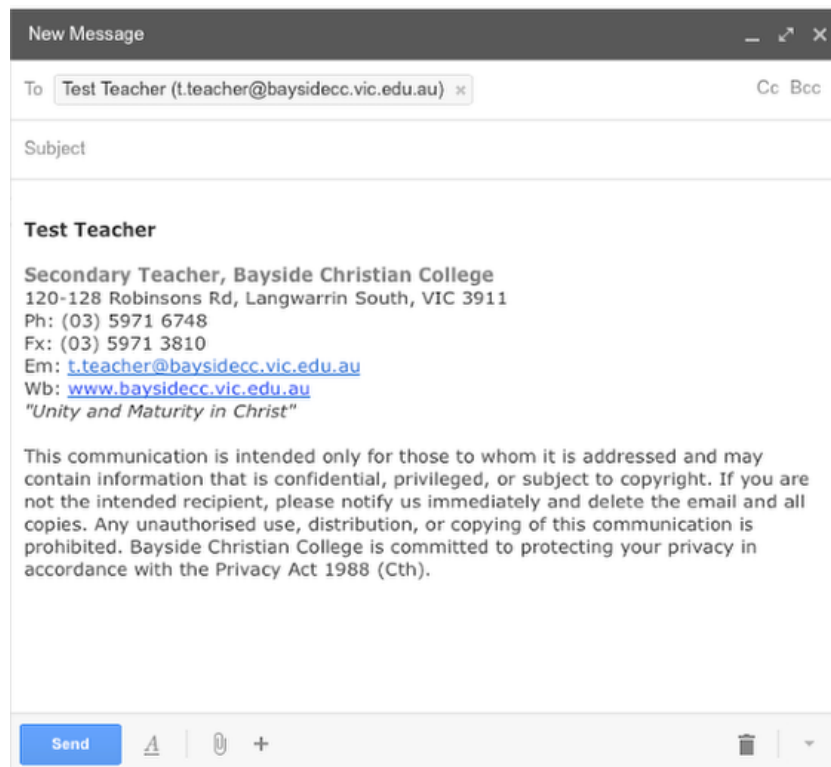
This communication is intended only for those to whom it is addressed and may contain information that is confidential, privileged, or subject to copyright. If you are not the intended recipient, please notify us immediately and delete the email and all copies. Any unauthorised use, distribution, or copying of this communication is prohibited. Bayside Christian College is committed to protecting your privacy in accordance with the Privacy Act 1988 (Cth).

Double check the content and format of your signature, and if it looks like the one above (with your details), you are done.

Add College Email Signature to Mail App (iPad & iPhone)

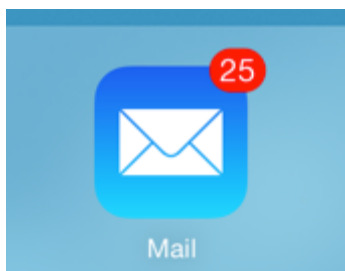
This lesson will show how to create or update an email signature on the iPad and iPhone.

First - Send an Email to Yourself from Gmail



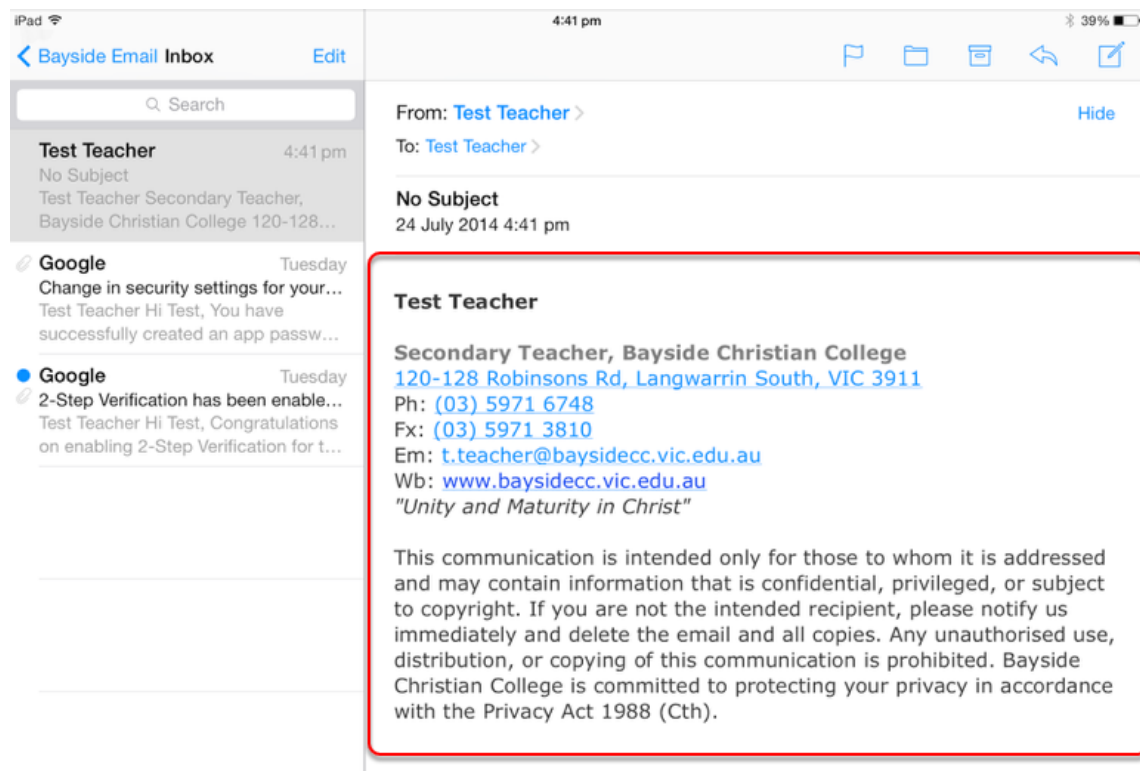
The first step in setting up the College email signature on the iPad or iPhone is to first compose an email in Gmail where your signature is already configured and address it to yourself.

Open Mail App on iPad or iPhone



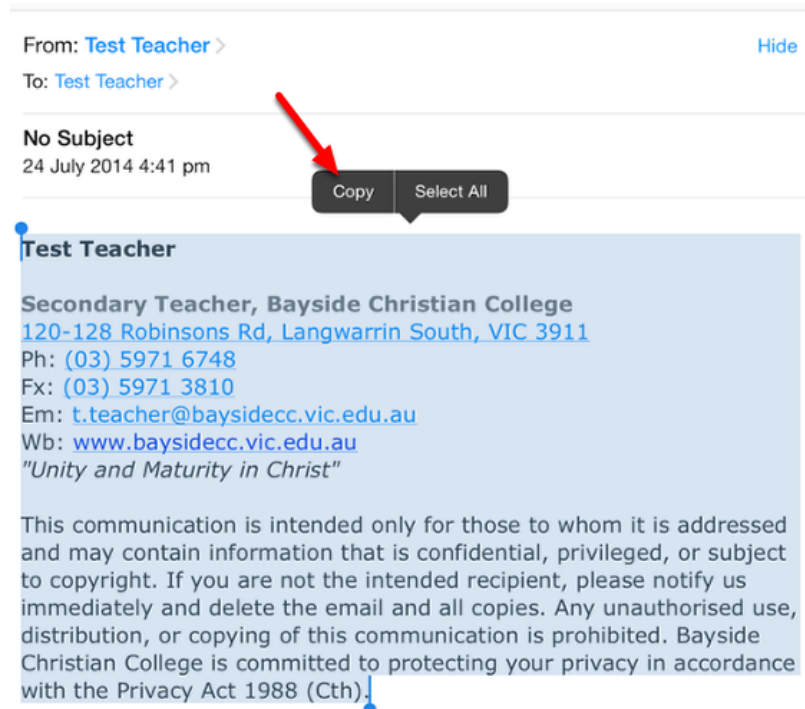
Next, open the Mail app on the iPad or iPhone.

Open Email with Your Signature



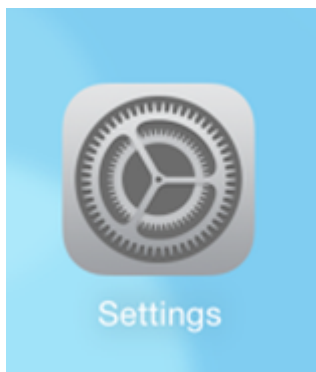
In the Mail App, find your self-addressed email with your email signature in the message body.

Select and Copy your Signature



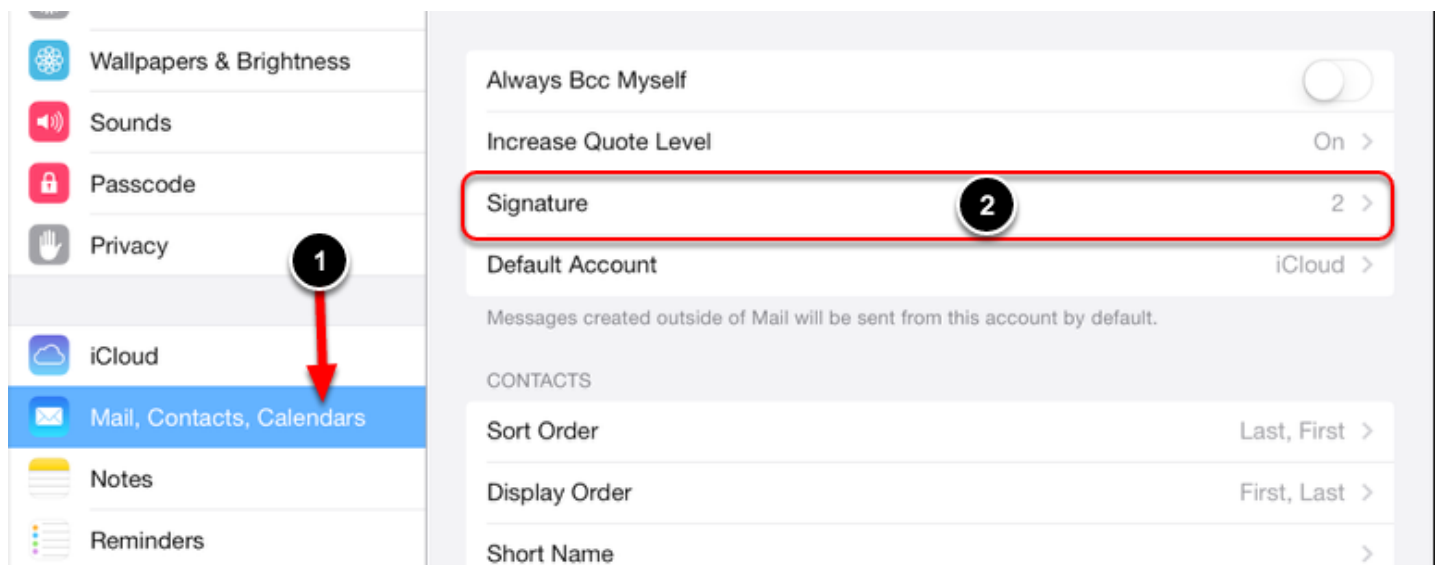
Next, select all of your signature text and click the "Copy" option when it is presented.

Open Settings App



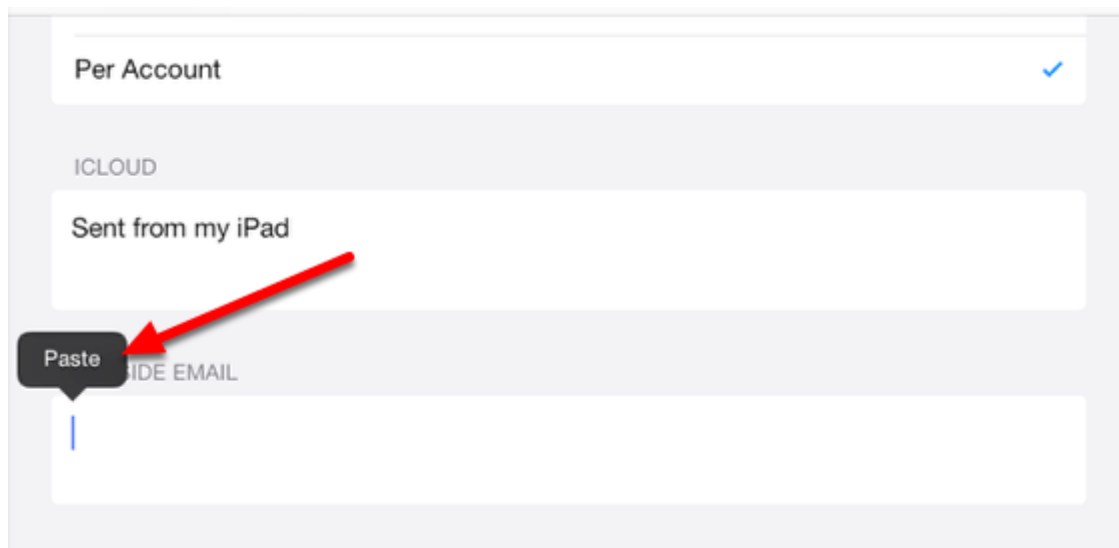
Next, close the Mail app and open the Settings app.

Go to Mail, Contacts, Calendars options



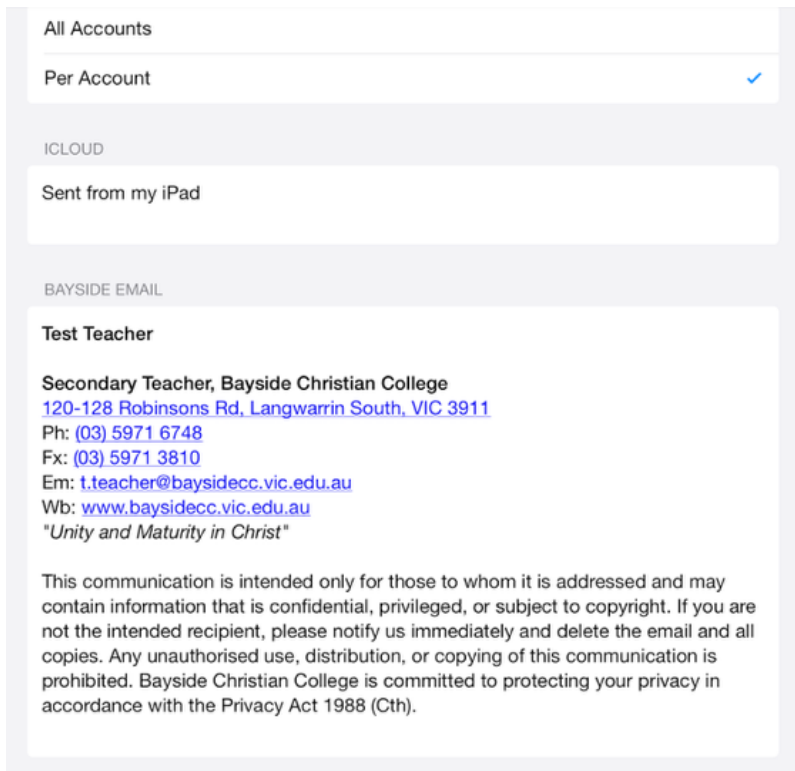
In the Settings app (1) go to the "Mail, Contacts, Calendars" settings, then (2) select the "Signature" option. You may have to swipe down on the options to see the Signature option.

Paste Your Signature



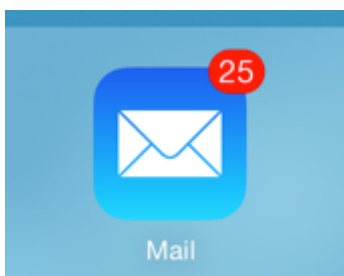
Next, choose the signature field below the name you set for your College email account on the iPad and paste the signature previously copied into this signature field. Make sure that you delete any existing text in this field before pasting your signature.

Verify Signature



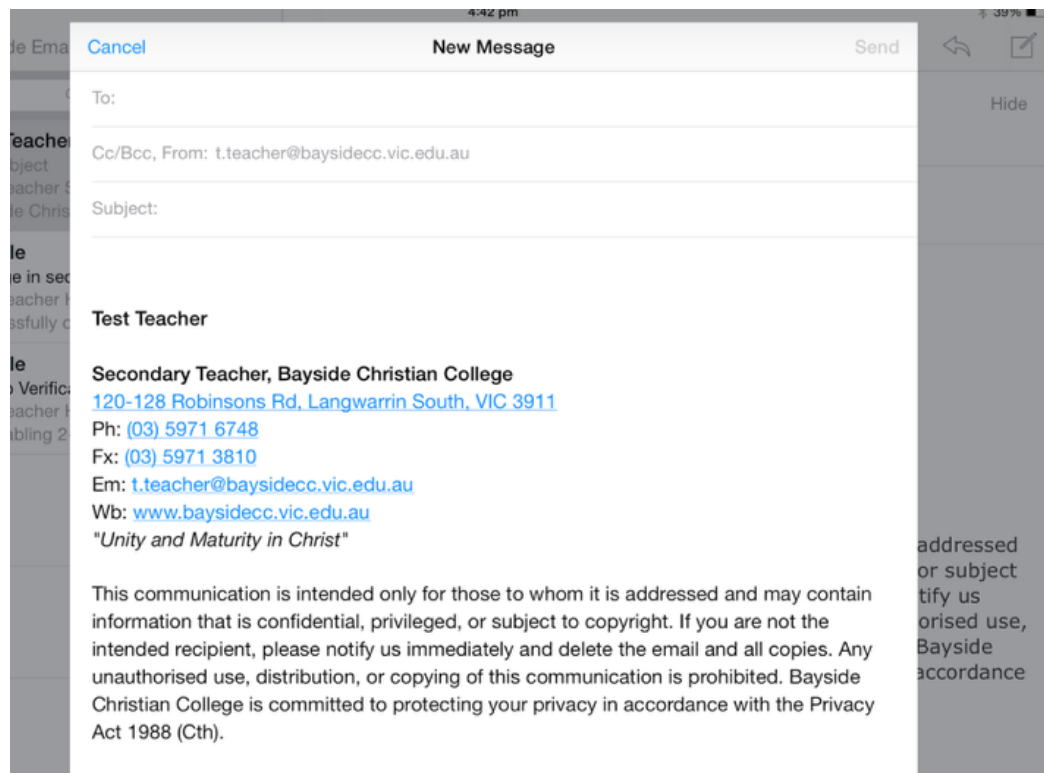
Next, confirm that your signature looks correct as shown above and that it is in the correct signature field (e.g. "Bayside Email")

Open Mail App



Next, close the Settings app and re-open the Mail app

Test the Signature



Finally, test the signature by composing a new email on the iPad. The email created should contain your signature.

If you do not see your signature or it is not formatted correctly, please contact the ICT Department for assistance.

Google Drive

Google Drive Basics

Google Drive is the storage location that ALL Grade 4-12 students should be using to save their work, on all computers, at all times. Each student at BCC in Grade 4 or above has a Google Apps account, which includes 10TB+ of free Google Drive storage space. Your Google Drive and all of your schoolwork saved there can be accessed from any device, anywhere, at any time.

This brief tutorial shows the basics of using Google Drive, in particular how to create a Google Doc and save files to Google Drive.

Open Google Drive

Open Google Drive

From your logged in College Email account do the following to open Google Drive:

1. Click the Grid icon beside your login name in Gmail to display the Apps available, including Google Drive.
2. Click the "Drive" icon to open Google Drive in a separate window or tab.

Google Drive

Google Drive

Next, the Google Drive window will open (see image above). On the left hand side of the screen, you will see several categories of documents in the Sidebar, including:

- **My Drive** - All of the documents that YOU have created or uploaded into Google Drive
- **Incoming** - All of the documents that anyone else has shared with you in Google Drive
- **Recent** - Documents that have recently been created or edited.
- **Starred** - Any documents that have you "starred", or made a favorite document in Google Drive
- **Trash** - Documents are placed in the trash temporarily before permanent deletion (similar to the "Recycle Bin")

Create a Document Google Drive

Create a Document Google Drive

To create a new document in Google Drive, simply click the "New" button.

Select the Type of File to Create

Select the Type of File to Create

Next, select the action you would like to do in Google Drive. The options available are:

- **Folder** - Creates a folder to organise and store files
- **File Upload** - Upload an individual file from your computer
- **Folder Upload** - Upload an entire folder from your computer
- **Google Docs** - Create a "Word" style document
- **Google Sheets** - Creates an "Excel" style document
- **Google Slides** - Creates a "Powerpoint" style document
- **More** - Create a Form (questionnaires, surveys or tests) a Drawing file (charts, graphs, etc.) or other enabled apps

In this case, we are going to select "Google Docs" to demonstrate some of the features of a Google Doc.

Working with a Google Document

Working with a Google Document

After selecting a document type, a new tab or window will open with your new file.

The image above shows a Google Document. Google Documents have the following features:

1. **Title** - Click on the Title (1) and select "Rename". Now you can name the file
2. **File Menu** - Google files display a similar menu (2) to most Office Suites, including fonts, text styles, formatting, ability to insert images and other objects, etc.
3. **Comments** - Google files are designed for collaboration and multiple people can edit and comment on them at once. The Comments button (3) allows comments to be embedded into files.
4. **Sharing** - You can share a Google file to any staff or student using the Share button (4) in the document. Sharing can be done at the group level (e.g. a class) or to an individual. You can choose whether files you share are view only or if they can be edited by others.
5. **Document Body** - Click into the document and start typing just as you would any Office file. Changes are saved instantly in real-time.

Sharing a Document

Sharing a Document

To share a document, click the "Share" button and the window above will open.

1. Next, type the email address of an individual or group in the "Invite people" box.
2. Click the "Can edit" link to the right of the address field and choose one of the three sharing options.
3. If you want to add a custom message, click the "Add message" link and a text box will open.
4. Click the "Send" button to complete sharing the document, including sending an email with the share link to the individual(s) you've invited.

Collaboration with Google Documents

Collaboration with Google Documents

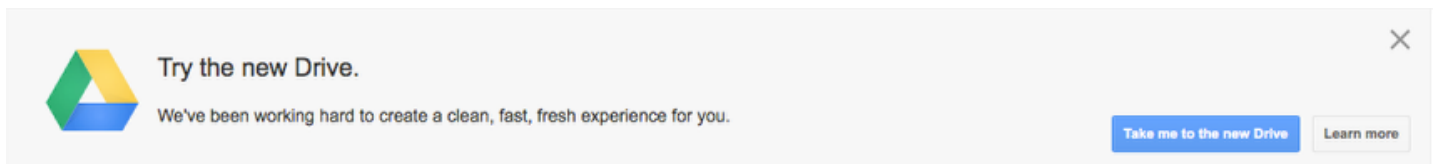
The image above shows two users editing a document at the same time. A comment has also been added to the document. This is the power of a Google Document.

As you can see above, documents that are created within Google Drive are saved automatically. There is no need to save them and they are accessible from anywhere on any device with a web browsers and an internet connection.

Switch to the New Google Drive Interface

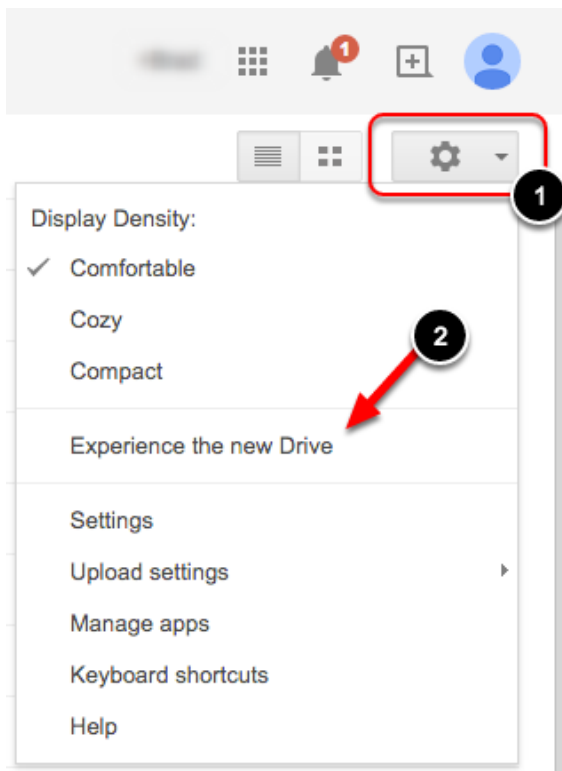
Google has recently changed Google Drive to make it more user-friendly. The new interface is not enabled by default. This tutorial shows how to switch to the new interface.

Say Yes When Prompted



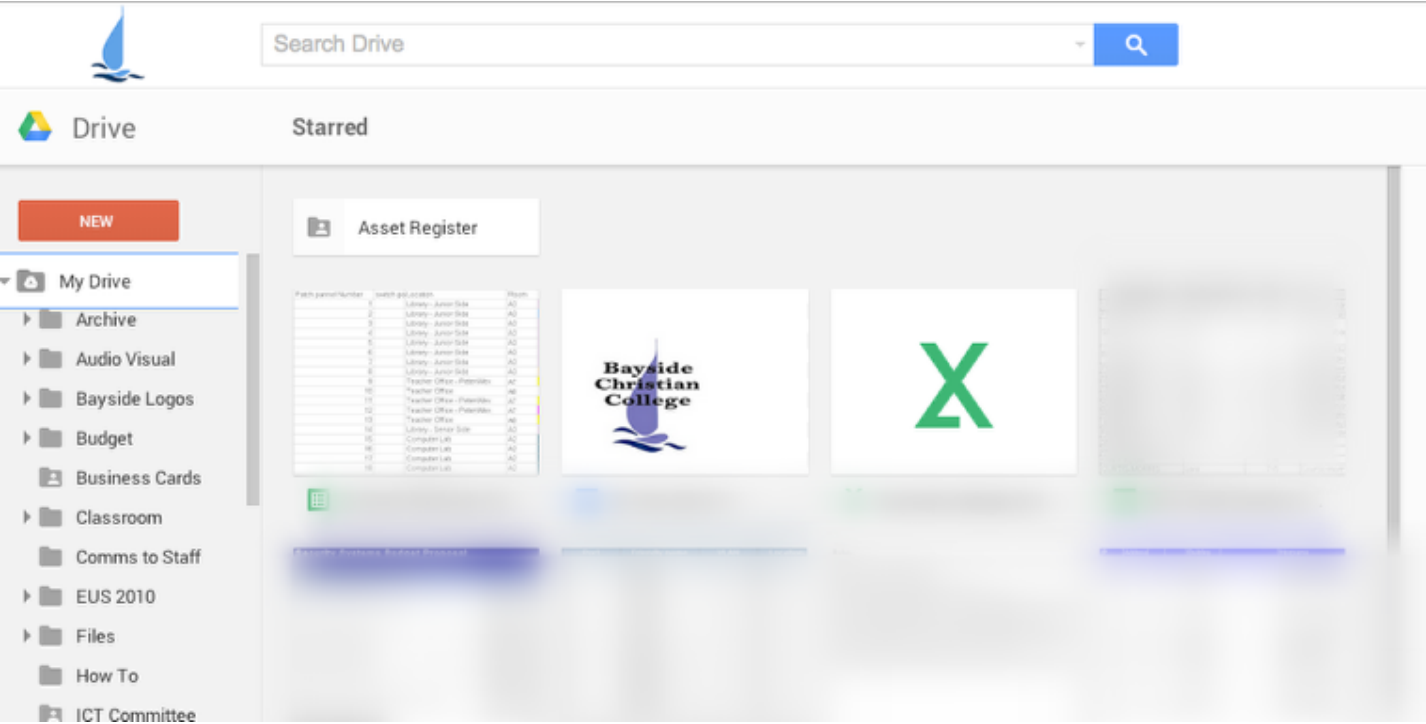
When logging into Google Drive, you may be presented with the banner above asking you to try the new drive. Clicking on "Take me to the new Drive" will switch you to the new interface. Done.

Manually Choose the New Drive Interface



If you are not presented with the banner shown in step 1 above, then you can manually switch to the new Drive by going to the settings button (gear icon) and choosing the "Experience the new Drive" option.

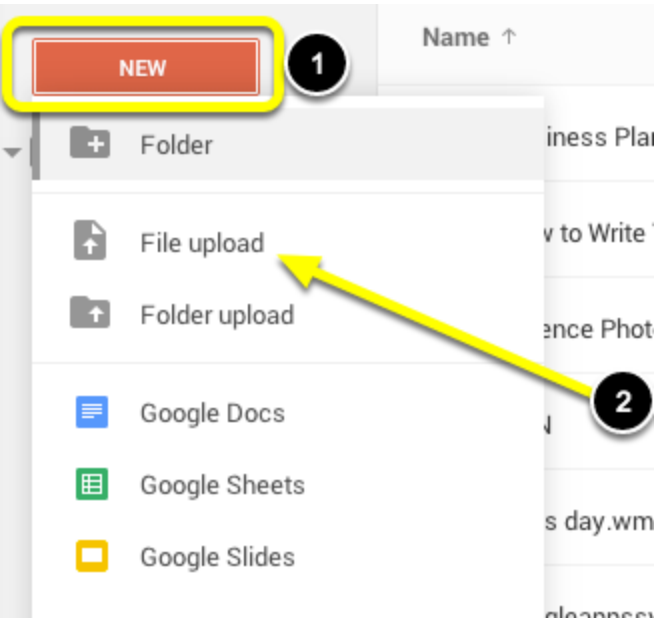
Welcome to the New Drive Interface



Upload Files to Google Drive (web browser)

This lesson shows how to move files from your computer to Google Drive using the web browser version of Google Drive.

Upload an Existing File



Click the "New" button and select "File upload..." Then a drop down window will open where you can select the file or files that you would like to upload. In this case, I will choose a file from the desktop.

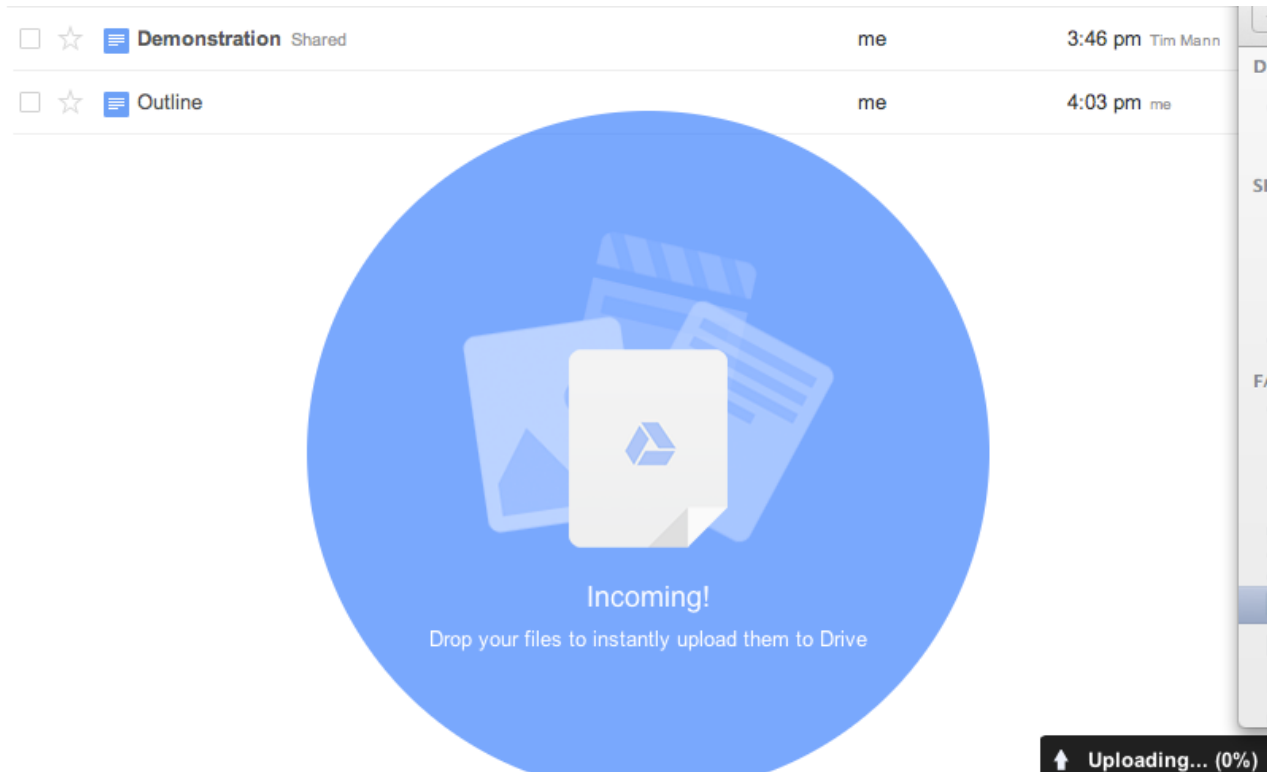
Document Converted

My Drive			
☐	TITLE	OWNER	LAST MODIFIED
☐	☐ Demonstration Shared	me	3:46 pm Tim Mann
☐	☐ Outline	me	4:03 pm me



Once the upload completes, the new document will display in the file menu (see above). As you can see, the document shows as a Google Doc rather than a Word file. I will now drag and drop a file to show how this works.

Drag and Drop Files



In the image above, I have dragged a file to the Google Drive page and it has started uploading. In this case I have chosen to upload the file as a Word document (unconverted).

You can drag one or more files at once for import using this method.

Files Uploaded

My Drive				
☐	TITLE		OWNER ▾	LAST MODIFIED ▾
☐	☆	 Demonstration Shared	me	3:46 pm Tim Mann
☐	☆	 DSC_0025.JPG	me	4:30 pm me
☐	☆	 IMG_1656.JPG	me	4:30 pm me
☐	☆	 iPad-Superguide-Third-Edition.pdf	me	4:30 pm me
☐	☆	 Navy VERTREP.mp4	me	4:29 pm me
☐	☆	 Outline	me	4:03 pm me
☐	☆	 Outline.doc	me	4:25 pm me

Now, you can see that there are two "Outline" documents, one a native Google Doc and the other a Word doc.

In addition to Office files, you can upload nearly any text, image, or video files for storage. Only Google documents can be edited within Google Drive, but it will store pretty much any file just like Dropbox that you can download and edit later.

So, there you are, your own personal College "Dropbox".

Convert MS Office Files to Google Docs

This lesson shows how to configure Google Drive to automatically convert MS Office documents (Word, Excel, and Powerpoint) to Google Docs, Sheets, and Slides files.

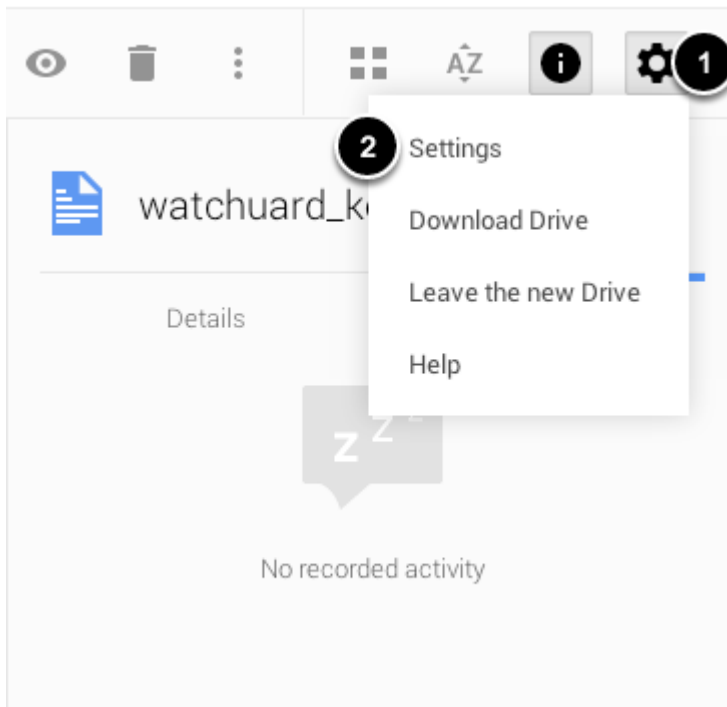
Saving Files to Google Drive

So, what about files that you have created outside of Google Drive? These can also be uploaded to Google Drive similar to using Dropbox or other file sync and storage tools. Every student has a 10TB+ Google Drive account, so there is an unlimited amount of storage available and almost any file type can be saved. Think of Google Drive as an extremely large, cloud-based USB drive.

There are two ways to save files to Google Drive:

1. Use the "Upload" button, or
2. Drag and drop files onto the Google Drive page in your browser.

Set your Upload Settings



Before you begin uploading documents to Google Drive, confirm your Upload settings. To do this go to the "Gear" icon (1) and select "Settings" (2)

Enable File Upload Conversion and Sync

Settings

Done

General

Manage Apps

Convert uploads

☒ Convert uploaded files to Google Docs editor format

Language

[Change language settings](#)

Offline

☒ Sync your work to this computer so that you can edit offline.
Not recommended on public or shared computers. [Learn more](#)

Density

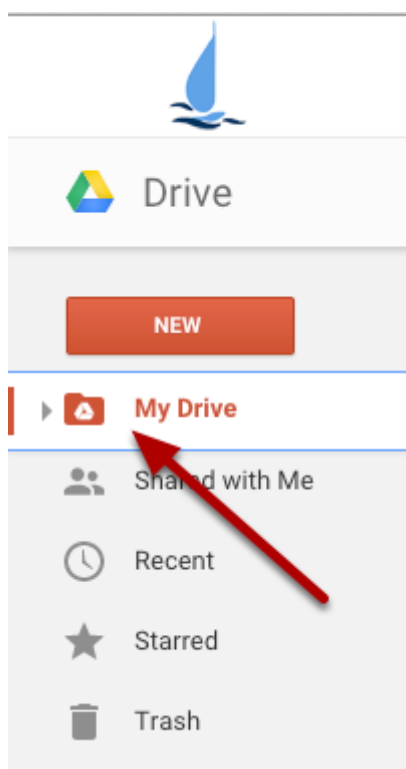
Comfortable

Next tick the "Convert uploads" button to automatically convert Word files to Google Docs, Powerpoints to Google Sheets, etc. If you only intend to use Google Drive for storage (like Dropbox) don't tick this option, but be aware that you do lose some of the advantages of Google Drive such as continuous saves and editing of files on any device.

How to "secure" a Shared Google Drive Folder or File

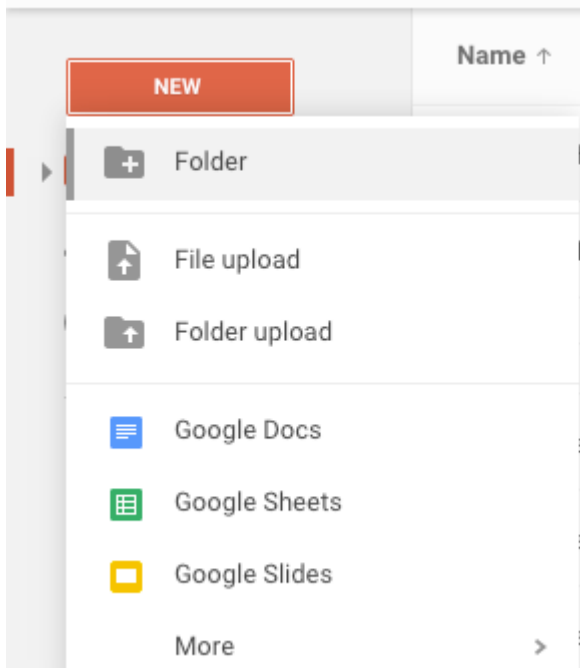
There are times when you may want to create a shared folder or document that is more secure and cannot be re-shared by any of the collaborators. The instructions below show how to restrict sharing of a Google Drive folder or file.

1. Go to "My Drive"



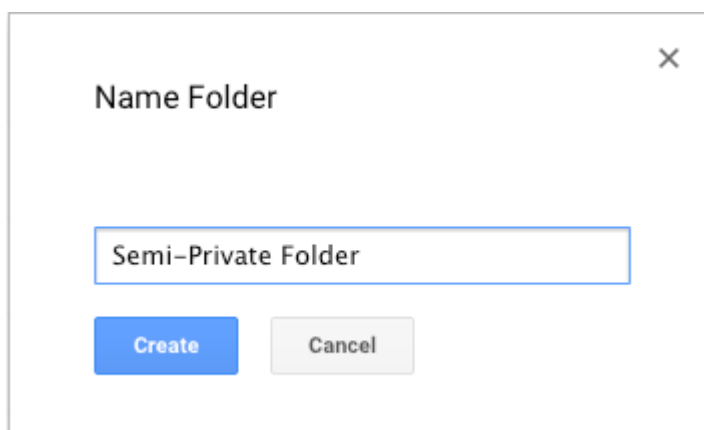
First, make sure you are in your own personal drive of Google Drive i.e. "My Drive"

2. Create New Folder (optional)



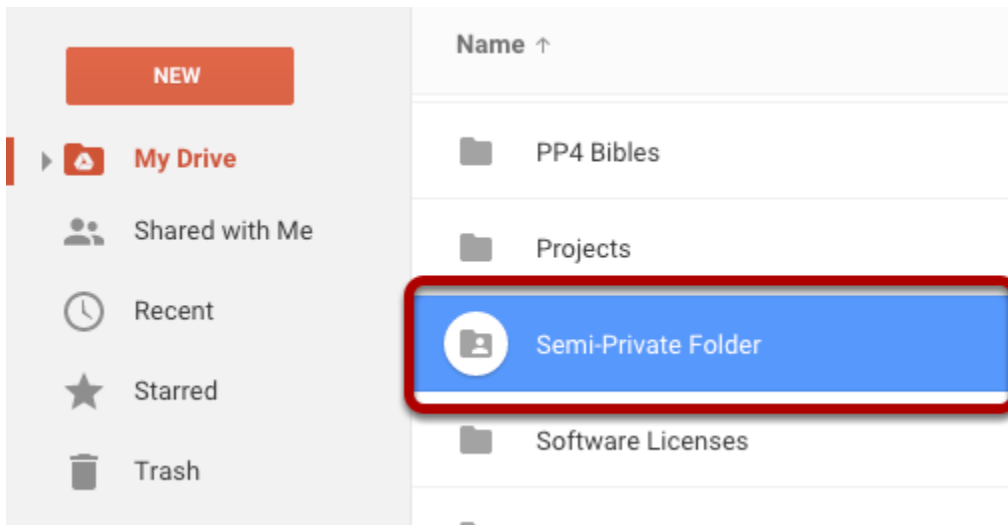
Next, create a new folder in your "My Drive". If the folder you want to share already exists, then ignore this step and step 3 below.

3. Name the New Folder



Next, give your new folder an appropriate name (e.g. Year 7 Teachers, Exec Team, etc.)

4. Select the Folder in Google Drive



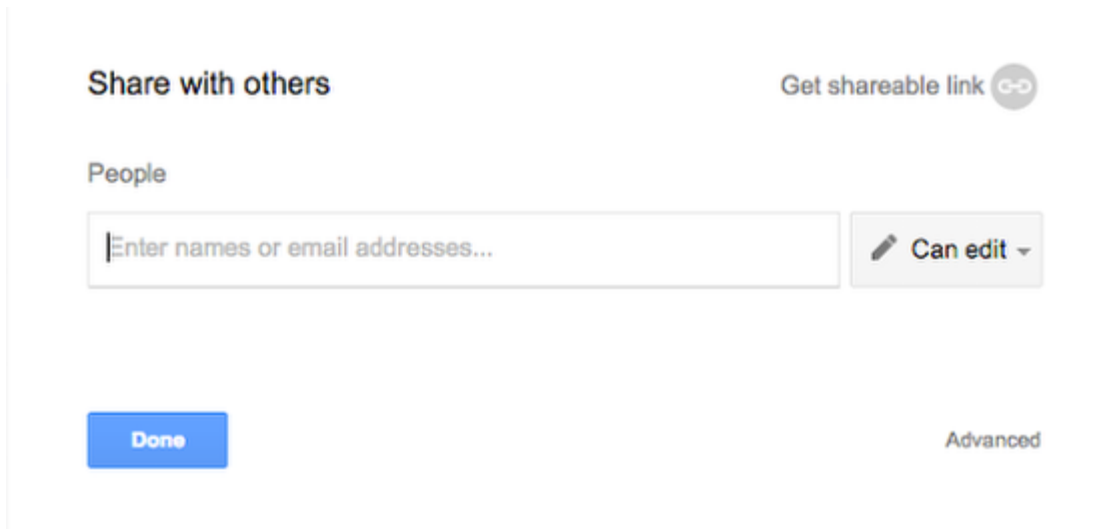
Next, find the new or existing folder (or file) that you want to share in Google Drive and click on it so that it is selected (it will be highlighted in blue as shown above when selected).

5. Click on the Share Button



With the folder selected, click on the Sharing button in Google Drive.

6. Add People the Folder/File is to be Shared with

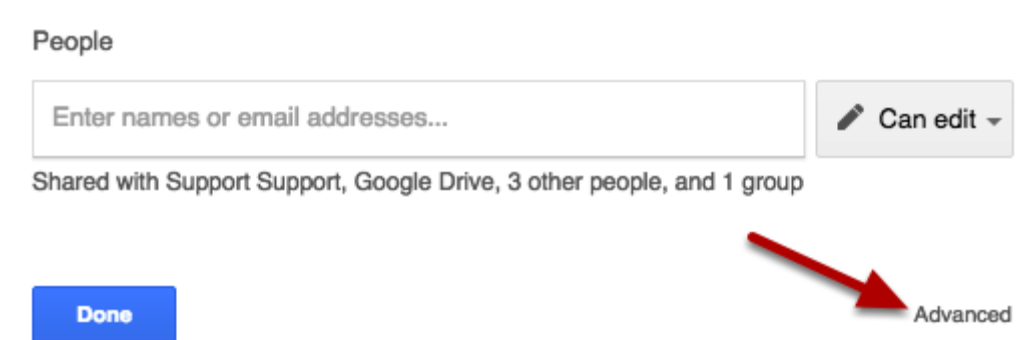


The screenshot shows the 'Share with others' dialog box. At the top left is the text 'Share with others'. At the top right is a link 'Get shareable link' with a circular icon containing a right-pointing arrow. Below this is the heading 'People'. Under 'People' is a text input field with the placeholder text 'Enter names or email addresses...'. To the right of the input field is a button with a pencil icon and the text 'Can edit' followed by a downward arrow. At the bottom left is a blue button labeled 'Done'. At the bottom right is a link labeled 'Advanced'.

Next, enter the names or email addresses of the individuals or email groups you want to share the document with.

Note that if you share with an email group rather than individuals, you will have less control of who it is shared with as the email groups are updated by ICT as they change. This may be desirable in some cases though as it ensures the document is only shared with the people in the group, if it is a group that changes periodically (e.g. "Admin Department", "ICT Committee", "OHS Committee")

7. Advanced Share Settings



This screenshot is similar to the one above but includes additional information. Below the 'Can edit' button, the text 'Shared with Support Support, Google Drive, 3 other people, and 1 group' is displayed. A red arrow points from the bottom right towards the 'Advanced' link.

Click the "Advanced" link in the lower left hand corner of the share settings to bring up advanced settings to enable more restrictions on the file or folder.

8. Change the Sharing Settings

Owner settings [Learn more](#)

- ☒ Prevent editors from changing access and adding new people
- ☒ Disable options to download, print, and copy for commenters and viewers

You have made changes that you need to save.

Save changes

Cancel

Next, select either or both of the additional "Owner settings" to restrict what can be done to or with the file being shared by the individuals you are sharing the document with.

- The "Prevent editors from changing access and adding new people" option will prevent the document from being re-shared by anyone you have given editing access to.
- The "Disable options to download, print, and copy for commenters and viewers" option will restrict those with comment and viewing access to only be able to view or comment on the file directly on the computer. They will not be able to forward, print, download, or copy the file withing Google Drive. Note that it would still be possible for them to take a screenshot of the file or to re-type the document offline if they chose to do so.

9. Restrict the Folder/File Access Settings

Sharing settings

Link to share (only accessible by collaborators)

94NUdyN1NqWk5jaEpuTWd6LTB0MzJkcENSQ3I6X1JQeWIBUVduaHphb1k&usp=st

Who has access



Specific people can access

[Change...](#)



Brad Heaton (you) [b.heaton@baysidecc.vic...](#)

Is owner

Next, on the main sharing screen, click the "Change" link below the "Who has access" section.

10. Turn Link Sharing to "Off"

Link sharing

- ☐  **On - Bayside Christian College**
Anyone at Bayside Christian College can find and access.
- ☐  **On - Anyone at Bayside Christian College with the link**
Anyone at Bayside Christian College who has the link can access.
- ☒  **Off - Specific people**
Shared with specific people.

Note: Items with any link sharing option can still be published to the web. [Learn more](#)

Save

Cancel

[Learn more about link sharing](#)

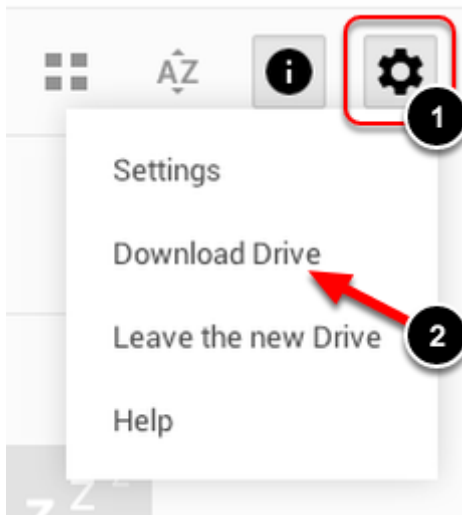
Next, ensure that the Link Sharing settings are turned to "Off - Specific people". This will prevent the link being re-shared with anyone else.

Install the Google Drive App (Mac/PC)

You can keep your Google Drive files on your own computer by downloading Google Drive on your Mac or PC. As an added bonus, you can sync your files between your computer and the web. This means any changes you make to a file on your Mac or PC will automatically show up on the same file at drive.google.com.

To download Google Drive on your computer, follow the steps in the tutorial below.

Download the Google Drive App

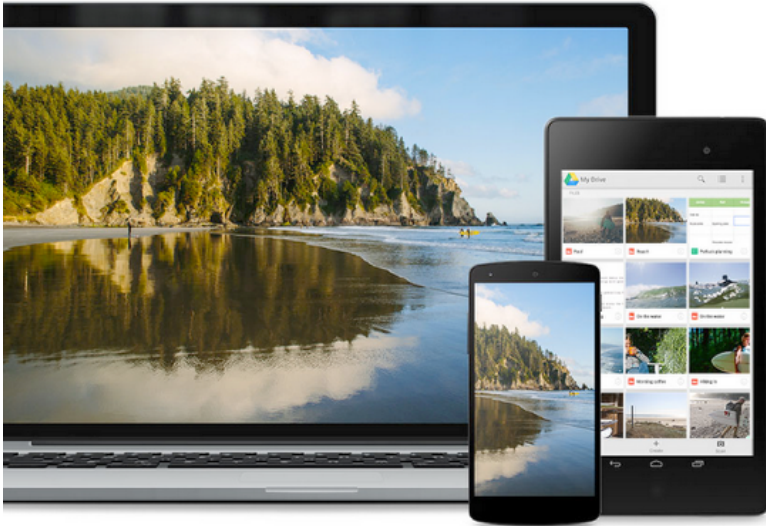


1. Go to drive.google.com or click the "Drive" option if you are already logged into Gmail.
2. Open the settings menu (gear icon).
3. Click Download Drive.

Google Drive Download Screen

Google Drive

[Meet Drive](#) [Using Drive](#) [Download](#) [For Work](#) [Help](#)



Get Drive Everywhere

Install Drive on your smartphone, tablet and computer so you can keep your files safe and easy to reach from anywhere.

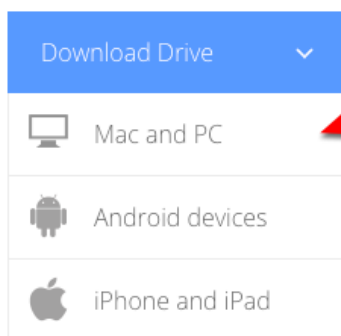
Download Drive

Next, you will see the screen above where you can download the Google Drive app. Click the "Download Drive" button.

Select Device Type

Get Drive Everywhere

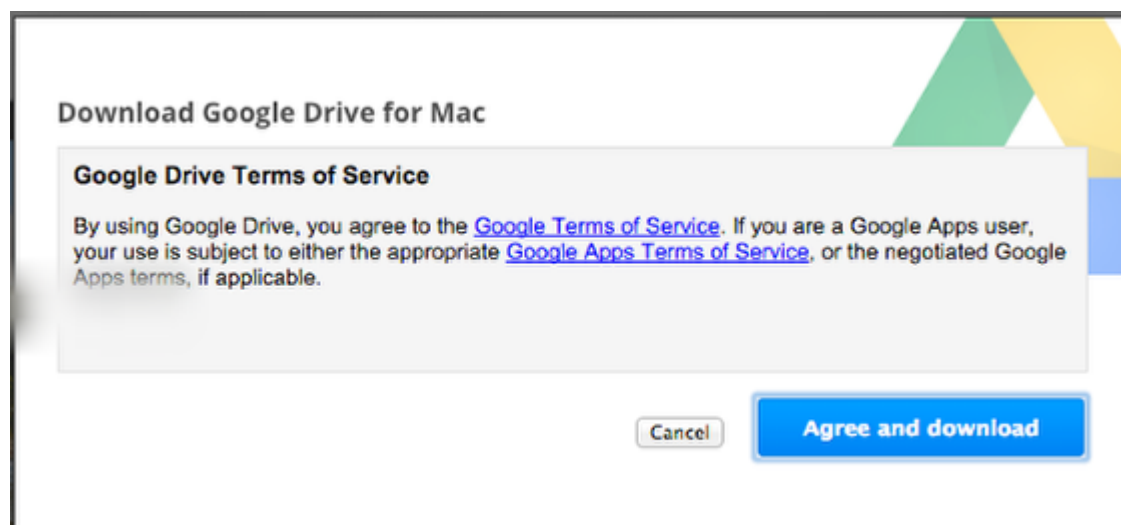
Install Drive on your smartphone, tablet and computer so you can keep your files safe and easy to reach from anywhere.



Clicking the "Download Drive" button will present several options for installing on different devices. Select "Mac and PC" to install Google Drive on your Mac or Windows computer.

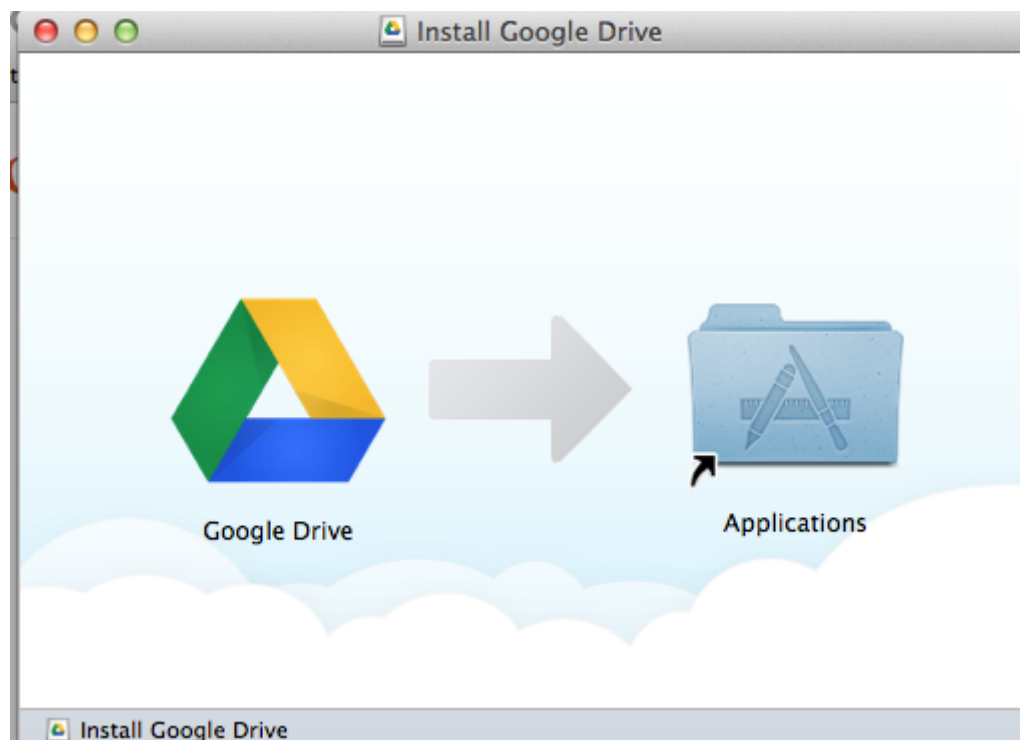
NOTE: The instructions below show how to install Google Drive on a Mac. Installation on a PC is very similar and the installer will walk you through the process.

Agree to Download Terms



Click "Agree and download" when prompted to begin the download.

Install on a Mac



Double click the "installgoogledrive" file that downloaded from the previous step and you will be presented with the window above. To install the Google Drive app on the Mac, simply click and drag the Google Drive app icon into the Applications shortcut as indicated by the arrow.

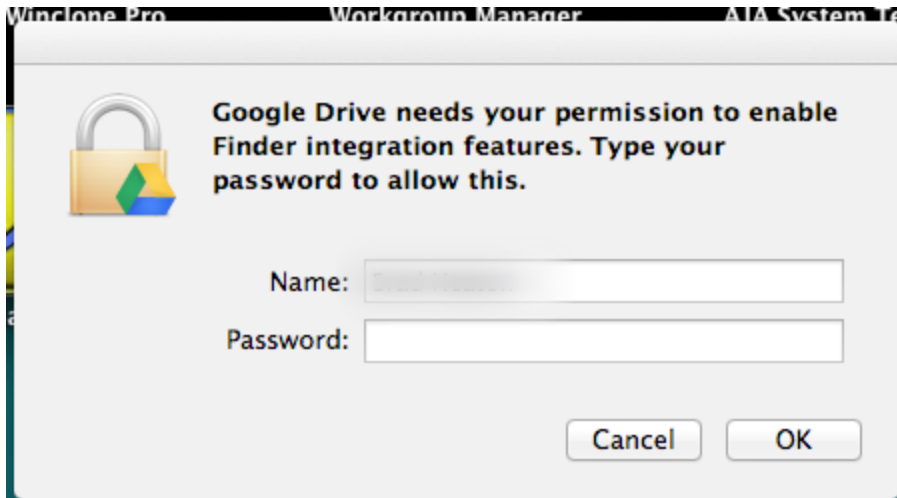
You may be prompted for your password during this step. Enter your computer password and the install will continue.

Launch Google Drive



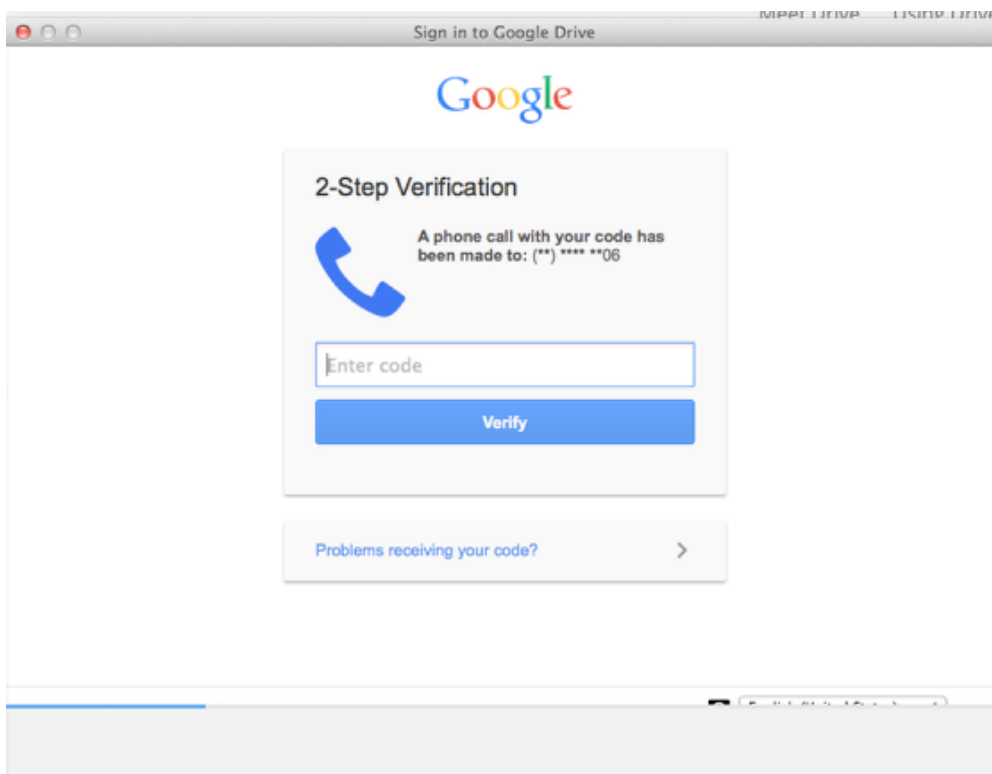
Launch Google Drive either from the launch pad or the Applications folder.

Give Permission for Google Drive to install Features into Finder



When Google Drive launches for the first time, you will be prompted for your password to give permission for Finder integrations. Enter your password and click OK.

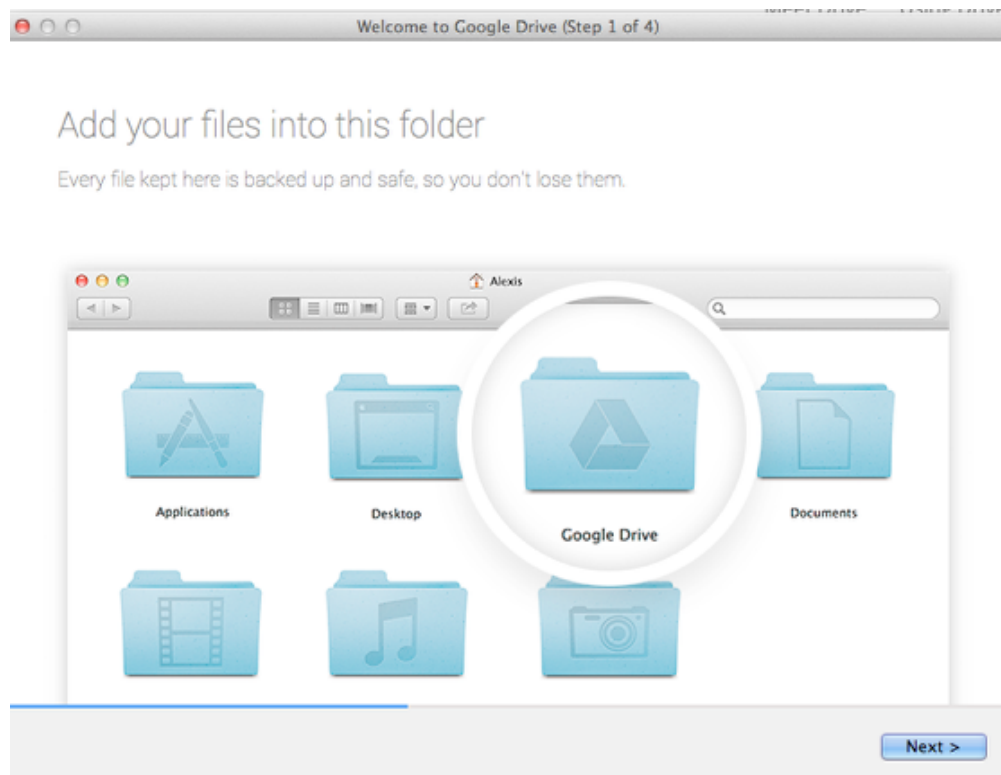
Sign into Google Drive



Next, you will be prompted to sign into Google Drive. Enter your email login details and click enter.

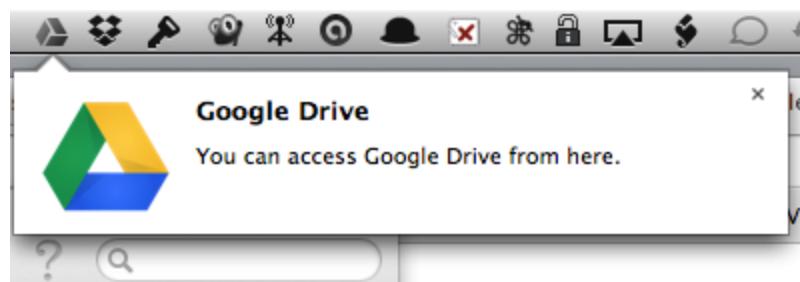
You may be prompted to verify your account using 2-step verification if you have not signed into Google Drive before on this computer. Enter the verification code and click "Verify".

Welcome to Google Drive



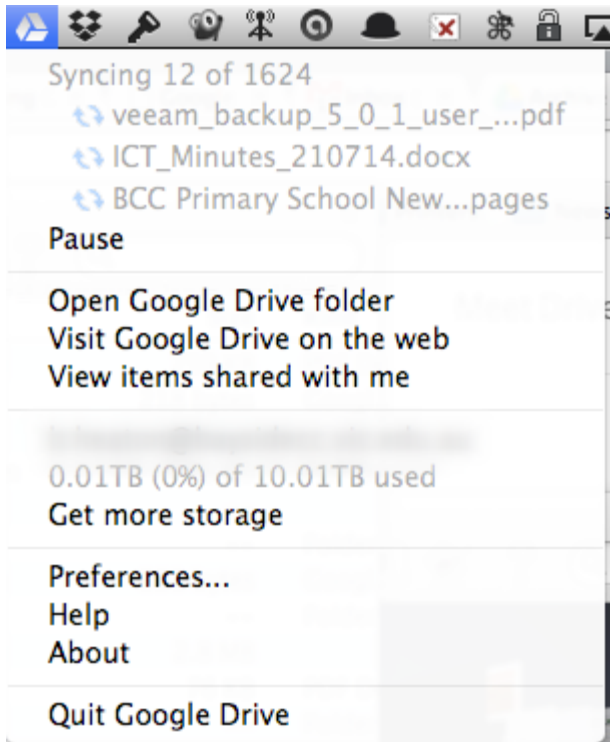
When Google Drive is opened for the first time after logging in, an introductory slideshow will be shown describing how Google Drive works. Click through this slideshow at your own pace to continue.

Menu Bar Preferences



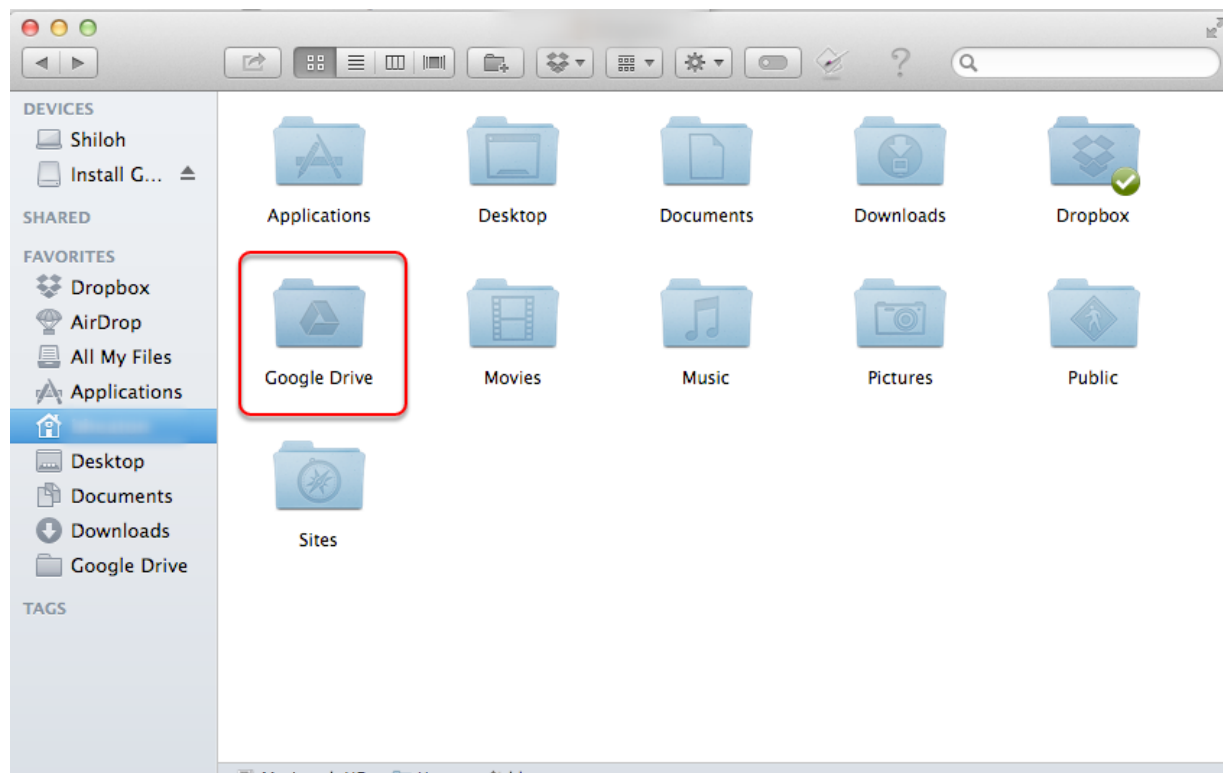
Once installed, Google Drive will launch in the Menu Bar where you can check the status of file syncing, and perform other actions with Drive.

Google Drive Preferences



- Clicking the Google Drive icon on the menu bar shows the following information and options:
- Syncing** - the status of file syncing to and from your computer and the cloud-hosted Drive
 - Open Google Drive Folder** - opens the locally stored copies of the files in Google Drive
 - Visit Google Drive on the web** - opens a web browser with your online google Drive
 - View Items Shared with me** - shows all of the files that others have shared with you in Google Drive
 - Get More Storage** - Drive will show that you have ~10TB of storage in the app. Clicking this option though will take you to a web page showing that you actually have unlimited storage.
 - Preferences** - change your sync settings so that only some folders are synced to/from your computer. Changes are not recommended here
 - Help** - Get help and support for using Google Driver
 - About** - Shows the current version of Google Drive installed on your computer.

Google Drive Folder



Your Google Drive folder with all of your folders and files stored on Google Drive appears in your Home drive where your Desktop, Documents, Movies, etc. folders reside.

To save a new file to Google Drive, just choose this location rather than Desktop or Documents. This is the preferred storage location for all of your Bayside-related files.

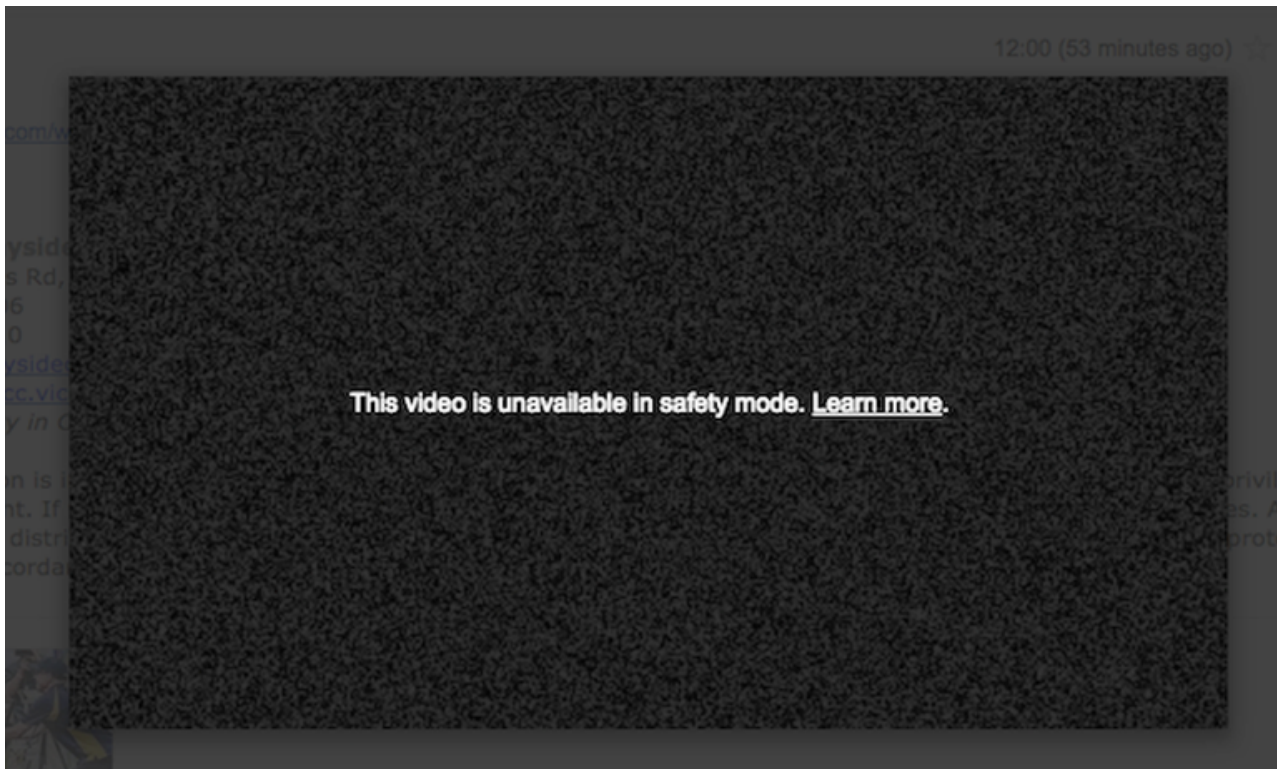
Troubleshooting

YouTube Safety Mode

Google has recently linked the Google "safe search" settings commonly used at schools and other organisations to filter out unsuitable content and images from Google Search results and the YouTube "Safety Mode" feature designed to filter unsuitable videos.

However, the YouTube filter is much more prone to false positives because of the comments on videos rather than the content of videos themselves being questionable. In these cases, it may be necessary to disable the YouTube "Safety Mode" at least temporarily. The instructions below show how to do this.

YouTube Safety Mode Warning



If you are trying to view a video that you know is OK, and receive the "This video is unavailable in safety mode" message, then you may have to disable Safety Mode temporarily in YouTube

Login to Google Apps



Bayside Christian College
“Unity and Maturity in Christ”

Log In to Your College Network Account

Enter your Username and Password

Username

Password

Please Note: The username and password above are the same as for logging into all other network services (eg, your Edumate log in).

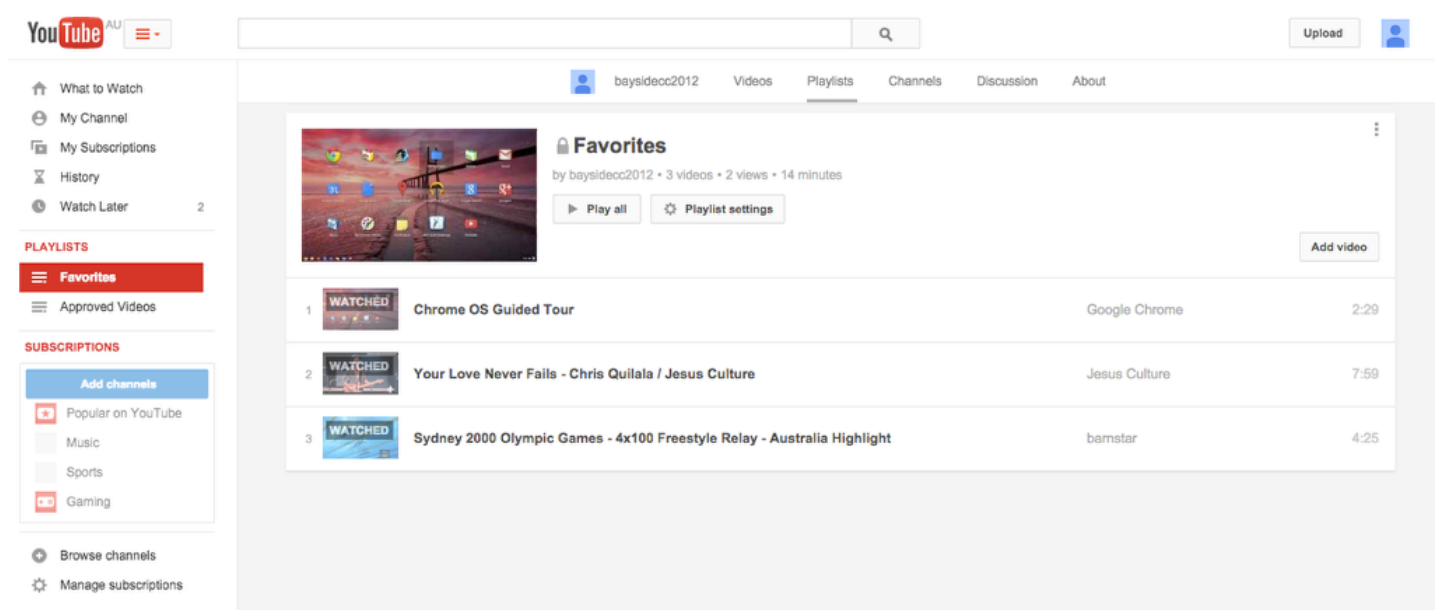
Help! I don't remember my password.

If you have forgotten your password, you can retrieve, reset, or change it at iforgot.bcc.vic.edu.au* or contact the BCC Help Desk at support@baysidecc.vic.edu.au.

* One-time enrolment required before use.

To disable Safety Mode, first make sure that you are logged into Google Apps (Gmail, Gdrive, etc.). If you are not, log in to your account before proceeding.

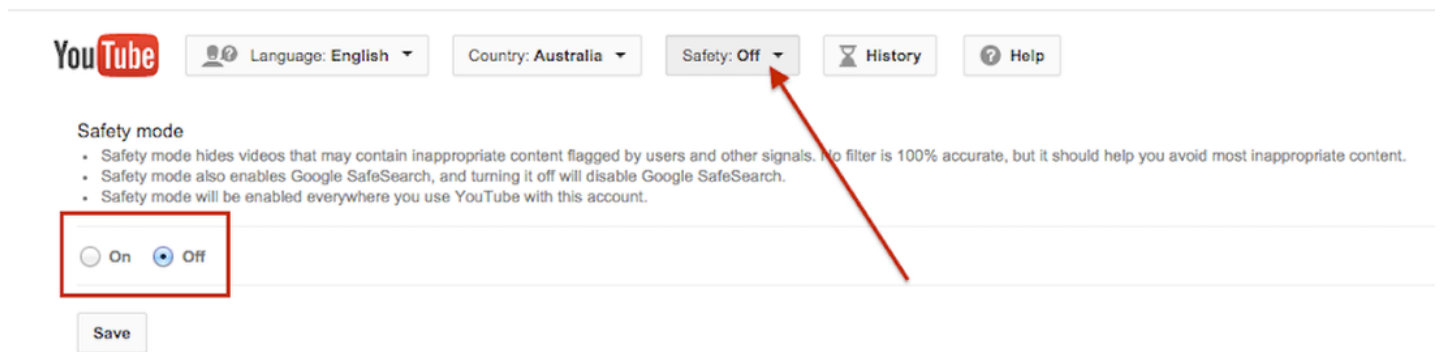
Go to YouTube



The screenshot shows the YouTube AU homepage. The left sidebar includes navigation links like 'What to Watch', 'My Channel', 'My Subscriptions', 'History', and 'Watch Later'. The main content area displays the 'Favorites' playlist by 'baysidecc2012', which contains three videos: 'Chrome OS Guided Tour', 'Your Love Never Fails - Chris Quilala / Jesus Culture', and 'Sydney 2000 Olympic Games - 4x100 Freestyle Relay - Australia Highlight'.

Next, go to YouTube in the same browser where you are logged into Google Apps.

Disable Safety Mode



On the YouTube webpage, scroll to the bottom of the screen and turn off Safety Mode as shown above and click "Save". Be aware that this also disabled Safe Search until you have turned Safety Mode back on.