The Ultimate Google Apps Training Guide

A Training Guide for Google Apps Users, from The Gooru

*Note - This document will be updated over time, please check back to see the updates. To get notified of new updates: Add us to your Circles on Google+
**For in depth training on everything Google Apps, please visit Gooru University
# Table of Contents

1. **Introduction**  
2. **Gmail**  
   a. Basic Features  
   b. Unique Features  
   c. Manage Your Inbox  
   d. Gmail Tricks  
   e. Gmail Extensions  
   f. Inbox by Gmail  
   g. Other Training Materials  
3. **Calendars**  
   a. Calendar Features  
   b. Calendar Labs  
   c. Other Training Materials  
4. **Contacts**  
   a. Contacts Features  
   b. Other Training Materials  
5. **Drive**  
   a. Basic Features  
   b. Unique Features  
   c. Drive Tricks  
   d. Drive for Admins  
   e. Other Training Materials  
6. **Docs**  
   a. Docs Features  
   b. Docs Add-ons  
7. **Sheets**  
   a. Beginner Features  
   b. Advanced Features  
   c. Sheets Add-ons  
8. **Presentations**  
   a. Presentations Features  
9. **Google+**  
   a. Google+ Features  
   b. Other Training Materials  
10. **Conclusion**
Introduction

If you’re reading this, you are probably new to the Google Apps ecosystem.

You might not be aware of the platform’s amazing capabilities, from real-time collaboration, to 100% web applications and more.

*So what can you do to ensure you’re getting the most out of Google Apps?*

As a Google Apps user, it’s important to understand the basics of Google Apps and other features, in order to keep up with Google’s pace of innovation and ensure you’re getting the most out of Google Apps.

We’ve been in the Google Apps ecosystem for a long time, even before we were The Gooru. We’ve seen organizations dive headfirst into Google Apps, using its innovative features to drive significant positive change in all parts of their businesses.

We’ve dedicated this guide to introduce you to each of the products in the Google Apps Suite and their unique features. The guide provides a basic overview of each application along with helpful videos and other training materials you will find helpful as you explore Google Apps.

We hope you find this information useful and thanks for reading!

- The Gooru
Gmail

With over 500 million users, Gmail is one of the most widely-used web email clients in the world. Located on the cloud, there’s never a need to worry about downloading messages to multiple locations or syncing your inbox across multiple devices. You can access your Gmail inbox from anywhere as long as you have Internet connection.

Gmail offers a variety of the standard features that all email providers have such as composing and sending messages. Beyond the essentials, Gmail includes powerful tools to manage, automate, and clean up your inbox that many are unaware of. By utilizing these features you can save serious time in your day to day life.
The Basics

These are some of the basic Gmail how-tos everyone should know how to do when getting started.

➔ **Compose** - Compose and send an email using Gmail.
➔ **Attachments** - Add an attachment to an email in Gmail.
  ○ **Bonus 1**: [How To Attach An Email In Gmail](#)
  ○ **Bonus 2**: [How To Add Google Docs As Attachments](#)
➔ **Search** - Google’s powerful search engine is built right into Gmail. You can enter keywords to search entire conversations to find the message you are looking for.
Unique Features

Some of the more unique features include:

➔ **Priority Inbox** - Gmail automatically sorts your mail by moving the important messages to the top and separates them from everything else in your inbox.
  - **Bonus**: Customize Your Priority Inbox

➔ **Conversation View** - To make it easy to follow the context of the conversation, Gmail automatically groups together multiple emails in the same thread into one line in the inbox.

➔ **Hangouts** - The Hangouts feature lets you send and receive instant messages and initiate video calls with other Gmail users.
  - **Bonus**: Search Your Contacts In Hangouts
Manage Your Inbox

Manage your Gmail inbox with these features:

➔ **Labels** - A Gmail label is similar to an email folder, but you can apply multiple labels to a single message.

➔ **Filters** - Create filters to sort and manage all your incoming mail. Gmail filters can automatically apply labels, forward messages or delete emails.

➔ **Stars** - Starred messages get pushed to the top of your inbox and can be marked as priorities.

➔ **Tabs** - Tabs separate your emails by category, tabs include ‘Primary’, ‘Social’, ‘Promotions’, ‘Updates’ and ‘Forums’.
Helpful tricks to get the most out of Gmail

➔ **Undo A Sent Email** - “Undo Send” gives you a 30 second window to retract messages where you may have made a spelling mistake, grammar error, or communicated something poorly.

➔ **Set Gmail As Your Default Email Client** - Google Chrome makes it stunningly easy to make your Gmail account the default when clicking linked email addresses.

➔ **Insert An Animated GIF Into An Email** - Animated GIFs are becoming the de facto way to add humor and levity to an email. Inserting a GIF into an email in Gmail is easy!

➔ **Create An Email Alias That Automatically Distributes Documents** - Pull up the documents you need by simply sending an email to this document distributor account.
Downloadable Chrome Extensions that can add functionality to Gmail.

➔ **KeyRocket** - Learn Gmail shortcuts via helpful pop-ups in the Gmail interface.

➔ **Gmelius** - Remove ads from your Gmail and customize your Gmail in many different ways.

➔ **Sort Emails By Attachment Size** - Sort your emails by attachment size and display the actual size of each attachment, so you can delete emails you deem to be storage hogs.

➔ **SecureGmail** - Send encrypted emails using Gmail.

➔ **Email Schedulers** - Extensions that allow you to schedule email to send at a later date.
Inbox is a redesign of the Gmail interface built by the Gmail team to give you a new way to keep your emails organized. Everything from Gmail is available in Inbox but there are some noticeable differences.

→ **Inbox** - A comprehensive guide to Google Inbox.
We’ve pulled together some Gmail training materials from around the web for your reference.

➔ **Getting To Know Gmail** - This guide is great for those who are switching from their current email provider to Gmail and want to learn the basic functionalities.

➔ **30 Tips To Help You Conquer Gmail** - This guide is great for those who already use Gmail but want to take advantage of its many features.
Calendars

Google Calendar is a web-based calendar which you can use for keeping track of important events and coordinating meetings. This rich time-management tool can be accessed from any computer or mobile device anywhere. Google Calendar is great as a stand-alone service, but the integration with Gmail, Contacts, Drive, etc. really makes it stand out.

The basics of Google Calendar include creating an event, inviting others and booking a room. However, taking advantage of the entire suite of features can make a user that much more productive.
Features that can help you better manage your Calendar.

➔ **Suggested Times** - Find times when all invited guests can attend your event.

➔ **Gmail to Calendar Event Add** - When you receive an email with event details (time and/or date) add it instantly to your Calendar.

➔ **Add A Video Call To An Event** - For when you can’t meet in person, just turn an event into a video call.

➔ **Appointment Slots** - Appointment slots allows users to set aside blocks of time on their calendar where others can reserve specific portions.

➔ **All Day Event Notifier** - Warn others when they try to schedule an event when you’re not actually in the office that day.

➔ **Out of Office Calendar** - A Shared out of office calendar will let everyone know who is on vacation and who is around.
Labs allow you to try new and experimental Google Calendar features. You can customize your Calendar by adding these extra tools. Some useful labs and features include:

➔ **Receive a Daily Agenda** - Get your Google Calendar or any other calendar you are subscribed to emailed to you every morning.

➔ **Hide Morning and Night Hours** - Choose the hours you want to hide and they will be collapsed into a single line. For instance, you might not want to see the hours of 10PM – 3AM on your Calendar and with this lab these hours will become hidden.

➔ **Event attachments** - Attach a Google Doc, Sheet or Presentation when creating your event by installing.
Other Calendar Training Materials

Check out these helpful Google Calendar training materials.

➔ **Calendar Training** - Receive training inside Google Calendar powered by Synergyse. This Chrome Extension also provides training in Gmail and Drive.

➔ **Google Calendar Quick Reference Guide** - This two-page overview lays out all the basic tasks and functions in Calendar.
Contacts

Google Contacts store and organize contact information about the people you communicate with. You can input basic information for a contact like their name, email address, and phone number but you can also include extended information like their employer, department or job title.

Google Contacts integrates with Gmail, Drive and Calendar to allows users to send emails, share Docs and schedule events without having to look up contact information in a separate window.
These will help you create and manage your Contacts:

➔ **The New Contacts Manager** - A first look at Google’s updated Contacts Manager.

➔ **Create a Contact Group** - When you create a contact group, you can type the name of the group and your mail will be sent to all of the members in that group.

➔ **Import Contacts from your Desktop** - Importing your contacts into your Google Apps account will make them accessible no matter where you log in.

➔ **Delegate Access to Contacts** - Contact delegation allows users to delegate access to their “My Contacts” group to another user or group.
Other Contacts Training Materials

Here are some great outside materials to find out more about Contacts.

➔ **Using Google Contacts for Your Business** - Read this article to receive helpful tips and tricks on making Google Contacts work for you.

➔ **A Guide To Managing & Syncing Your Google Android Phone Contacts** - This guide walks you through how to setup and manage contacts for Android devices.

➔ **Memotoo** - Sync your contacts between all your email accounts with this third-party app.
In a world that is rapidly moving all of it’s storage to the cloud, Google Drive is king. But Drive is more than just storage. By integrating the ability easily create and edit a vast number of file types (documents, PDFs, video photos etc.) it is like the best parts of Microsoft Office and Dropbox rolled into one. And of course the ability to share and collaborate on Google Docs, Sheets and Presentations with other users is a major plus.

A major upside of using Drive is the vast amounts of storage space you are provided. Google Apps users receive at least 30 GBs of unified storage for your Gmail, Drive and Google+ photos, but domains on Google Apps Unlimited have access to 1TB of storage. This storage goes along way considering only files not converted to Google Docs, Sheets, or Presentations will count towards your storage limit. Converting non-native filetypes such as Microsoft Word and Powerpoint documents to Google file types is as easy as dragging them into your Drive. This guide takes you through everything you need to know to become a Google Drive master.
The Basics

These are some of the basic Drive how-tos everyone should know how to do when getting started.

➔ **Set Up** - Get an introduction to setting up and using Google Drive.

➔ **Organize** - These four tips will ensure you have an organized Drive that is quick and easy to navigate.
  - **Bonus**: *Add a Drive File to Multiple Folders*

➔ **Share** - Share a Google Drive item so others can view or collaborate on the file.
  - **Bonus**: *Prevent Shared Files from Being Downloaded*

➔ **Delete** - Delete files from Google Drive.
  - **Bonus**: *Restore Deleted Drive Files*
Unique Features

Some of the more unique features include:

➔ **Advanced Search** - These advanced search operators are especially useful when you’re navigating an extensive Drive library.

➔ **View Revision History** - View and manage all the changes made to a file in Google Drive.

➔ **Edit Microsoft Files in Drive** - You can edit Microsoft files in Google Drive just as easily as native files.

➔ **Attach Drive Files to an Email** - Quickly add files from Google Drive as email attachments.
Knowing these tricks is what separates a Drive novice from a true master.

➔ **Add a Drive Image To Your Email Signature** - Inserting images into your email signature can be done directly from Google Drive.
  
  ○ **Bonus:** [How to Create a Company Email Signature](#)

➔ **Use Drive as an Image Host** - Host an image stored on Google Drive so the image can be linked to directly and used on websites.

➔ **Add Subtitles To Videos In Drive** - Subtitle videos you have stored in Google Drive with this handy trick.

➔ **Manage Revisions Of Non-Native Files** - Keep track of all the changes made to non-native files and make sure collaborators are only seeing the latest version.

➔ **Backup Google+ Photos to Drive** - Google Drive can automatically pull in all photos you post to Google+.
Lots of domain data is stored in Google Drive. These tutorials will help Google Apps Admins keep their domain’s Drive secure.

➔ Drive Security for Google Apps Admins - This session from our gCON event series gives an in-depth look at the tools and processes Admins should be using to secure their Drive.

➔ Ensure Drive Compliance in Google Drive - BetterCloud allows you to scan your domain’s Drive to find credit card numbers, SSNs, and other secure information and adjust the sharing settings of those documents.
Other Drive Training Materials

We’ve pulled together some Drive training materials from around the web for your reference.

➔ **Google Drive Essential training** - Lynda.com’s extensive training video teaches the essentials of creating, formatting and sharing documents in Google Drive. Learn how to work with your files, plus tips on organizing and searching Drive.

➔ **Google Drive** - This article covers many of the features Google Drive offers.
While most people get started with Gmail, they often later fall in love with Google Docs. Real-time collaboration, access from any browser (complete with offline editing), granular access control, and automatic file saving (and revision history) are just a few of the benefits of Google Docs.

Google Docs is a very intuitive productivity suite, but behind that simplicity lies a host of powerful features that everyone should know about.
Google Docs comes equipped with many features including:

→ **Organize Folders from within a Google Doc** - Instead of having to go back to your Drive to add a document to a folder, you can do this while you are viewing the document itself.

→ **View Revision History** - You can essentially go back and look at any version of a document, and restore it if you like.

→ **Research Tool** - Use the Research Tool to search for any topic and get the results without ever leaving the document.

→ **Suggested Edits** - This is the equivalent of “Track Changes” in Microsoft Word.

→ **Add First Page Headers** - First page headers are required for compliance with many different formatting styles.

→ **Add Page Numbers** - Make long documents easier to read by automatically inserting page numbers.

→ **Table of Contents** - Navigation is much faster with a linked table of contents.
Google Docs Add-ons

Google Docs add-ons are third-party plug ins that can add new features to Docs.

➔ **HelloFax** - Send faxes directly from a Google Doc.
➔ **PandaDoc** - Adds the ability to add digital handwritten signatures to Docs.
➔ **autoCrat** - Use a spreadsheet to populate dynamic content in a Google Doc.
➔ **Thesaurus** - Adds a thesaurus to the sidebar of your Docs.
➔ **Openclipart** - A clip art library you can access from within Google Docs.
➔ **Translate** - Translate text in Doc into a variety foreign languages.
Google Sheets have come a long way since they were first released, and have become a legitimate competitor to Excel. The extensive list of functions stacks up nicely, while real-time collaboration and automatic file saving (and revision history) really sets Sheets apart.

Switching from a traditional offline application like Excel is no easy task, as some users have trouble adjusting to the cloud. On the other hand, some people make the transition seamlessly, and are just looking to get the most out of Sheets.
Beginner Features

We’ve highlighted some of the features everyone should know in Google Sheets here:

➔ **Introduction to Sheets** - Many of us use Sheets to report and analyze data, but aren't aware of all the features it has to offer.

➔ **Share Individual Tabs** - Keep some Sheet tabs private while sharing others.

➔ **Quick Sum** - Quickly add up cell values without the use of formulas.

➔ **Protect Cells** - Prevent certain cells from being edited by collaborators.

➔ **Add a Hyperlink** - Link to external content from a Sheet.
Advanced Features

Features for those looking to dive deeper into Google Sheets functionality:

➔ **V-lookup** - Search and pull from vertical indexes in a spreadsheet.

➔ **ImportHTML** - Use the ImportHTML function to pull in live data from a website.

➔ **Track Financial Markets** - Pull in live financial data from Google Finance and populate it in a Sheet.

➔ **Control the Values Entered** - Limit what people can input into a field, to make data collection easier in your Sheet.

➔ **Create a Pivot Table** - Analyze large data sets better by organizing it into a pivot table.

➔ **Create a Quote Builder** - The Quote Builder allows you to set build a price quote for a set of items and their prices.
Google Sheets Add-ons

Sheets add-ons are third-party plug ins that bring added functionality to Google Spreadsheets

→ **Data Everywhere** - Links an Excel spreadsheet to a Google Sheet so the data can be updated from either platform.

→ **Remove Duplicates** - A pain free way to find and remove duplicate data from a spreadsheet.

→ **Mapping Sheets** - Add addresses into a spreadsheet to build a custom Google Map.

→ **Yet Another Mail Merge** - Curate and send to a mailing list by adding email addresses into a spreadsheet.

→ **Flubaroo** - Automate the grading of quizzes and assignments that are completed using Google Forms.
Many people need to create presentations but are not aware of all the features Google Presentation has to offer. With features like inserting images, videos, tables and animations, slides instantly become more attractive and engaging.

By sharing your Presentation, others can view and edit it at the same time. A great collaborative feature is the ability to chat with those who are viewing the presentation.
Google offers many features to make a professional looking Presentation.

➔ **Introduction to Presentations** - A quick intro to get you introduced to using Presentations and its functionalities.

➔ **Insert Videos and Images** - Add videos and images to your slides to make them more engaging.

➔ **Use Presentations Offline** - You can use Google Presentations even when you are not connected to the internet.

➔ **Add a Template to the Template Gallery** - Create a Presentation template and allow everyone to access the template by adding it to the Template Gallery.

➔ **Custom Colors with Eye Dropper** - The Eye Dropper is a Chrome Extension that extracts colors from web pages and saves them in an archive.
Google+ is a social platform where users have the ability for content to be shared with individuals, circles, or public.

Google+ Circles are groups of friends you can organize by topic or category. Basically, Circles are a great way to categorize your Google+ contacts into groups. Your Circles might include Friends, Family, fellow Employees, etc.

Communicating in Google+ is really easy with Hangouts which enables group meetings and discussions. Another way for Google+ users to communicate is through Communities. Communities are interactive forums where people with common interests can gather and discuss the things important to them.
The basic functionalities of the Google+ social network.

➔ **Introduction to Google+ Circles** - Get a better understanding of Google+ Circles and receive some tips on best-practices for getting started.

➔ **Start a Hangout** - A Hangout is a video call or text chat with other Google Apps users.

➔ **Google+ Communities** - Communicate with other Google+ users about a specific topic.

➔ **Create a Collection** - Collections are like shareable bulletin boards on specific topics that can contain links, videos, photos, or anything you want.

➔ **Backup Google+ Photos** - The Google Photos folder in Drive can act as an automatic backup of any photo you post to Google+.

➔ **Post to Google+ from Gmail** - With Gmail’s integration you don’t need to open your Google+ page to post or comment.

➔ **How to Start a Hangout on Air** - Hangouts on Air are one of the best ways to share and record live discussions, Q&A sessions and announcements.
These are some other resources we found that further explore Google Plus.

➔ **The Ultimate Guide to Google Plus Posts** - Understand the different types of posts, how to make a post and much more on Google Plus by reading this guide.

➔ **A Google+ Overview: Breaking Through Misconceptions** - Knowing how Google Plus operates is important when using social media for marketing. This article talks about the basics of Google Plus and how you can use it for engagement.

➔ **The Main Differences Between Facebook and Google+** - Explore some of the similarities and differences between Facebook and Google Plus and learn how to make the switch.
Conclusion

There are many reasons why over 5 million businesses have chosen to move to Google Apps and embrace the productivity suite.

➔ **Gmail** - Gmail is a powerful cloud-based email client that differentiates itself from other email providers with the ability to access your inbox from anywhere. Gmail also has powerful ways to manage, automate, and clean up your inbox.

➔ **Calendar** - Google Calendar is a great time-management tool with customizable labs that can make users that much more productive.

➔ **Contacts** - Store and organize information about the people you communicate with in Google Contacts.

➔ **Drive** - Google Drive’s integration with other Google products and its collaborative features make it a great cloud-based storage solution.

➔ **Docs** - Google Docs collaborative features enhances your productivity by letting multiple people make revisions simultaneously.

➔ **Sheets** - Sheets are great for storing and reporting data. The extensive list of functions stacks up nicely compared to Excel.

➔ **Presentation** - Creating an engaging Presentation has never been easier with the simplicity of inserting images, videos and animations. A great collaborative feature is the ability to chat with those who are viewing the presentation.

➔ **Google Plus** - The online social network lets you share content and categorize your Google Plus contacts.

Google Apps is very powerful suite offering users a comprehensive set of tools, powerful real-time sharing and collaborative features.
The End

Subscribe to our newsletter for daily tips, tricks, and updates!

View all of The Gooru’s Google Apps tips at TheGooru.com

*Note - This document will be updated over time, please check back to see the updates.
To get notified of new updates: Add us to your Circles on Google+
**For in depth training on everything Google Apps, please visit Gooru University