

# Google Basics – Docs, Forms, and Gmail

## Agenda



### ✓ Gmail

- Creating new emails
- Reading emails and sending a reply
- Organizing your inbox
- Settings
- Other email receptacles (Outlook, Incredimail, Mail on smart phone, etc.)

### ✓ Google Drive

- Creating documents
- Storing documents
- Sharing (collaborating) with coworkers or family members
- Settings

### ✓ Google Forms

- Creating forms for....
- Looking at form results
- Create a form

## ✓ **Google Calendar**

- Adding a New Calendar
- Views
- Adding and Editing an Event
- Settings