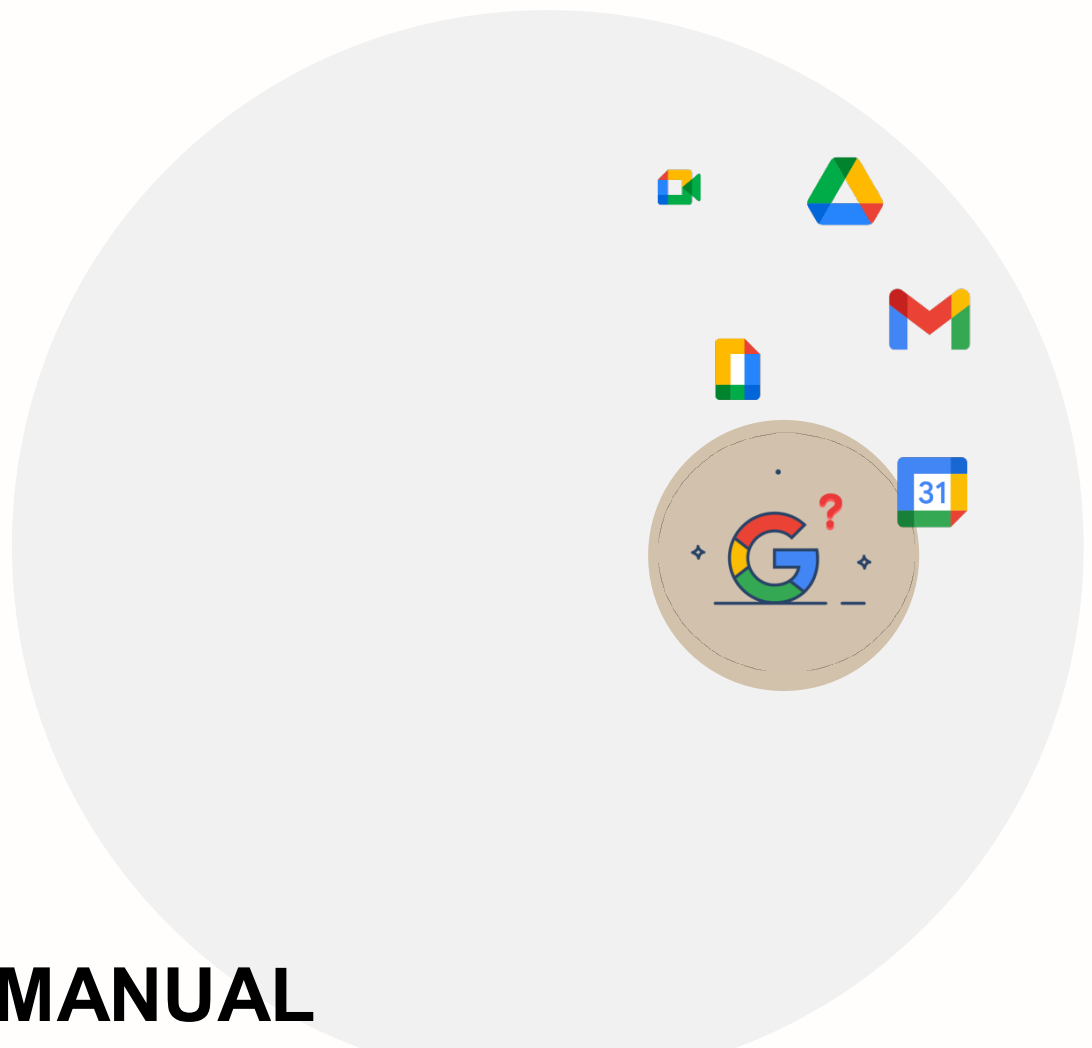




USER MANUAL

Google Workspace for Education (GWFE)

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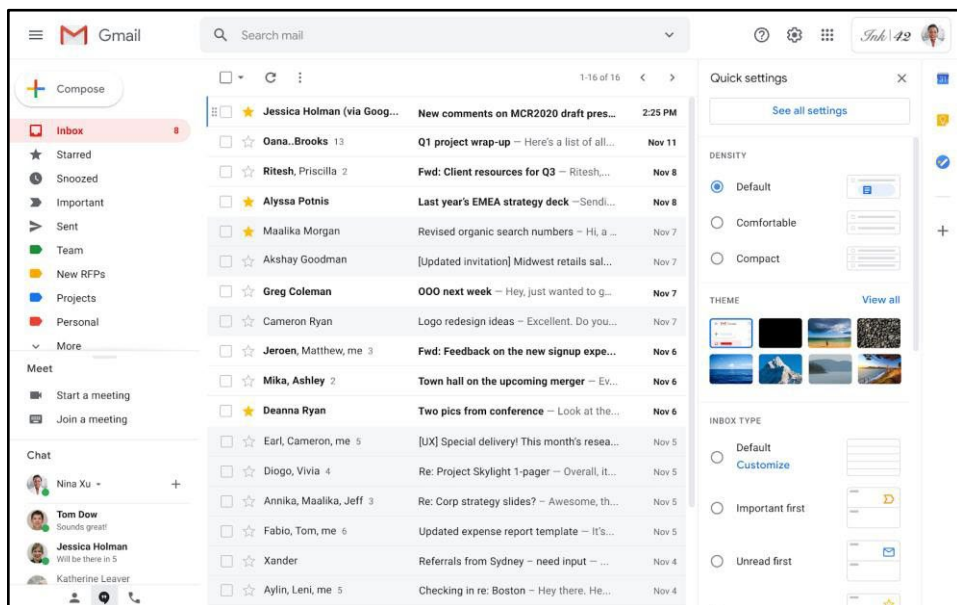
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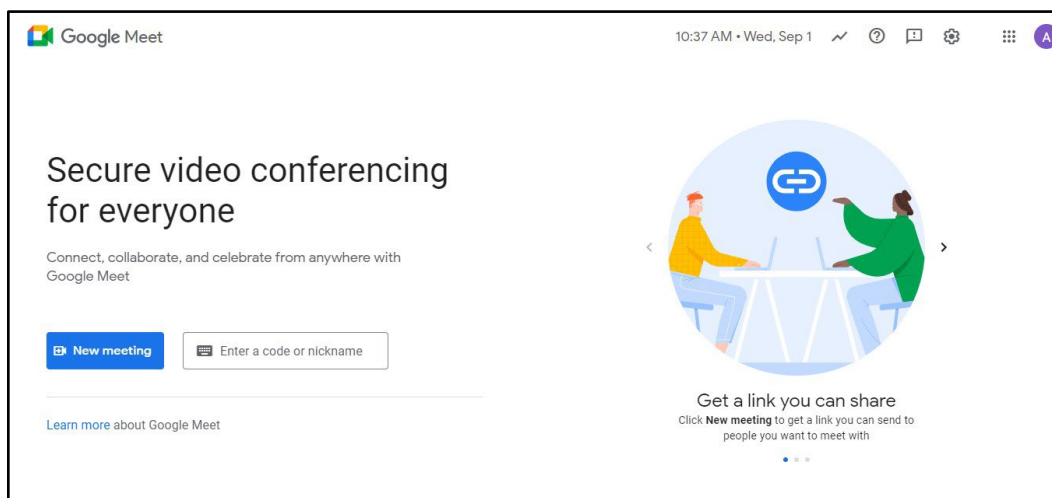
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1. Google Meet

You can set up or start a new Google meet video meeting from:

- Meet
- Gmail
- Google Calendar



Google Meet front page

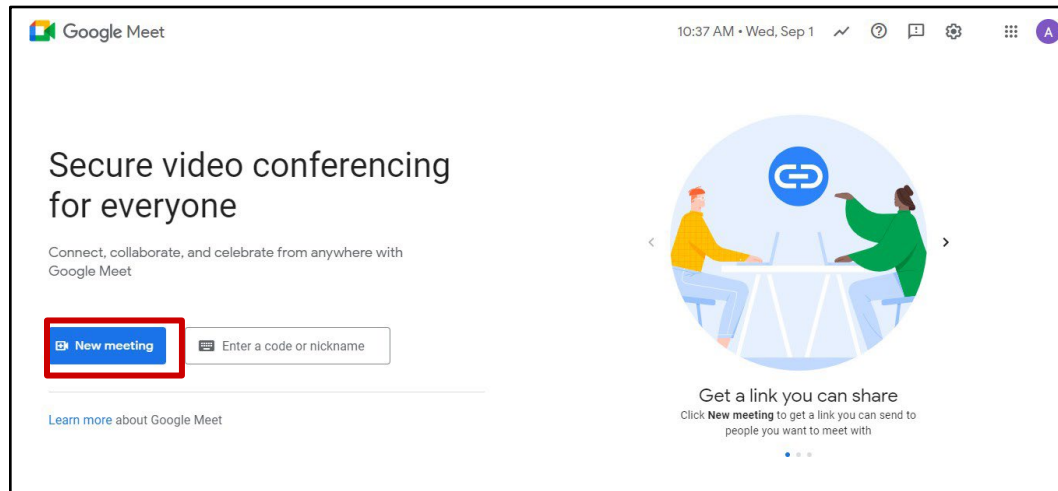
1.1. Google Meet (Computer)

1.1.1. Initiate Meeting

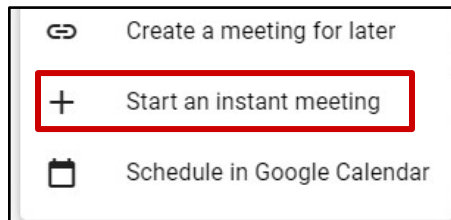
a. Instant Meeting

This is for you to initiate an instant meeting, it will directly jump into a meeting, generate a meeting code and share with others.

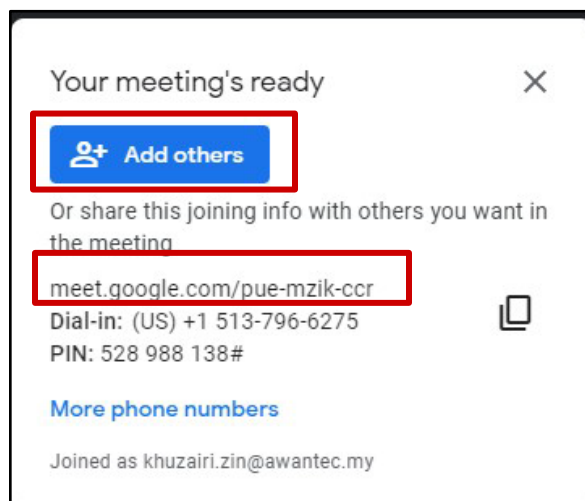
1. Open Meet, click **New Meeting**



2. Click **Start an instant meeting**.

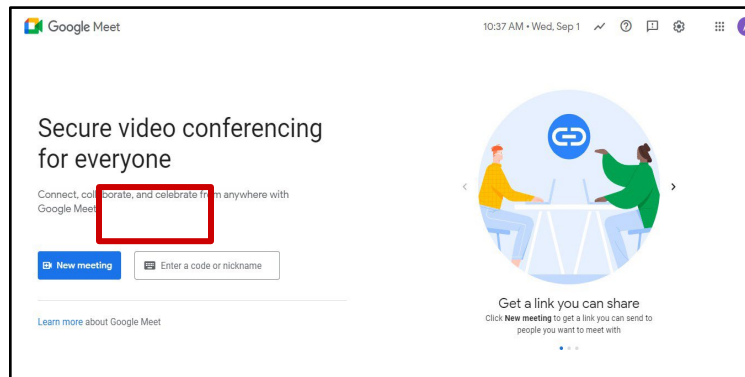


3. Click **Add others** to invite participants or copy the meeting link/code and share with others.

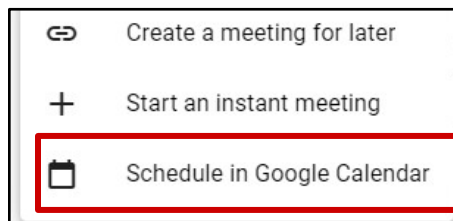


b. Schedule a meeting

1. In Google Meet main page, click **New Meeting**



2. Click **Schedule in Google Calendar**. You will redirect to the Schedule meeting option.



3. Organize your meeting option and click **Save** to schedule a meeting. Your meeting details will appear in **Google Calendar**.

Meeting 1

Sep 1, 2021 12:00pm to 1:00pm Sep 1, 2021 Time zone

☐ All day Does not repeat

Event Details Find a Time

Join with Google Meet

meet.google.com/cox-faye-hjk

Add location

Notification 10 minutes

Add notification

Awantec Admin

Busy Default visibility

Add description

Guests

Add guests

Guest permissions

- ☐ Modify event
- ☒ Invite others
- ☒ See guest list

1.1.2. Add live streaming to an event

To create an event with a live stream link, add it from a Calendar event. Livestream up to 100,000 in-domain viewers.

*Available for Admin/Content Manager Only Starting 1st Sep 2021

1. Create an event in **Calendar**. In the event summary window, click **More options** to open the event details.

CS 101 Lecture

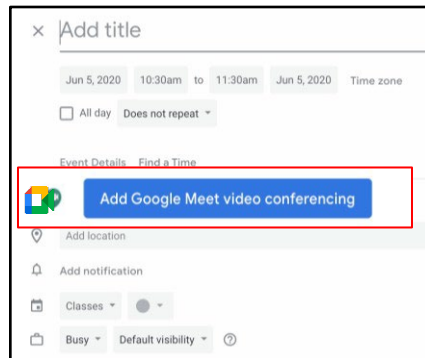
Event Out of office Reminder Appointment slots

Nov 27, 2018 1:00pm - 1:50pm Nov 27, 2018

Education

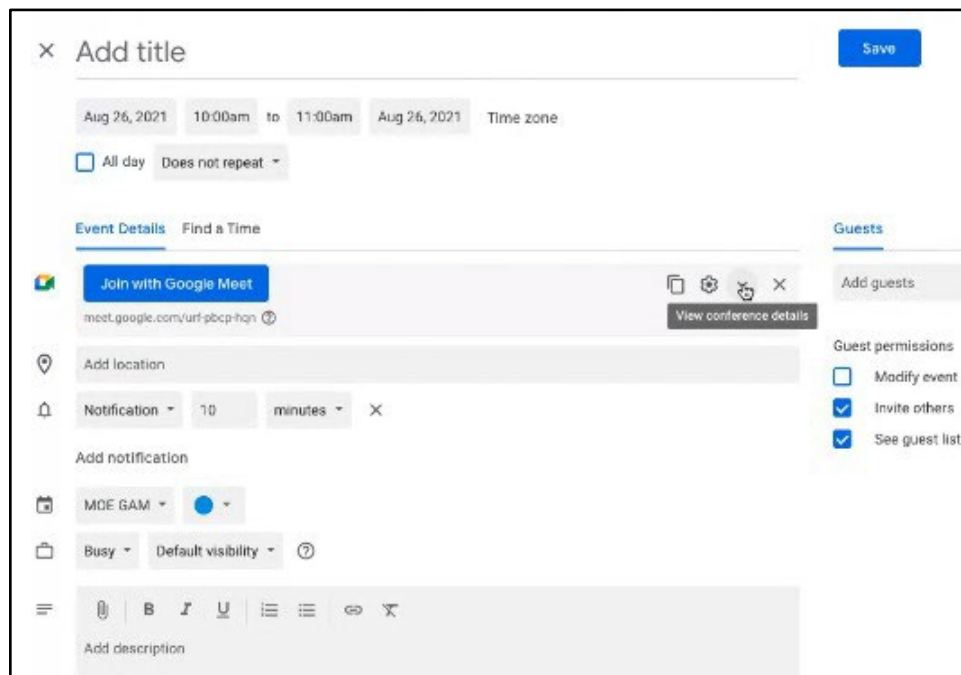
More options Save

2. Under **Event Details**, select **Add Google Meet video conferencing**.



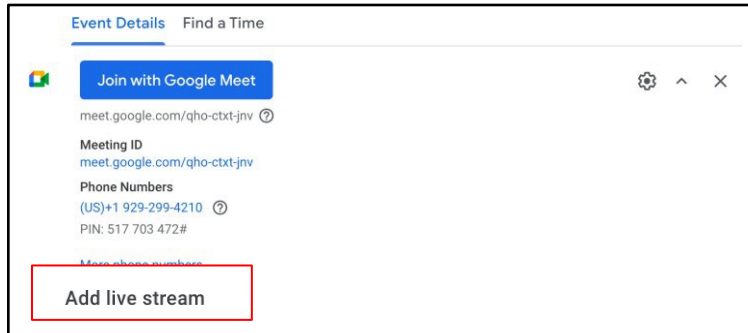
The screenshot shows the 'Add title' form in Google Calendar. The date is set to Jun 5, 2020, from 10:30am to 11:30am. The 'Event Details' tab is selected. A red box highlights the 'Add Google Meet video conferencing' button, which is located below the 'Event Details' tab and above the 'Add location' field.

3. Click the **View conference details** down arrow, which will appear on the right when Google Meet is selected.



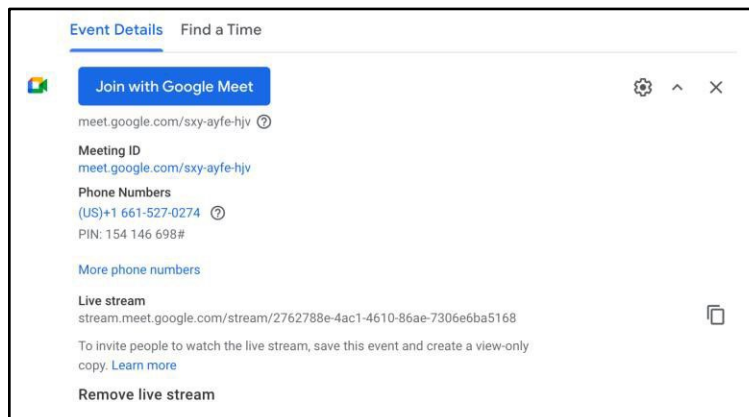
The screenshot shows the 'Add title' form in Google Calendar after the 'Add Google Meet video conferencing' button has been clicked. The date is set to Aug 26, 2021, from 10:00am to 11:00am. The 'Event Details' tab is selected. The 'Join with Google Meet' button is visible, along with the Google Meet URL. A red box highlights the 'View conference details' button, which is located to the right of the 'Join with Google Meet' button. The 'Guests' tab is also visible on the right side of the form.

4. Click **Add live stream** in the dialog box, which will generate a unique URL.



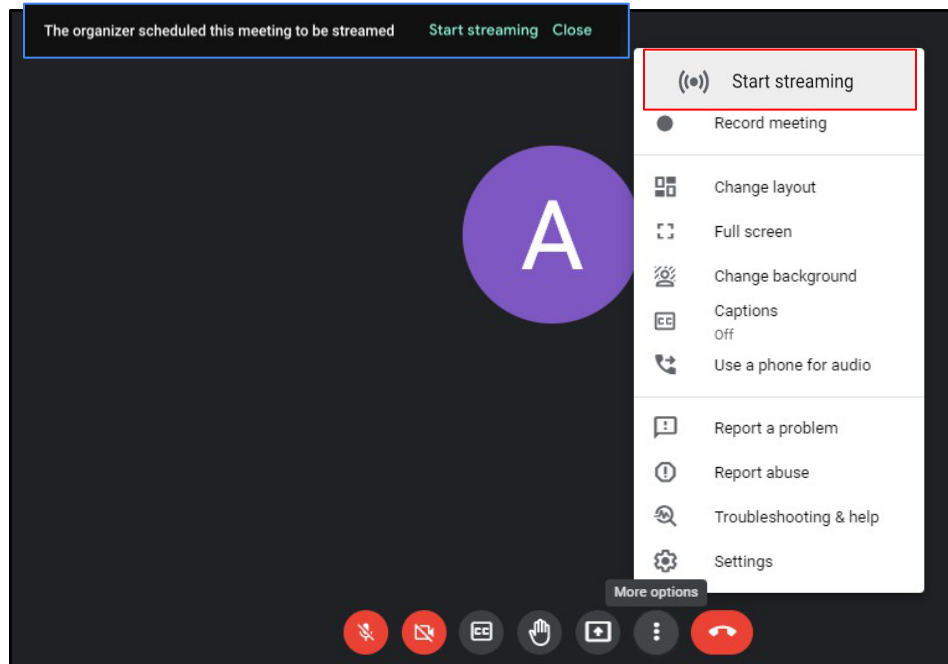
You can distribute the live stream URL in two ways:

- Adding the guests in the event invitation. Guests on the invite are able to participate in the meeting
- Share the live stream URL with viewers without adding to the guests list in the event invitation. Viewers will only be able to view the live stream, but NOT participate in the meeting.



5. When it's time for your live stream, **join the meeting**.

6. To start your live stream, open the Options menu in the lower-right corner, then click **Start streaming**.



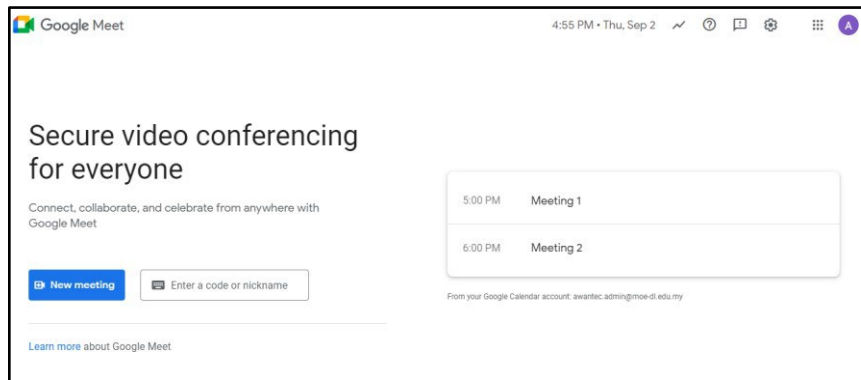
7. To stop live streaming, reopen the **Options menu** and click **Stop streaming**, then click **Yes** to confirm that you want to stop the stream.

1.1.3. Join a meeting

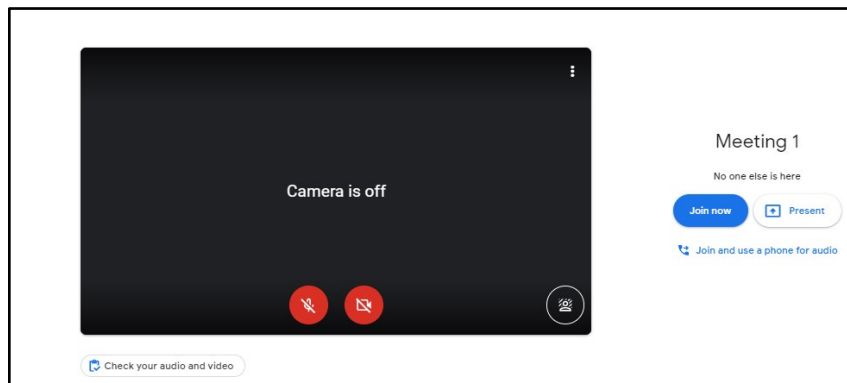
1.1.3.1. Join a meeting from Meet

- a. Select a scheduled meeting

1. In a web browser, enter <https://meet.google.com/>.
2. Select the meeting from your list of scheduled events. Only meetings scheduled through Google Calendar appear on Google Meet.



3. Check your audio or video and click **Join now**.

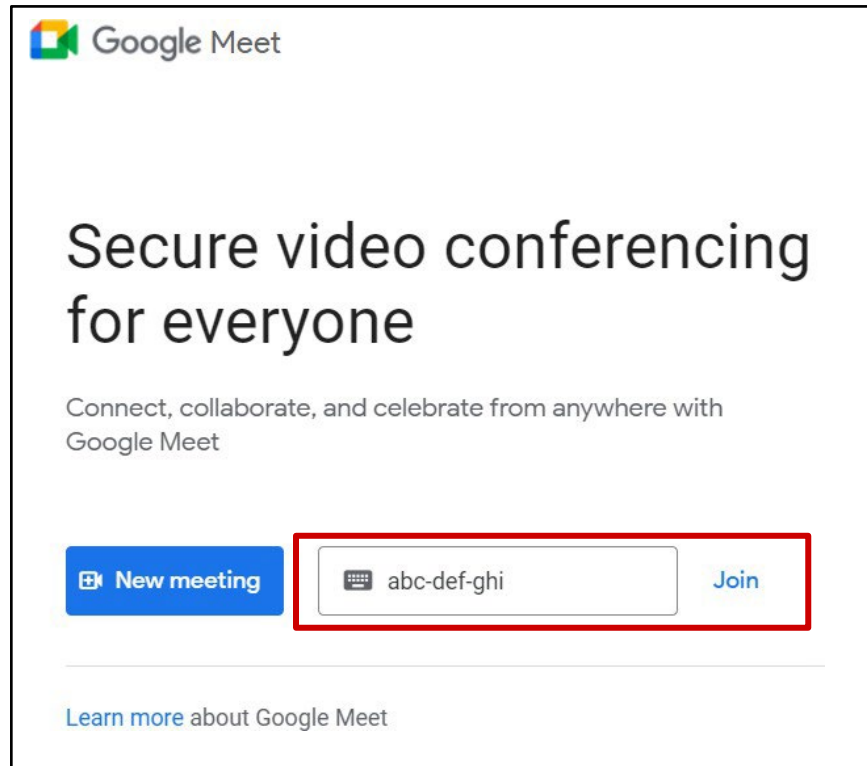


- b. Join a meeting with a meeting code or nickname

Every Meet video meeting has a code that you can use to join the meeting. The meeting code is a series of characters, such as abc-defg-hjk. You can get the meeting code from the joining information that was sent to you or at

the end of the meeting link.

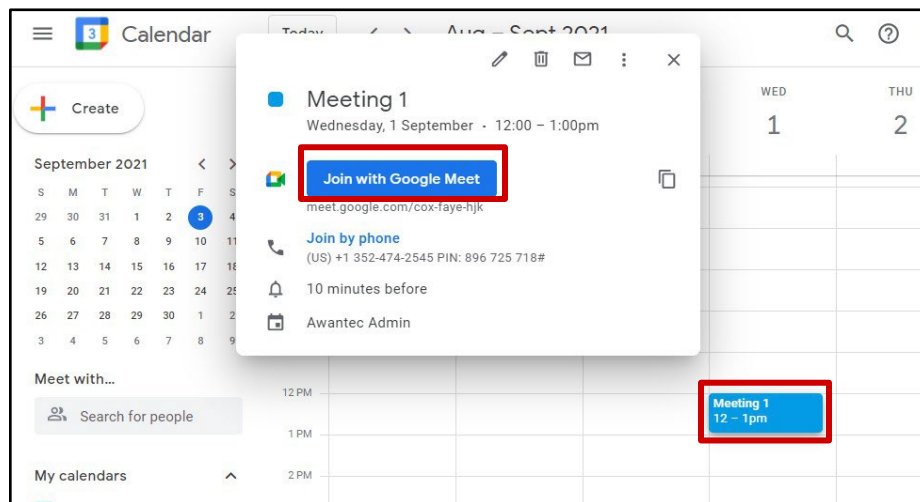
1. Open the Meet app and then enter a code or nickname.



2. Click **Join**.

1.1.3.2. Join a meeting from a Google Calendar

1. View your scheduled meetings in Calendar and quickly join a video meeting.
2. In the Google Calendar app, open the event.



3. Click **Join with Google Meet**.

1.1.4. In a meeting

1.1.4.1. In a meeting layout



Mute or unmute You can turn your mic on or off during the meeting.	
Turn on or off video You can turn your video on or off during the meeting.	

Turn on or off captions • This function can make it easier to follow what's being said in a meeting by turning on captions, which show text of the conversation.	
Raise hand • When you click the raise hand button, all participants are notified.	
Screen sharing • You can present your entire screen or a specific window in a meeting. While you present, you can share information such as documents, presentations, spreadsheets, and more.	
More options • You can see more options including Whiteboard, Recording, Change layout, Full screen, Change background, Use a phone for audio, Report problem, Report abuse, Troubleshooting & help and Settings.	
Leave meeting • Even if you are the person who set up the video meeting, leaving the meeting does not mean that you are ending it for everyone. The video meeting keeps going until the last person leaves it.	

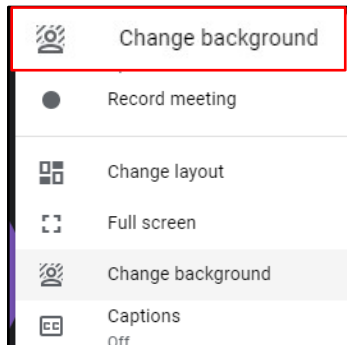
Meeting details You can view the joining info and attachment uploaded by the moderator.	
Show everyone You can view all participants in the meeting. The host has the ability to mute all participants.	
Chat with everyone You also can communicate with participants by using chat.	
Activities Some activities can make it in the meeting room including Breakout Rooms, Q&A and Pools.	
Host controls Host can manage meeting access control	

1.1.5. During the meeting functions

1.1.5.1. Change background

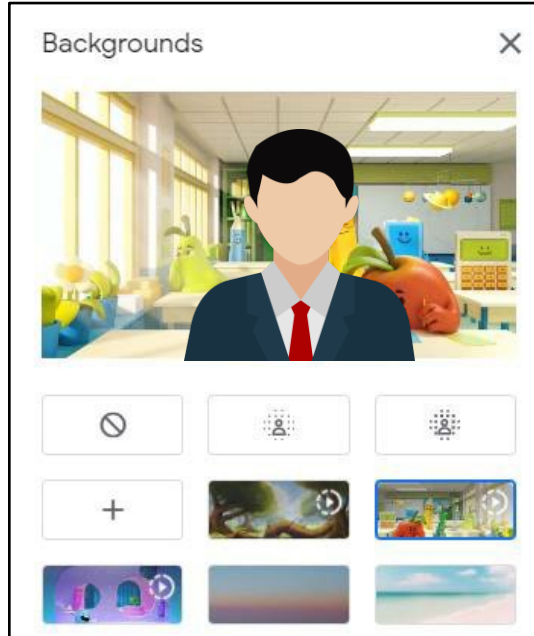
- On the bottom, click **More options** .

2. Click **Change background**



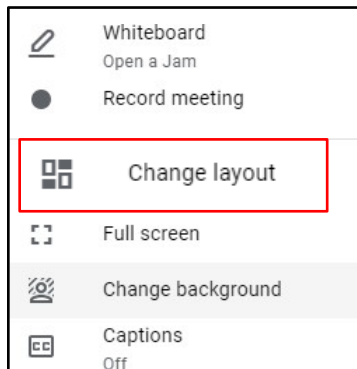
3. Select available background or upload your own background

- To completely blur your background, click Blur your background .
- To slightly blur your background, click Slightly blur your background.
- To select a pre-uploaded background, click a background.
- To upload your own image for your background, click **Add** .

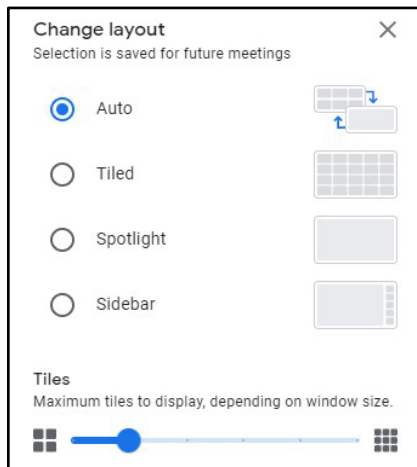


1.1.5.2. Change layout

1. On the bottom, click **More options** .
2. Click **Change layout**



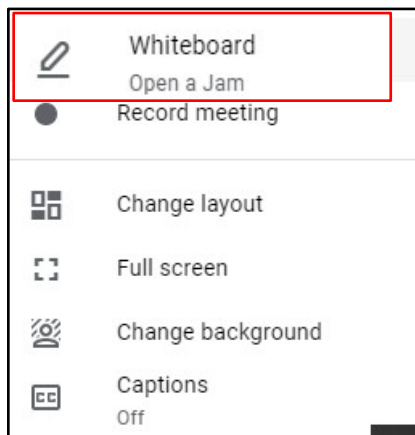
3. Choose layout from the list



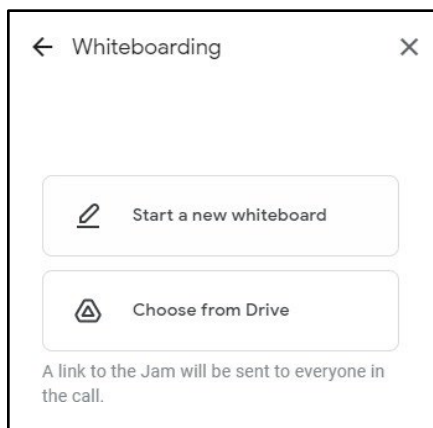
1.1.5.3. Whiteboard

1. On the bottom, click **More options** .

2. Click **Whiteboard**



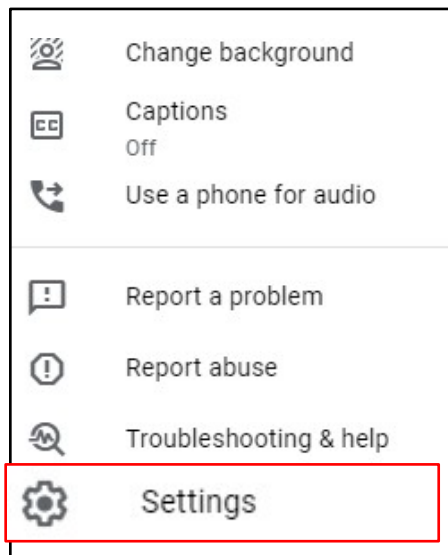
3. Select **Start new whiteboard** or **Choose from Drive** if you want to use the existing Jamboard.



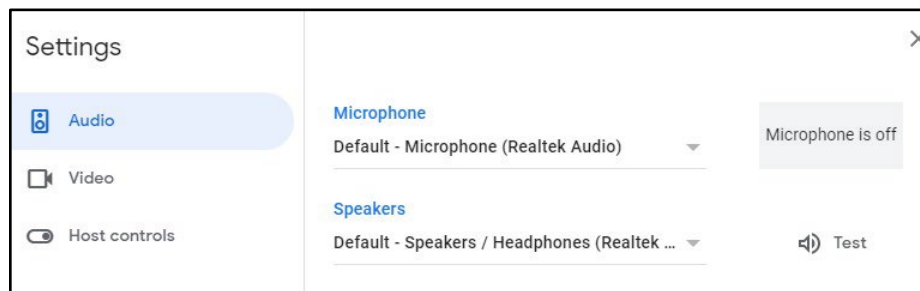
1.1.5.4. Settings

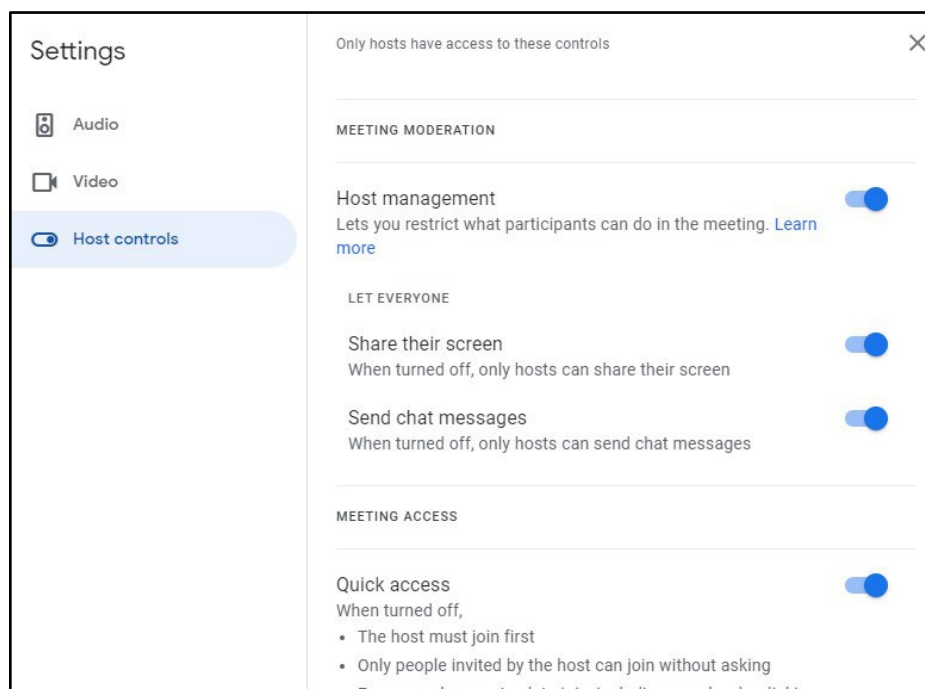
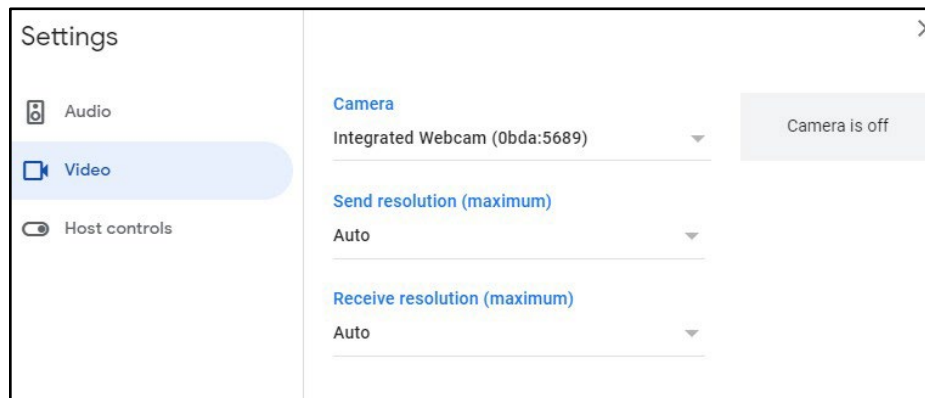
1. On the bottom, click **More options** .

2. Click **Settings**.



3. You can manage Audio, Video and Host controls settings





1.1.5.5. Start and stop a recording

Important: Recording is only available from Meet on a computer. Mobile app users are notified when the recording starts or stops, but can't control recording. Meetings can only be recorded for up to 8 hours. After 8 hours, the meeting will automatically stop recording.

1. At the bottom right, click **Activities**  > **Recording**.
2. Click **Start recording**.
3. In the window that appears, click **Start**.
4. Wait for the recording to start. Other participants are notified when the recording starts or stops.
5. When you finish, click **Activities**  > **Recording** > **Stop Recording**.
6. In the window that appears, click **Stop recording**.
Tip: The recording also stops when everyone leaves the meeting
7. The recording is saved to the meeting organizer's **My Drive > Meet Recordings folder**. An email with the recording link is sent to the meeting organizer, and the person who started the recording.

1.1.5.6. Create breakout rooms

1. On your computer, start a video call.
2. At the bottom right, click **Activities**  > **Breakout rooms**
3. In the Breakout rooms panel, choose the number of breakout rooms. You can create up to 100 breakout rooms in a call.
4. Call participants are then distributed across the rooms. To manually move people into different rooms, you can:
 - a. Enter the participant's name directly into a breakout room.
 - b. Click the participant's name. Hold down the mouse, drag the name, and then drop it into another breakout room.
 - c. To randomly mix up the groups again, click **Shuffle** .

5. At the bottom right, click **Open rooms**.

Tip: A notification will show at the bottom of the screen when participants ask for help from the moderator. To join that participant's breakout room, click **Join**. To return to that question later, click **Later**. On the breakout room panel, an **"Asked for help"** banner shows above rooms that ask for help.

1.1.5.7. Pools

a. Create a poll

1. In a meeting, at the bottom right, click **Activities** , then click **Polls**.
2. Click **Start a poll**.
3. Enter a question and add options for the poll.
4. Choose one:
 - i. To post your poll, click **Launch**.
 - ii. To save your poll so you can launch it later, click **Save**.

Tip: Polls you save remain listed under Polls for the duration of the video call. After the call ends, all polls are permanently deleted. Meeting moderators are emailed a polling report at the end of the meeting.

b. Moderate a poll

1. In a meeting, at the bottom right, click **Activities** , then click **Polls**.
2. Optional: To let participants see a poll's results, next to "Show everyone the results", click **Switch on** .

3. Optional: To close a poll and not allow responses, click **End the poll**.

Tip: Participants can still view the poll.

4. To permanently delete a poll from your list of polls, click **Delete**.

Tip: No one can view deleted polls.

c. View a poll report

1. After a meeting, the moderator is emailed a report for any polls conducted in the meeting. The report includes the names and answers of the meeting participants.
2. Open the poll report email.
3. Click the report attachment.

1.1.5.8. Q&A

a. Turn on Q&A

1. In a meeting, tap **Activities**  > **Q&A**.
2. Tap **Turn on Q&A**.

b. Ask a question

When you ask a question, everyone in the meeting gets a notification.

1. In a meeting, tap the screen > **Menu** .
2. Tap **Activities**  > **Q&A**.
3. Tap Ask a question.
4. Enter the question.
5. Tap **Post**.

c. View and manage questions

In the moderator's view, the moderator can **filter**, **delete**, and **upvote** a question.

1. In a meeting, tap **Activities** .
2. Click **Q&A**.
3. To upvote a question, on the question, tap **Upvote**.
4. To sort questions by order or most upvotes, next to "Newest first," tap **Down arrow** and select an option.
5. To delete a question, on the question, tap **Delete**.

Tip: Moderators can delete anyone's question. Participants can only delete their own question. The moderator can see all deleted questions and who asked them in the Questions report emailed to them after the meeting.

d. View a questions report

After the meeting, a question report is emailed to the moderator. The email includes a list of questions that were asked, hidden, or deleted along with the names of the people who posted the questions.

1. Open the email with the questions report.
2. Click the report attachment.

1.2. Google Meet (Android)

1.2.1. Initiate Meeting

a. Instant meeting

This is for you to initiate an instant meeting, it will directly jump into a meeting, generate a meeting code and share with others.

1. Open Meet, click **New meeting**
2. Click **Start an instant meeting**
3. Click **Share invite** to invite participant or copy the meeting link/code and share with others

b. Schedule meeting

1. In Google Meet main page , click **New Meeting**
2. Click **Schedule in Google Calendar**. You will redirect to the schedule meeting option.
3. Organize your meeting option and click **Save** to schedule

1.2.2. Add livestream to an event

To create an event with a live stream link, add it from a Calendar event. Livestream up to 100,000 in-domain viewers.

1. Create an event in **Calendar**. In the event summary window , scroll up for the event detail
2. Under **Event Details** , select **Add Google Meet video conferencing**.

3. Click the **View conference details** down arrow, which will appear on the right when Google Meet is selected
4. Click **Add live stream** in the dialog box, which will generate a unique URL

You can distribute the live stream URL in two ways:

- a. Adding the guest in the event invitation. Guests on the invite are able to participate
 - b. Share the live stream URL with viewers without adding to the guest list in the event invitation. Viewers will only be able to view the live, but NOT participate in the meeting
5. When it's time for your live stream, **join the meeting**.
 6. To start your live stream, open the Options menu in the lower-right corner of then click **Start streaming**.
 7. To stop live streaming, reopen the **Options menu** and click **Stop streaming**, then click **Yes** to confirm to confirm that you want to stop the stream.

1.2.3. Join meeting

- a. Join a meeting from Google calendar event

View your scheduled meetings in Calendar and quickly join a video meeting.

1. In the Google Calendar app, open the event.
2. Tap Join video call.

- b. Join a video meeting from Meet app

In Meet, you can join a video meeting using the Meet app, or you can enter a meeting code. You can use the Meet app with any Google account, such as a Google Workspace account or an @gmail.com account.

Tip: A chime sounds as the first 5 people join. After that, new participants are muted.

1. Open the Google Meet app .
2. Swipe from the bottom to view your scheduled meetings. Only meetings scheduled through Google Calendar appear on Google Meet.
3. Tap Join or select a meeting from the list > Join meeting.

c. Join a video meeting with a meeting code or nickname

Every Meet video meeting has a code that you can use to join the meeting. The meeting code is a series of characters, such as **abc-defg-hjk**. You can get the meeting code from the joining information that was sent to you or at the end of the meeting link.

1. Open the Meet app and then tap Meeting code.
2. Enter the meeting code or nickname.
Tip: The hyphens in the meeting code are optional.
3. Tap Join meeting.
4. (Optional) Depending on whether you're joining from a different organization or signed in to a Google Workspace account, choose an option:
 - Select Ask to Join.
 - Enter your name and tap Ask to Join.

d. Join a video meeting with a meeting link URL

Sometimes there isn't enough time to schedule a meeting and book a room. With Meet, you can join an impromptu video meeting by clicking the meeting link URL sent to you in a text or email.

1. Tap the meeting link sent to you via text or email.
2. Follow the onscreen prompts to join

e. Use phone to dial into a meeting

Important: You can only dial into meetings with a phone if the meeting is organized by a Google Workspace user.

A phone number is added only if administrators turn on the dial-in feature.

If your Google Workspace administrator allows, you can dial in for audio-only access to a Meet video meeting up to 15 minutes before the meeting starts until it ends. If someone is already in the meeting and grants access, you can join sooner.

You can be in a different organization or have a different Google Workspace edition from the event organizer. If you're in the organizer's corporate directory, participants see your name in the meeting if not they see only a partial phone number.

- Other participants should always verify that the person who dials in is the correct participant
- Anyone who dials in counts toward the maximum limit.
- Regular call charges apply.

f. Join a meeting with a phone number

Tip: If you try to dial in to a meeting before it starts you might get an error that the PIN is not recognized.

You can dial in during the scheduled meeting time using one of the following methods:

1. Enter the phone number that's in the Google Calendar event or meeting invitation.

Then, enter the PIN and #.

2. From the Meet or Calendar app, tap the phone number.

The PIN is automatically entered.

g. Mute or unmute your phone

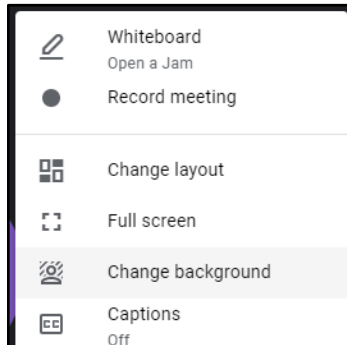
You're muted if another meeting participant mutes you or if you:

1. Press *6.
2. Have your phone's volume at the lowest level.
3. Join after the 5th participant.
4. Press *6 again or increase the volume to unmute.

1.2.4. Change background

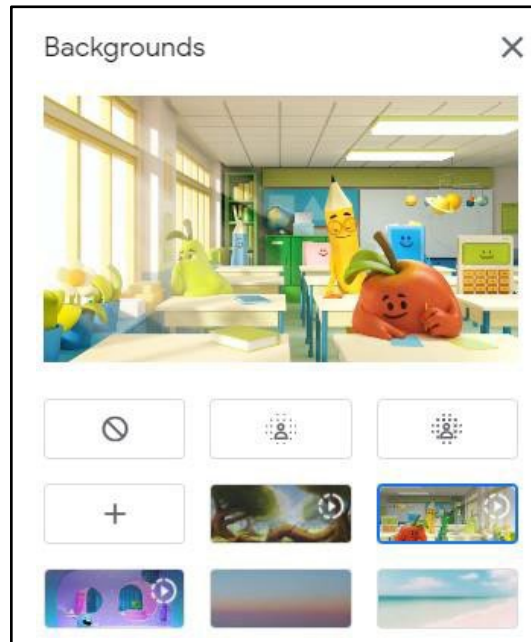
1. On the bottom, click **More options** .

2. Click **Change background**



3. Select available background or upload your own background

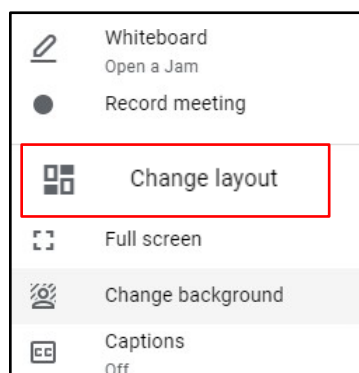
- a. To completely blur your background, click Blur your background .
- b. To slightly blur your background, click Slightly blur your background.
- c. To select a pre-uploaded background, click a background.
- d. To upload your own image for your background, click **Add** .



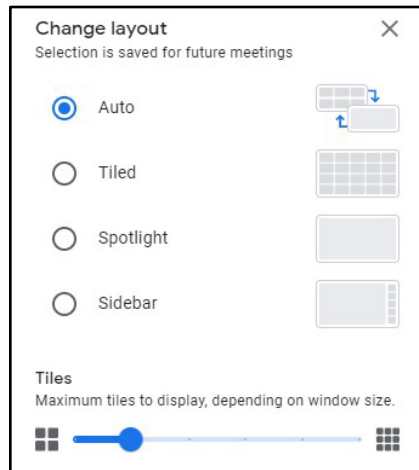
1.2.5. Change layout

1. On the bottom, click **More options** .

2. Click **Change layout**



3. Choose layout from the list

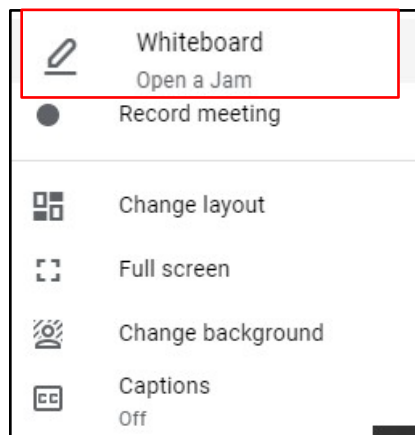


1.2.6. Whiteboard

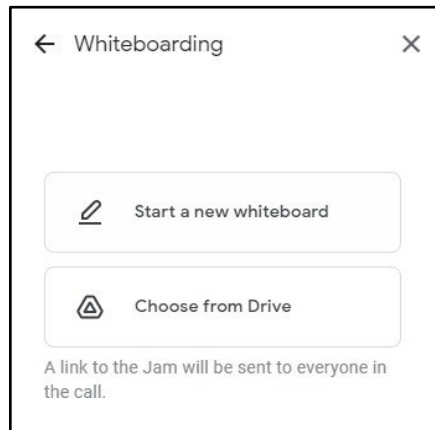
1. On the bottom, click **More options**



2. Click **Whiteboard**

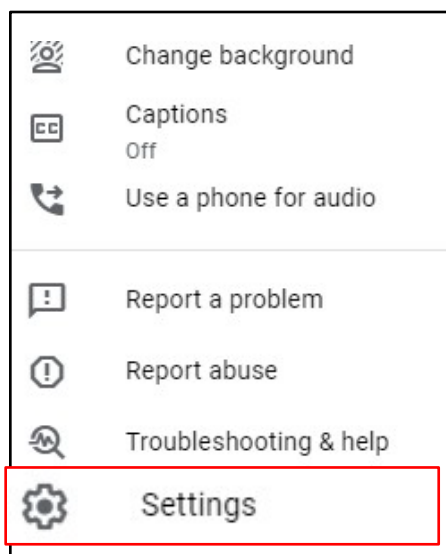


3. Select **Start new whiteboard** or **Choose from Drive** if you want to use the existing Jamboard.



1.2.7. Settings

1. On the bottom, click **More options**
2. Click **Settings**.



3. You can manage Audio, Video and Host controls settings

1.3. Google Meet (iOS)

1.3.1. Initiate Meeting

a. Instant meeting

This is for you to initiate an instant meeting, it will directly jump into a meeting, generate a meeting code and share with others.

1. Open Meet, click **New meeting**
2. Click **Start an instant meeting**
3. Click **Share invite** to invite participant or copy the meeting link/code and share with others

b. Schedule meeting

1. In Google Meet main page, click **New Meeting**
2. Click **Schedule in Google Calendar**. You will redirect to the schedule meeting option.
3. Organize your meeting option and click **Save** to schedule

1.3.2. Add livestream to an event

To create an event with a live stream link, add it from a Calendar event.
Livestream up to 100,000 in-domain viewers.

*Available for Admin/Content Manager Only Starting 1st Sep 2021

1. Create an event in **Calendar**. In the event summary window, scroll up for the event detail
2. Under **Event Details**, select **Add Google Meet video conferencing**.
3. Click the **View conference details** down arrow, which will appear on the right when Google Meet is selected.

4. Click **Add live stream** in the dialog box, which will generate a unique URL

You can distribute the live stream URL in two ways:

- c. Adding the guest in the event invitation. Guests on the invite are able to participate
 - d. Share the live stream URL with viewers without adding to the guest list in the event invitation. Viewers will only be able to view the live, but NOT participate in the meeting
5. When it's time for your live stream, **join the meeting**.
 6. To start your live stream, open the Options menu in the lower-right corner of then click **Start streaming**.
 7. To stop live streaming, reopen the **Options menu** and click **Stop streaming**, then click **Yes** to confirm to confirm that you want to stop the stream.

1.3.3. Join meeting

- a. Join a meeting from Google calendar event

View your scheduled meetings in Calendar and quickly join a video meeting.

1. In the Google Calendar app, open the event.
 2. Tap Join video call.
- b. Join a video meeting from Meet app
 1. Open the Google Meet app .
 2. Swipe from the bottom to view your scheduled meetings. Only meetings scheduled through Google Calendar appear on Google Meet.

3. Tap Join or select a meeting from the list ➤ Join meeting.

c. Join a video meeting with a meeting code or nickname

Every Meet video meeting has a code that you can use to join the meeting. The meeting code is a series of characters, such as **abc-defg-hjk**. You can get the meeting code from the joining information that was sent to you or at the end of the meeting link.

1. Open the Meet app and then tap Meeting code.

2. Enter the meeting code or nickname.

Tip: The hyphens in the meeting code are optional.

3. Tap Join meeting.

4. (Optional) Depending on whether you're joining from a different organization or signed in to a Google Workspace account, choose an option:

- Select Ask to Join.
- Enter your name and tap Ask to Join.

d. Join a video meeting with a meeting link URL

Sometimes there isn't enough time to schedule a meeting and book a room. With Meet, you can join an impromptu video meeting by clicking the meeting link URL sent to you in a text or email.

1. Tap the meeting link sent to you via text or email.

2. Follow the onscreen prompts to join

e. Join a meeting with a phone number

Tip: If you try to dial in to a meeting before it starts you might get an error that the PIN is not recognized.

You can dial in during the scheduled meeting time using one of the following methods:

1. Enter the phone number that's in the Google Calendar event or meeting invitation.
2. Then, enter the PIN and #.
3. From the Meet or Calendar app, tap the phone number.
The PIN is automatically entered.

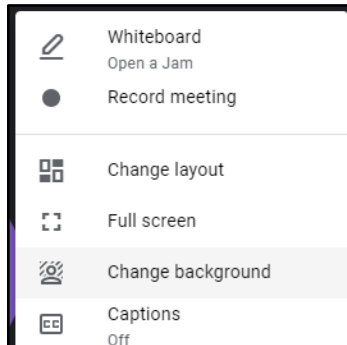
f. Mute or unmute your phone

You're muted if another meeting participant mutes you or if you:

- Press *6.
- Have your phone's volume at the lowest level.
- Join after the 5th participant.
- Press *6 again or increase the volume to unmute.

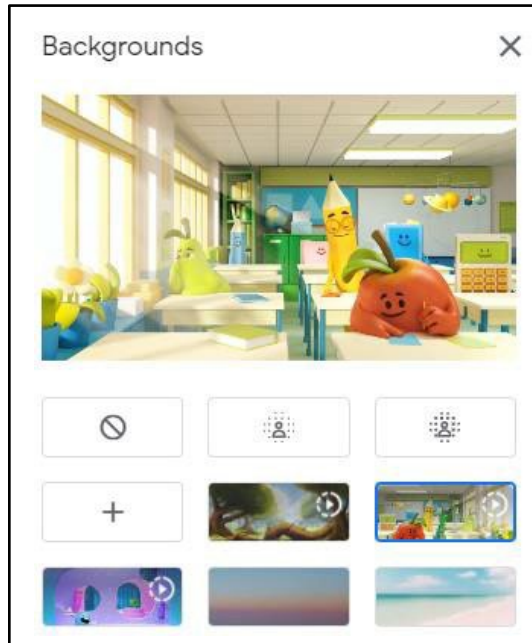
1.3.4. Change background

1. On the bottom, click **More options** .
2. Click **Change background**



3. Select available background or upload your own background
 - To completely blur your background, click Blur your background .
 - To slightly blur your background, click Slightly blur your background.
 - To select a pre-uploaded background, click a background.

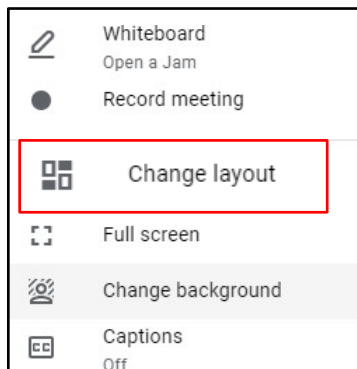
- To upload your own image for your background, click **Add +**.



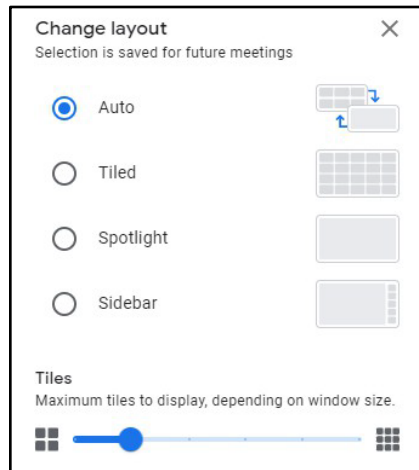
1.3.5. Change layout

1. On the bottom, click **More options** .

2. Click **Change layout**



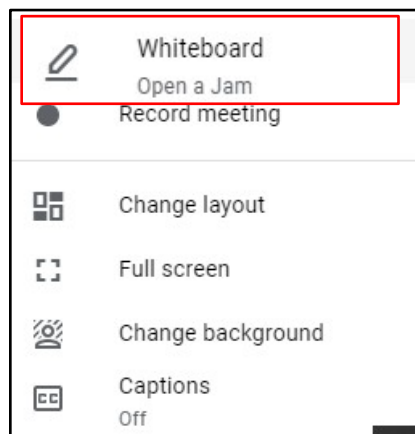
3. Choose layout from the list



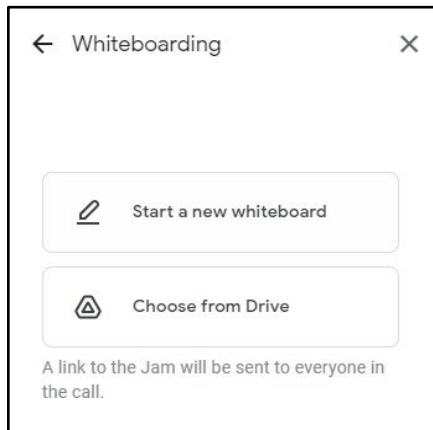
1.3.6. Whiteboard

1. On the bottom, click **More options** .

2. Click **Whiteboard**

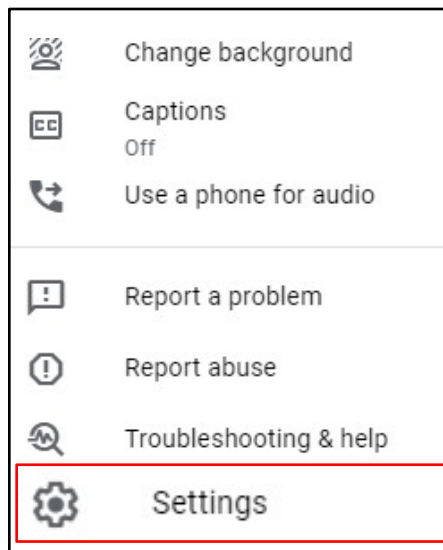


3. Select **Start new whiteboard** or **Choose from Drive** if you want to use the existing Jamboard.



1.3.7. Settings

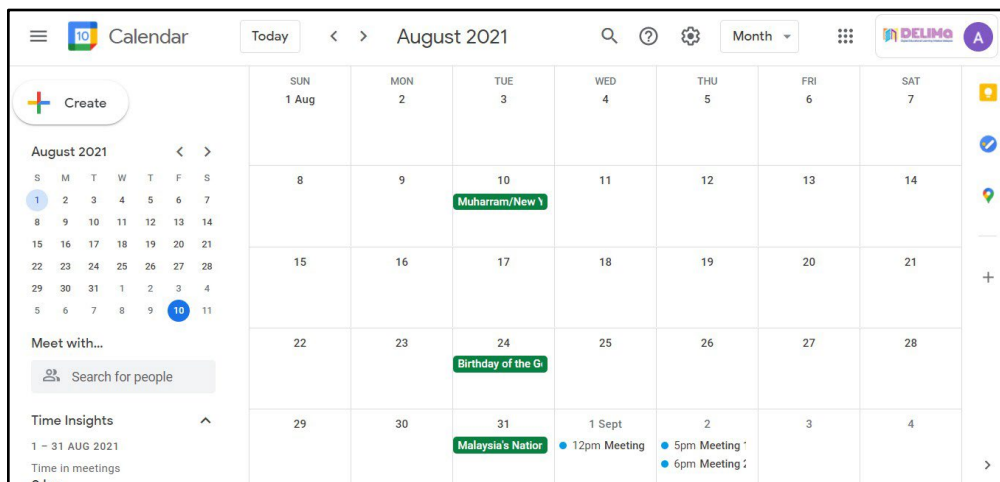
1. On the bottom, click **More options** .
2. Click **Settings**.



3. You can manage Audio, Video and Host controls settings

2. Google Calendar

With Google Calendar, you can quickly schedule meetings and events and get reminders about upcoming activities, so you always know what's next. 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.



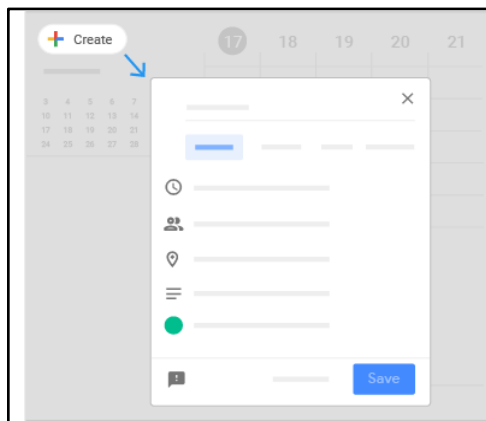
Calendar main page

2.1. Google Calendar (Computer)

2.1.1. Schedule an event

2.1.1.1. Create an event

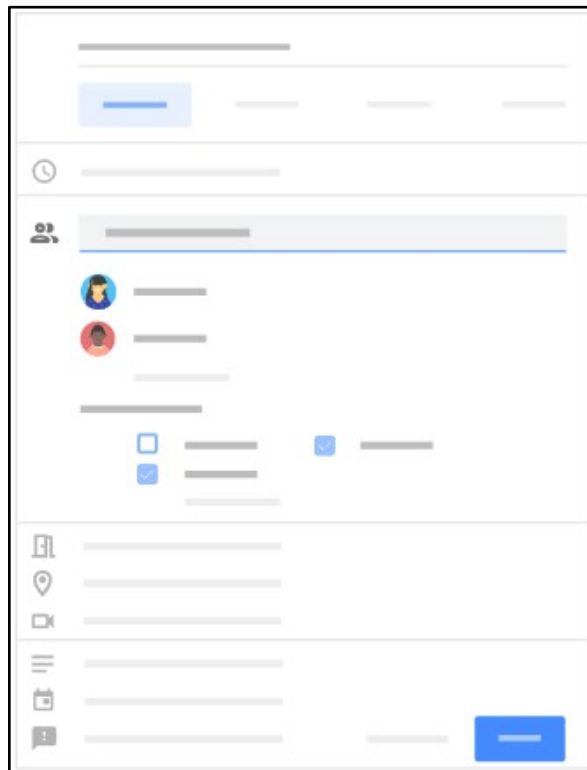
In Calendar, click  **Create** or click an empty time slot in the calendar grid.



2.1.1.2. Add guest

1. In the Add guests field, enter the first few letters of a person's name or email address. Matching addresses in your organization's directory appear as you enter text.
2. Click a suggestion to add that person to the event. If no suggestions appear, enter your guest's full email address. After you add a guest to your event, a video meeting in Google Meet is automatically added to the event.

3. The guest's calendar appears next to yours.

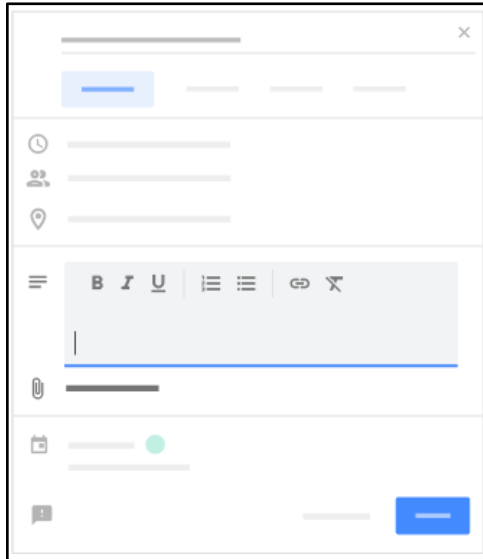


2.1.1.3. Add an event description and attachments

- a. Add an event description
 1. Click the **Add description or attachments** field.
 2. Add details, such as contact information, instructions, or links for your event.
 3. (Optional) Format your description by bolding, italicizing, underlining, or adding lists and links.

b. Add an attachments

1. Click the **Add description** or **attachments** field.
2. Click **My Drive** or **Upload** and select your file.
3. Click **Select** or **Upload**. Your file will be attached to the event



c. Save your event

When you're finished filling in the details, save your event and send your invitations.

1. Click **Save**.
2. Choose an options:
 - Send to notify guests by email
 - Don't send to skip notifications at this time
 - Dismiss to continue editing the invitation
3. If you're inviting people from outside of your organization, click:
 - Invite external guests to notify them.
 - Continue editing to notify them later.

4. (Optional) To open your event on the Edit event page, click **More options**.



2.1.2. Respond to and manage events

RSVP to invitations to let people know whether you're going to an event. Add a note or suggest a different time for an event.

2.1.2.1. Reply to an invitation

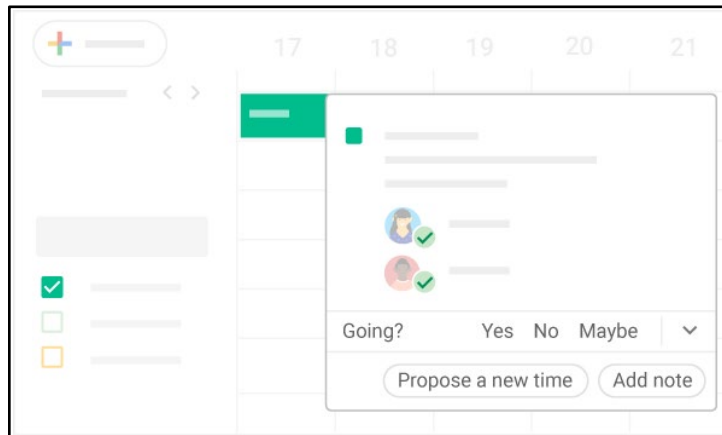
When you get an invitation to an event, it appears on your calendar. If you subscribe to email notifications, you get invitations by email as well. If you're using Gmail, you can respond to the invitation right from the email.

1. In the calendar grid, click the event.
2. At the bottom next to Going?, click **Yes**, **No**, or **Maybe**.

*Tip: To respond to the event from Gmail, open the email and next to Going?, click **Yes**, **No**, or **Maybe**.*

2.1.2.2. Propose a new time or add a note

1. Click the event.
2. In the bottom-right corner, click the **Up arrow** and choose an option:
 - Add note - Enter your message, optionally change your event response, and click **Send**.
 - Propose a new time - On the left, choose the day and time, optionally add a message, and click **Send proposal**.



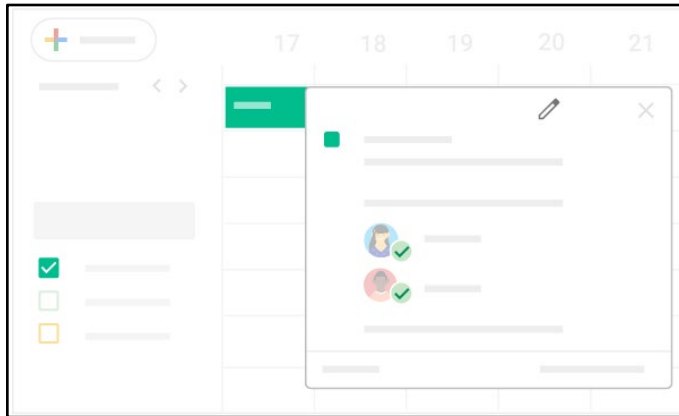
2.1.2.3. Update an existing event

You can invite more guests and change the meeting location.

1. In the calendar grid, click the event, then click **Edit**.
2. To invite more guests, change the meeting location, or add attachments, make your changes and click **Save**.

Note: If the event organizer hasn't given you edit permissions, you can't

make changes to the event time or its duration.



2.1.2.4. Delete an event

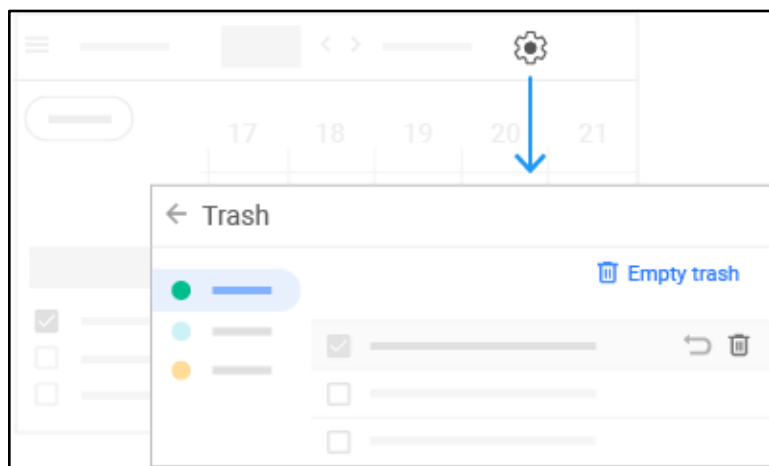
If you delete an event, it remains in a calendar's trash for approximately 30 days. After 30 days, it's permanently deleted, but you can permanently delete it before that if you want

a. Delete an event:

1. In your calendar grid, click the event,
2. Click **Delete** .

b. Permanently remove a deleted event:

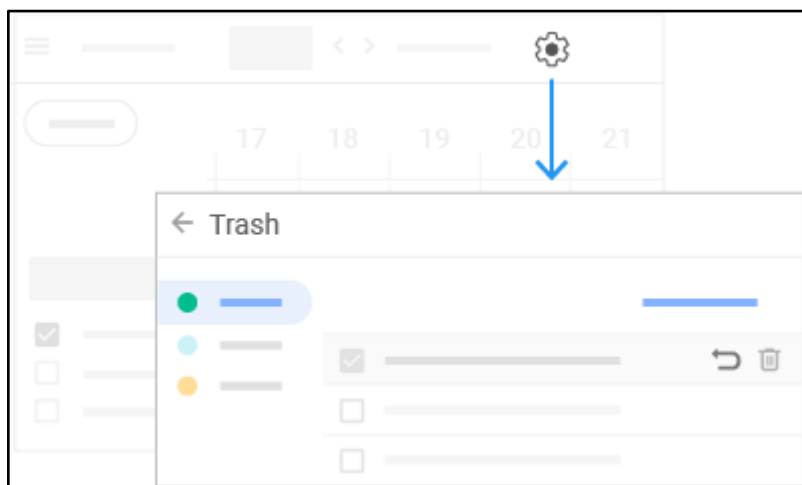
1. Click **Settings** , then click **Trash**.
2. Check the box next to the deleted event and click **Delete** .
3. (Optional) To permanently remove all events in your trash, at the top right, click Empty trash.



2.1.2.5. Restore a deleted event

You have approximately 30 days to restore an event that you deleted by mistake.

1. Click **Settings** , then click **Trash**.
2. Check the box next to the deleted event and click **Restore** .

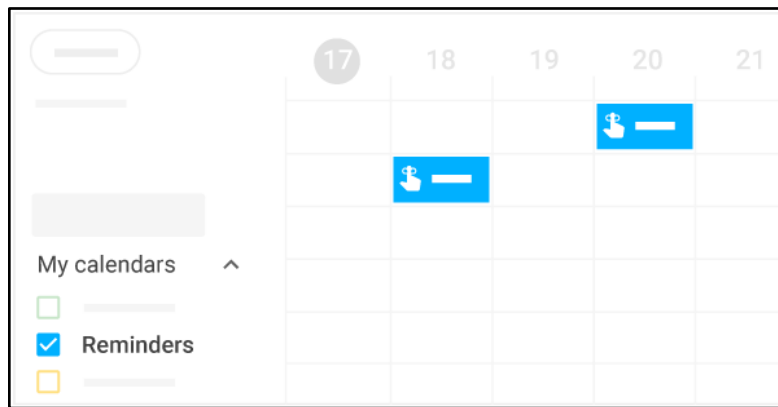


2.1.3. Create reminders in Calendar

To remember something on your to-do list, add a personal reminder.

2.1.3.1. View reminders

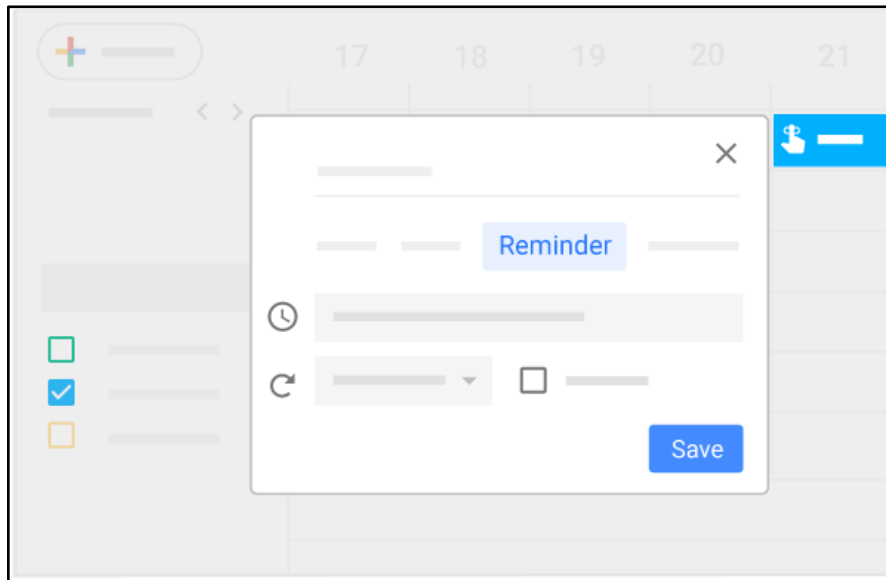
1. Go to Calendar.
2. At the bottom left, under My calendars, make sure the Reminders box is checked



2.1.3.2. Create a personal reminder

1. In your Calendar grid, click a time slot and click **Reminder**.
2. Add a title and choose a date and time.
3. (Optional) To select the frequency of your reminder, click **Does not repeat** and select an option.
4. (Optional) If you want your reminder to last all day, check the All day box.
5. Click **Save**.

Note: Reminders you create in Google Keep also show up in Calendar.

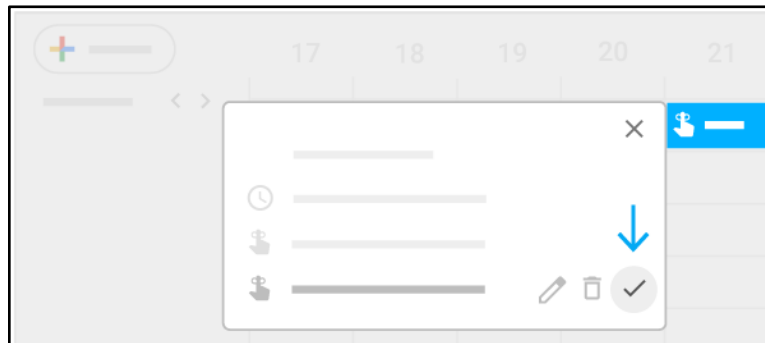


2.1.3.3. Complete or remove a personal reminder

You can remove a reminder from your calendar by marking it as done, deleting it, or hiding all reminders temporarily. Mark a reminder done

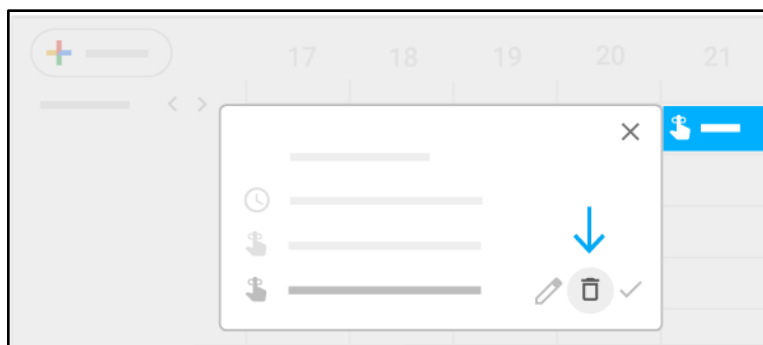
Choose an option:

- If you have one single reminder in a time slot, click the reminder and then click **Mark as done**.
- If you have multiple reminders in the same time slot, click the reminder block, point to the reminder, and click **Mark as done** ✓.



2.1.3.4. Delete a reminder

1. If you have a single reminder in a time slot, click the reminder and then click **Delete** .
2. If you have multiple reminders in the same time slot, click the reminder block, point to the reminder and click **Delete** .



2.1.4. Share and view calendars

Share your calendar with co-workers, family, and friends so they can easily see when you're available. You can look at other people's calendars to do the same.

2.1.4.1. Share your calendar

Choose whether to share your calendar publicly or only with your organization:

1. Click **Settings** , then click **Settings**.
2. On the left, click your calendar.
3. In the Access permissions section, choose an option:
 - To make your calendar available publicly on the web, check the Make available to public box. Next to each sharing permission, click the **Down arrow** ▼ and choose whether you want to show your free and busy times.
 - To make your calendar available only to your organization, check the Make available for *My Organization* box. Next to each sharing permission, click the **Down arrow** ▼ and choose whether you want to show your free and busy times.
 - To make your calendar available throughout Google Workspace, check the Show calendar info in other Google apps, limited by the access permissions box.

2.1.4.2. Let someone see your calendar in a web browser:

You can get an HTML link to your calendar that you can share with people.

1. Click **Settings** , then click **Settings**.
2. On the left, click your calendar.
3. In the Access permissions section, click **Get shareable link**, then click **Copy Link**.

4. Paste the link in an email and send it.

2.1.4.3. Share your calendar with specific people and choose how much they can see:

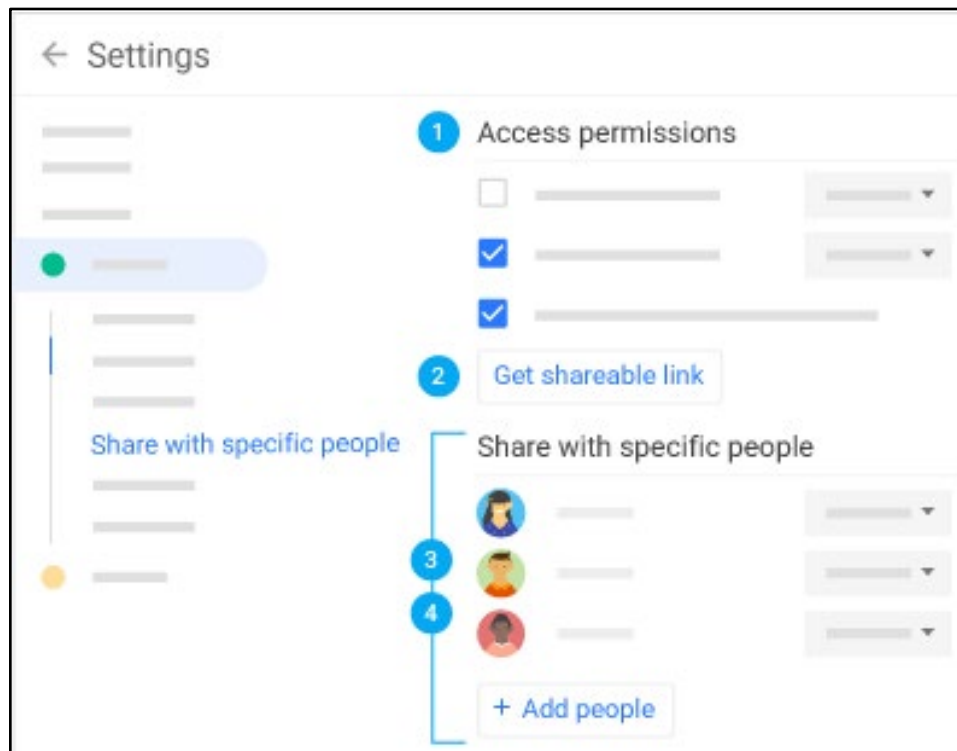
When you share your calendar with someone, you can decide how they see your events and whether they can also make changes, such as adding or editing events.

1. Click **Settings** , then click **Settings**.
2. On the left, click your calendar.
3. In the Share with specific people section, click **Add people** and enter the email address or names of the people you want to share your calendar with.
4. Choose a sharing permission option:
 - See only free/busy (hide details)
 - See all event details
 - Make changes to events
 - Make changes and manage sharing
5. Click **Send**.

2.1.4.4. Share your calendar with people who don't use Google Calendar:

1. In the Share with specific people section, click **Add people**.
2. Enter the email address or names of the people you want to share your calendar with.
3. Click **Send**.

If the person you're sharing your calendar with doesn't use Calendar, click **Invite** to send them an invitation to use it.



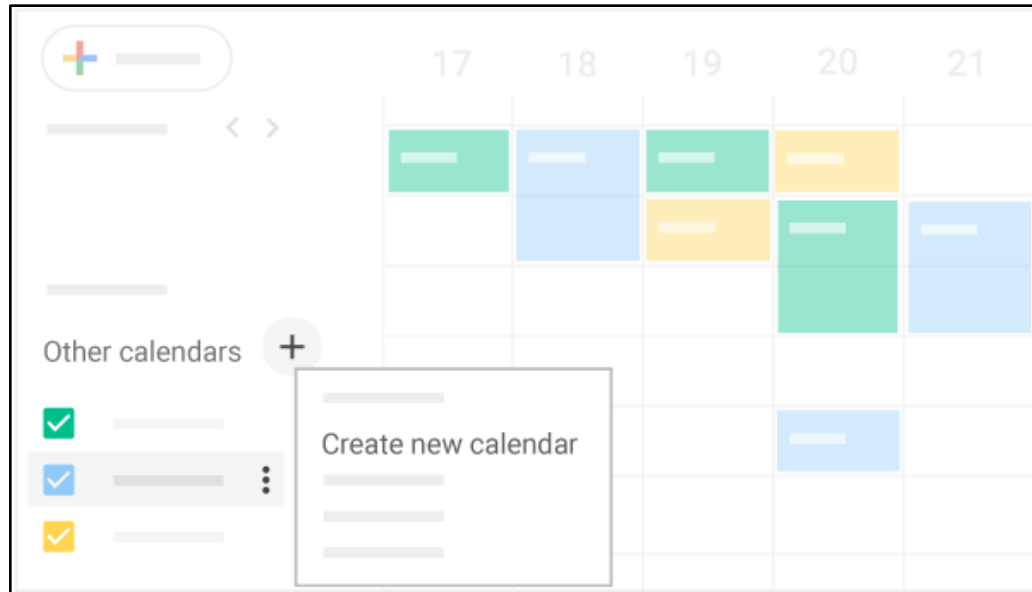
2.1.5. Create shared calendars

In addition to your own calendar, you can create shared calendars to track group activities, such as project schedules or co-worker vacations.

2.1.5.1. Create a shared calendar

1. Open **Calendar**, and on the left next to Other calendars, click **Add other calendars**, then click **Create new calendar**.
2. Name the calendar and add a description.
3. Click Time zone and select your time zone.
4. Click **Create calendar**. Your new calendar appears under My calendars.

5. (Optional) To update any calendar preferences, point to it and click **More** , then click **Settings**.

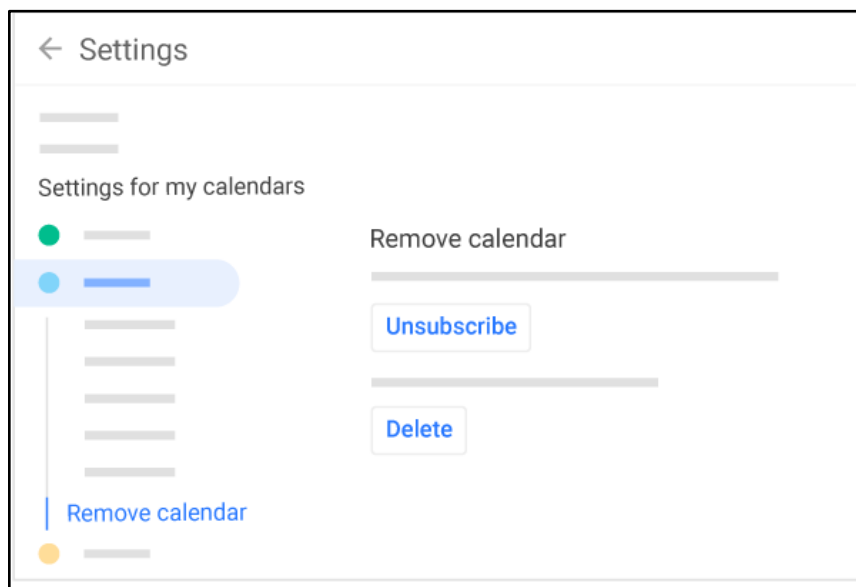


2.1.5.2. Share a calendar

1. Open **Calendar** and under My calendars, point to the calendar you want to share, and click More , then click **Settings and sharing**.
2. Choose an option:
 - To share with individuals—Under Share with specific people, click Add people and add the person or the email address of the person you want to share with. Click Send.
 - To change wider sharing settings—Under Access permissions, select Make available to public or Make available for *organization name*.

2.1.5.3. Delete a calendar

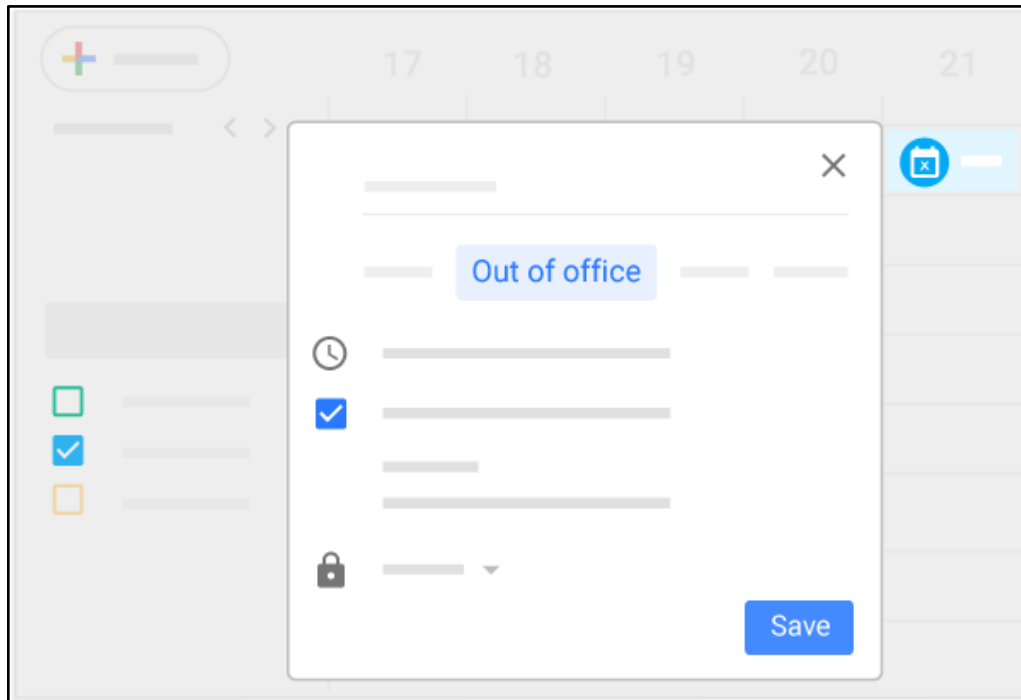
1. Click settings, then click **Settings**.
2. Select the calendar you want to delete and scroll to the bottom.
3. In the Remove calendar section, choose an option:
 - Click **Unsubscribe** if you want to unsubscribe from calendars that are read-only.
 - Click **Delete** if you want to delete calendars that you own.



2.1.5.4. Add out-of-office dates to your calendar

1. In your calendar grid, click the first day that you're away from work
2. Click **Out of office** and select a time period.
3. (Optional) To explain you're away from work, enter a message in the Decline message section.
4. In the Visibility section, choose an option:
 - Public
 - Default visibility
 - Private

5. Click **Save**. Any new and existing meetings during this time will be automatically declined.

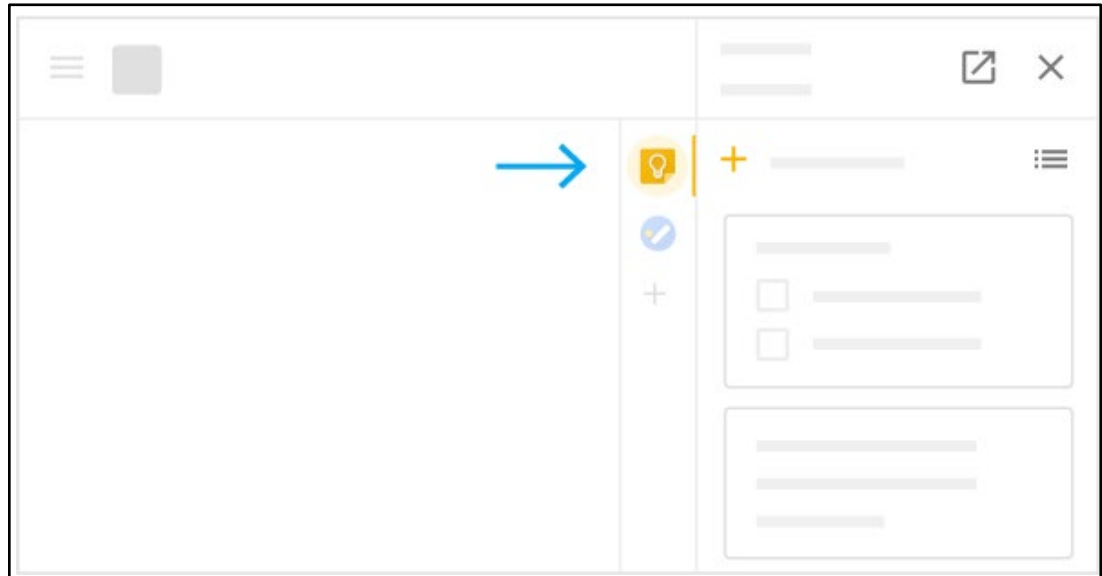


2.1.6. Access your notes and tasks

Keep track of your notes and tasks without leaving Calendar.

2.1.6.1. Open notes in Keep

1. On the right, click **Keep** .
2. To Add a note or list, click **+ Take a note** or **New list** .
3. To edit a note, click a note and enter a message.
4. Click **Done**.



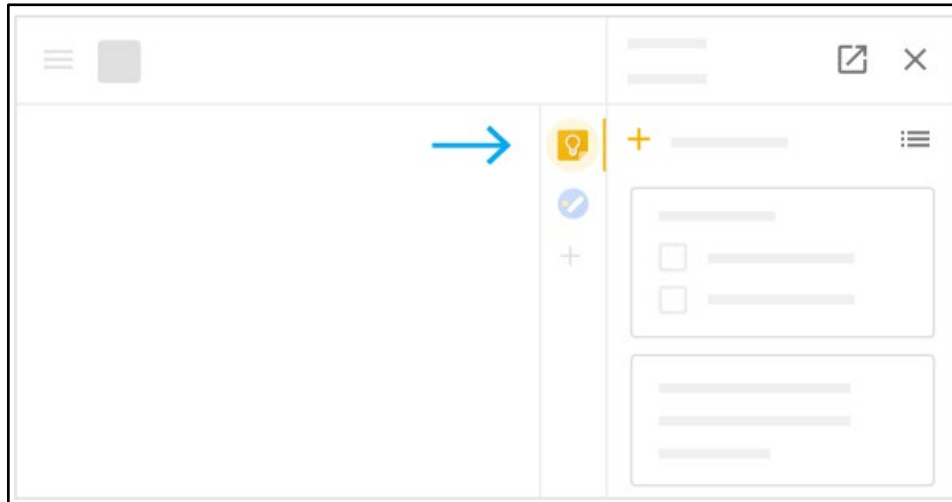
2.1.6.2. Open your to-do lists in Tasks

1. Choose an option:

- In **Calendar**, on the right, click **Tasks** .
- If it's the first time you're opening Tasks, at the bottom, click **Get Started**. (If you don't see Tasks, at the bottom right, click **Show side panel** .)

2. (Optional) To create a new task list:

- I. At the top under Tasks, click the **Down arrow** , then click **Create new list**.
- II. Add a name and click **Done**.
- III. (Optional) To change lists, click the **Down arrow**  and select a list.
- IV. Click Add a task and enter a task.
- V. (Optional) To add details or a due date, click **Edit** .



2.2. Google Calendar (Android)

2.2.1. Get Google Calendar

1. On your Android phone or tablet, visit the **Google Calendar** page on Google Play.
2. Tap Install.
3. Open the app and sign in with your Google Account.

2.2.2. Go to a specific day

1. On your Android phone, open the Google Calendar app .
2. In the top left, tap the month name. For example, January .
3. Swipe left or right to go to other months.
4. Tap a date to see events on that day.

Get back to today: At the top right corner, tap Jump to today .

2.2.3. Choose how many days to view

When you open the Calendar app, you'll see a list of your upcoming events. You can switch views to see your whole day or multiple days.

1. On your Android phone, open the Google Calendar app .
2. In the top left corner, tap the Menu .
3. Choose a view, like Schedule or Month. To see all your events, goals, and reminders in a list that's broken up by day, choose "Schedule"

2.2.4. How to search

1. On your Android phone or tablet, open the Google Calendar app .
2. In the top right, tap Search .
3. Enter your search terms.
4. On the bottom right, tap Search .

Note: To improve the search suggestions, your Calendar searches and browsing activity are saved in My Activity if Web & App Activity is turned on.

2.2.5. Don't see past events

If you don't see past events when you search, try using advanced search on your computer to only see results for a certain time period.

1. On your computer, open [Google Calendar](https://calendar.google.com).
2. In the search box, click the Down arrow .
3. Add in information you want to filter by, including the dates.
4. At the bottom of the box, click Search.

2.2.6. Use Calendar offline on mobile

If you use the Google Calendar app while you're offline, you can:

- Find events and make changes.
- Create, edit, or respond to events.
- Access Tasks and Reminders.

Tips: Install the Calendar app, connect to the internet, and then sign in to your Google Account. Your account syncs automatically and you can use Google Calendar offline.

While you're offline, changes don't sync with your computer or others' calendars until you're online again.

While you're offline, you can't email event guests.

2.2.7. Add a calendar someone shared with you

When someone shares their calendar with your email address, you get an email with a link to add their calendar. [Learn how calendars can be shared.](#)

1. In your email, tap the link that says Add this calendar.
2. Your Google Calendar app opens.
3. In the pop-up that appears, tap Yes.
4. Your calendar will appear on the left, under "My calendars."

2.2.8. Show or hide a calendar you're subscribed to

Important: You can only subscribe to a calendar on the web, from calendar.google.com.

You can show or hide calendars you've already subscribed to, but you can't subscribe to a calendar in the Google Calendar app.

1. Open the Google Calendar app .
2. At the top left, tap Menu  > Settings .
3. Tap the calendar you want to view.
4. Optional: To find more calendars, tap Show more.
5. Check or uncheck your preferred calendar.

2.2.9. Move events between calendars

To move an event from one calendar to another, you must be the organizer of a Google Calendar event. You must also have edit access to the calendar you move the event to.

When you move an event, you add the event's organizers to the new calendar and remove organizers from the old calendar.

Also, when you move an event that recurs to another calendar, you do the same to future instances. You can't move only one instance of an event that recurs.

1. Open Google Calendar .
2. Open a calendar.
3. Select the event you want to move.
4. Under the name of the meeting, tap the calendar name.
5. Where you want to move the event, tap the name of the calendar.
6. In the top right, tap Save.

2.2.10. See someone else's calendar

You can't add other people's calendars from the Google Calendar app. However, once you add the calendars from your computer, you'll see them in the app.

Find a time that someone is free

1. Open the Google Calendar app .
2. In the bottom right, tap Create .
3. Tap Event.
4. Under "Add people," add people to your event.
5. Tap View schedules.
6. Choose a time.

2.2.11. RSVP to an invite

1. Open the invitation email, or the event that was added to your calendar.
2. Next to "Going?," click an option:
 - Yes
 - No
 - Maybe
 - Yes, in a meeting room
 - Yes, joining virtually

2.2.12. Delete an event you create

If you create an event, or can edit an event, you can delete the event. This takes the event off your calendar, and off the calendars of everyone else invited.

1. On your Android phone or tablet, open the Google Calendar app .
2. Open the event you want to delete.

3. In the top right, tap More .
4. Tap Delete  Delete.

Important: If you're not the event owner, if you tap Delete, you only remove the event from your calendar.

2.2.13. Cancel a booked appointment

Important: When you cancel a booked appointment:

- The appointment is removed from your calendar.
- A cancellation email is sent to the person who booked the appointment.
- The cancelled appointment time appears available on your booking page.

1. Open your appointment confirmation email.
2. Tap Cancel appointment. A new page opens.
3. Tap Cancel your appointment  Close.

2.3. Google Calendar (iOS)

2.3.1. Get Google Calendar

1. On your iPhone or iPad, visit the Google Calendar page from the App Store.
2. Tap Get.
3. Open the app and sign in with your Google Account.

2.3.2. Go to a specific day

1. On your iPhone or iPad, open the Google Calendar app .
2. In the top left, tap the month name. For example, January .
3. Swipe left or right to go to other months.
4. Tap a date to see events on that day.

Get back to today: At the top right corner, tap Jump to today .

2.3.3. How to search

1. On your iPhone or iPad, open the Google Calendar app .
2. In the top right, tap Search .
3. Enter your search terms.
4. On the bottom right, tap Search .

Note: To improve the search suggestions, your Calendar searches and browsing activity are saved in My Activity if Web & App Activity is turned on.

2.3.4. I don't see past events

If you don't see past events when you search, try using advanced search on your computer to only see results for a certain time period.

1. On your computer, open Google Calendar.
2. In the search box, click the Down arrow ▼.
3. Add in information you want to filter by, including the dates.
4. At the bottom of the box, click Search.

2.3.5. Use Calendar offline on mobile

If you use the Google Calendar app while you're offline, you can:

- Find events and make changes.
- Create, edit, or respond to events.
- Access Tasks and Reminders.

Tips:

Install the Calendar app, connect to the internet, and then sign in to your Google Account. Your account syncs automatically and you can use Google Calendar offline.

While you're offline, changes don't sync with your computer or others' calendars until you're online again.

While you're offline, you can't email event guests.

2.3.6. Add a calendar someone shared with you

When someone shares their calendar with your email address, you get an email with a link to add their calendar. Learn how calendars can be shared.

1. In your email, tap the link that says Add this calendar.
2. Your Google Calendar opens in a browser.
3. In the pop-up that appears, tap Add.
4. Your calendar will appear on the left, under “My calendars.”

2.3.7. Show or hide a calendar you're subscribed to

Important: You can only subscribe to a calendar on the web, from calendar.google.com.

You can show or hide calendars you’ve already subscribed to, but you can’t subscribe to a calendar in the Google Calendar app.

1. Open the Google Calendar app .
2. At the top left, tap Menu  > Settings .
3. Tap the calendar you want to view.
4. Optional: To find more calendars, tap Show more.
5. Check or uncheck your preferred calendar.

2.3.8. Hide a calendar temporarily

This is a good option for calendars that you only check occasionally. You can tell that your calendar is hidden if the square next to it isn't colored in.

1. On your iPhone or iPad, open the Google Calendar app .
2. In the top left, tap Menu .
3. In your list of calendars, tap the colored box next to a calendar name.

2.3.9. RSVP to an invite

1. Open the invitation email, or the event that was added to your calendar.
2. Next to "Going?," click an option:
 - Yes
 - No
 - Maybe
 - Yes, in a meeting room
 - Yes, joining virtually

2.3.10. Delete an event you create

If you create an event, or can edit an event, you can delete the event. This takes the event off your calendar, and off the calendars of everyone else invited.

1. On your iPhone or iPad, open the Google Calendar app .
2. Open the event you want to delete.
3. In the top right, tap More .
4. Tap Delete  Delete event.

Important: If you're not the event owner, if you tap Delete, you only remove the event from your calendar.

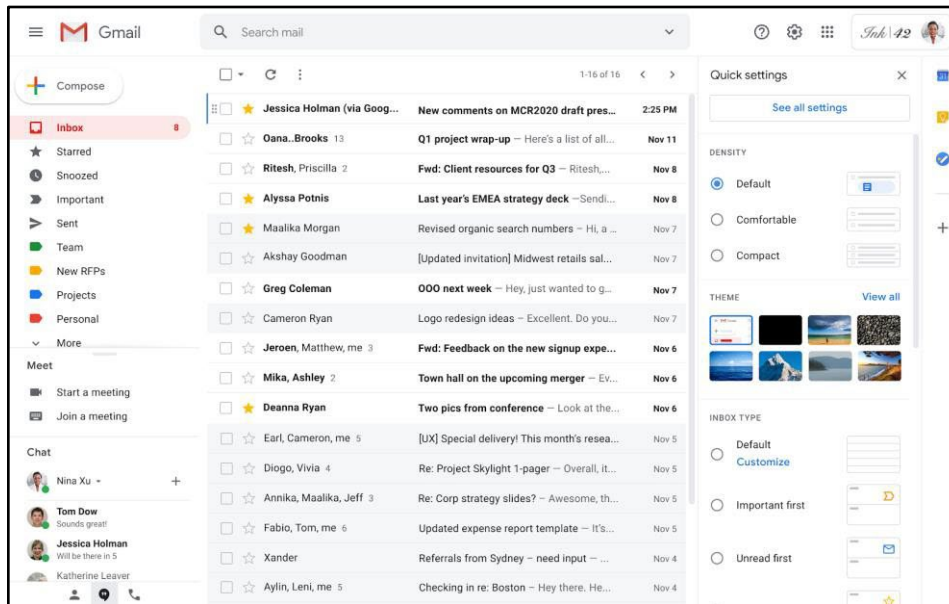
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Important: When you cancel a booked appointment:

- The appointment is removed from your calendar.
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- The cancelled appointment time appears available on your booking page.

1. Open your appointment confirmation email.
2. Tap Cancel appointment. A new page opens.
3. Tap Cancel your appointment ➤ Close.

3. Gmail Management



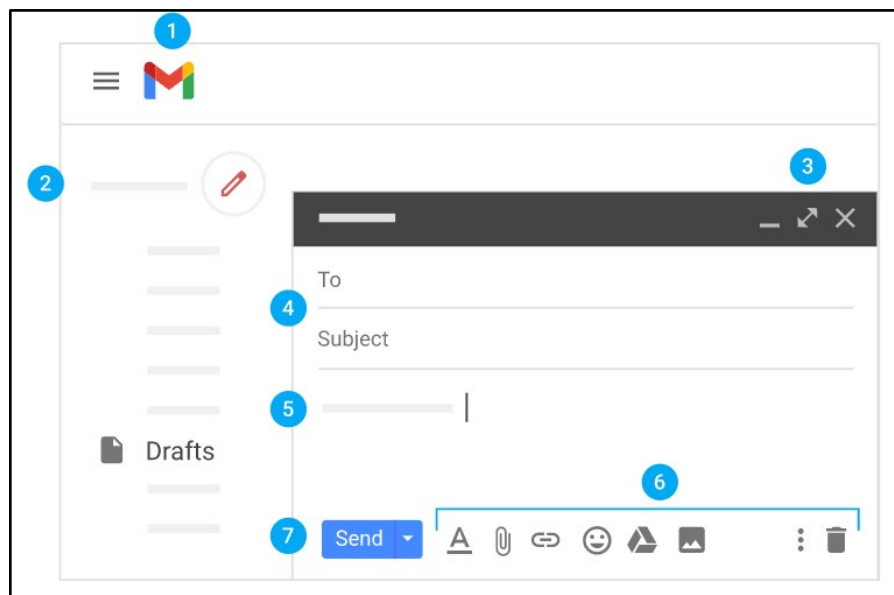
With Gmail, your email is stored safely in the cloud. You can get to messages from any computer or device with a web browser. If your administrator allows, you can join or start a video meeting in Google Meet right from Gmail. Add Google Chat to your Gmail inbox and get all the features of Chat directly in Gmail.

3.1. Gmail Management (Computer)

3.1.1. Create and send email

1. Open Gmail.
2. On the left, click **Compose +**. You might see **Compose**  instead.

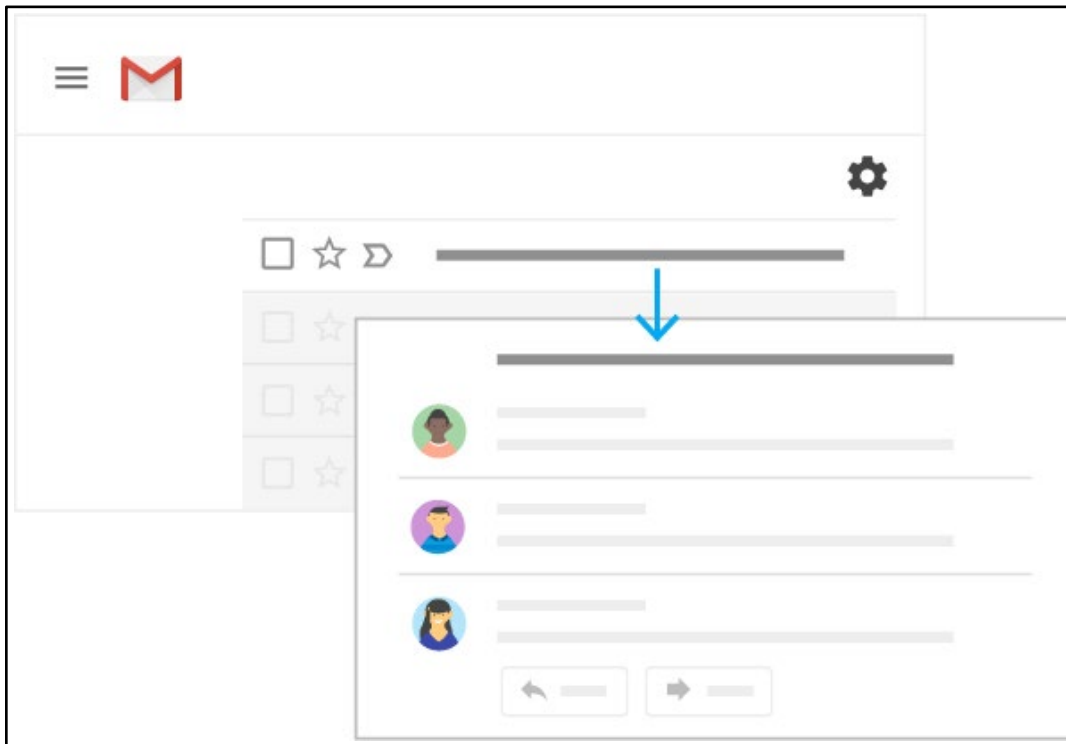
3. (Optional) To change your window size, in the upper corner, click **Maximize** or **Exit full screen**.
4. Add recipients and a subject.
5. Enter your message. Email you start writing but don't send are automatically saved in **Drafts** on the left.
6. (Optional) Add attachments, such as **Drive files**  or **photos** .
7. Click **Send**.



3.1.2. See new email

Unread email are bold. To open an email, click it. By default, replies to email are grouped into conversations. Keeping all email together in a thread makes it easier to keep track of them and saves space in your inbox.

If you prefer to separate your existing email from future email, you can turn off conversation view.

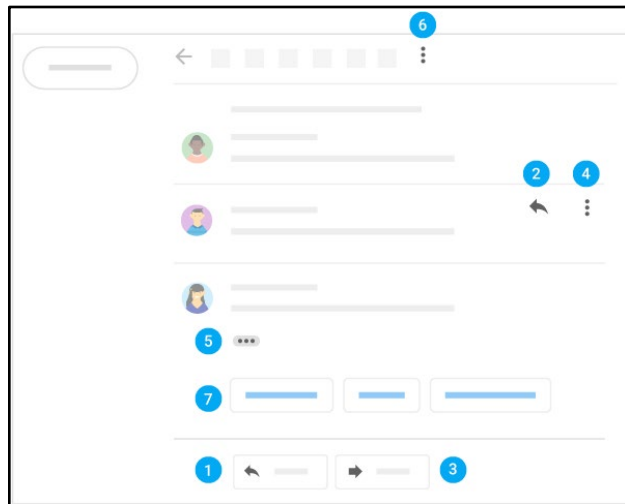


1. At the top right, click **Settings** , then click **See all settings**.
2. In the General tab, scroll to Conversation View and select Conversation view off.
3. At the bottom, click **Save Changes**.

3.1.3. Reply to email

1. To reply to a single email or the last email in a thread, click **Reply** .
2. To reply to an email within a thread, click **Reply** .
3. To forward a single email or the last email in a thread, click **Forward** .
4. To forward an email within a thread, click **More** , then click **Forward**.
5. To see previous email in a thread, click **Show trimmed content** .
6. To forward an entire conversation, at the top, click More , then click **Forward all**.

To use a Smart Reply, at the bottom of the email, click a suggested reply. You can then edit the email before sending it.



3.1.4. Change recipients or subjects

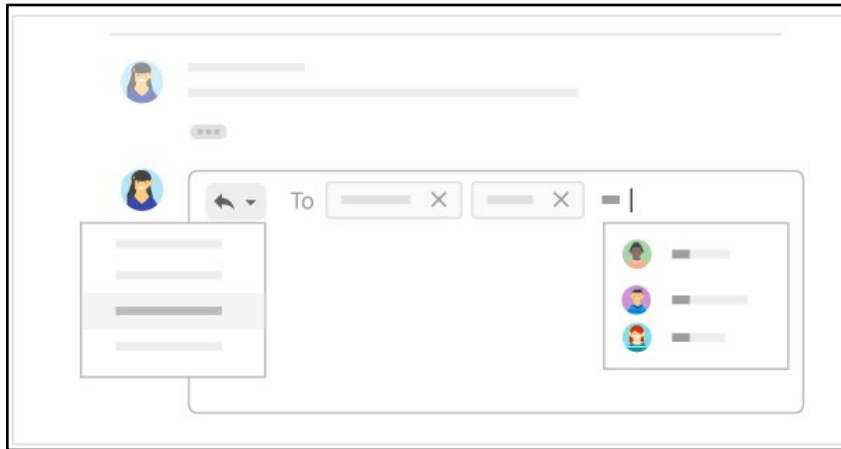
3.1.4.1. Add and remove recipients

1. From an open email, click a recipient's address.
2. To add more recipients, type their email addresses.
3. To remove recipients, next to their email address, click **Remove** ✕.

3.1.4.2. Edit an email subject

1. Next to Type of response ↩, click the **Down arrow** ▼, then click **Edit subject**.

2. Enter a new subject.



3.1.5. Email without an internet connection

Chrome Browser only

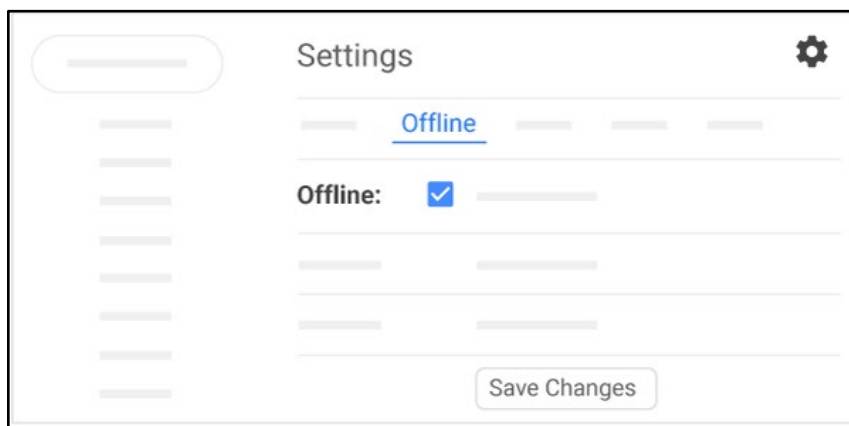
Use Gmail offline to read, respond to, and search your Gmail messages when you aren't connected to the internet. Any email you write, archive, label, or delete while you're offline will be sent or moved when you're back online.

When you enable Gmail offline on a device, your messages sync with the browser's storage on the computer you're using. Enable Gmail offline on each device for which you want offline access.

Enable Gmail offline:

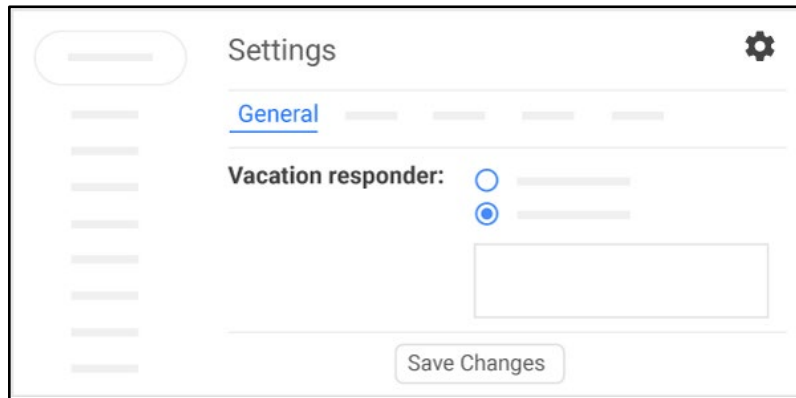
1. At the top right, click **Settings** ⚙️, then click **See all settings**.
2. Go to the **Offline tab** and check the **Enable offline mail** box.

3. (Optional) Next to Sync settings, choose how many days of email you want to store offline.
4. Next to Security, choose whether to keep or remove offline data on your device.
5. Click **Save Changes**.



3.1.6. Turn your vacation responder on or off

1. Open Gmail.
2. At the top right, click **Settings** , then click **See all settings**.
3. Scroll down to Vacation responder and select **Vacation responder on** or **Vacation responder off**.
4. If you turned on the vacation responder, enter the dates you're away and add a message. Then, select who should get a response.
5. At the bottom, click **Save Changes**.



3.1.7. Organize your inbox

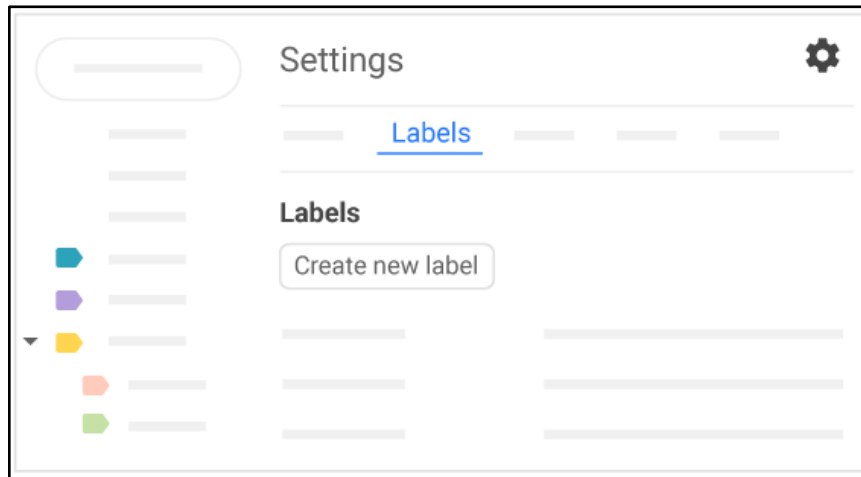
Manage email with labels and filters and move email out of your inbox.

3.1.7.1. Create labels

1. Open Gmail.
2. At the top right, click **Settings** , then click **See all settings**.
3. Click the **Labels tab**.
4. Scroll to the Labels section and click **Create new label**.
5. Enter the label name and click Create.

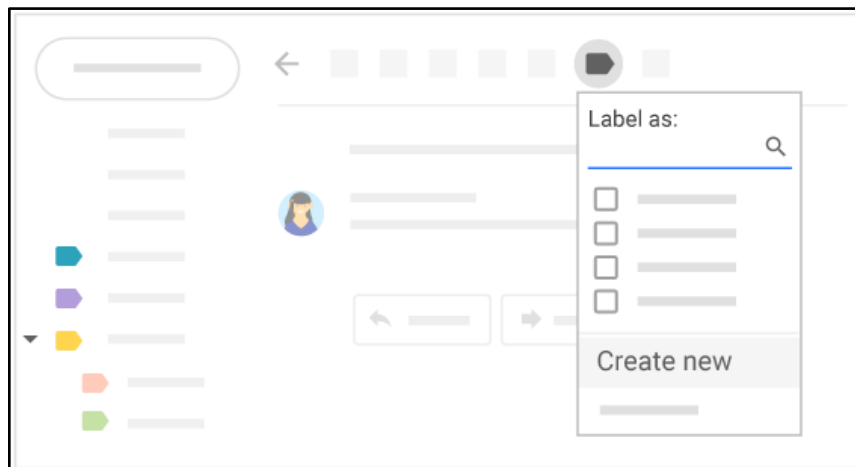
Gmail label names can be up to 225 characters long.

You can also create nested labels, which are like subfolders.



3.1.7.2. Create a label from an email

1. From an email, click **Labels** , then click **Create new**.
2. Enter the label name and click **Create**.
3. (Optional) Click Nest label under and choose an existing label to place it under.
4. The new label automatically applies to your email.



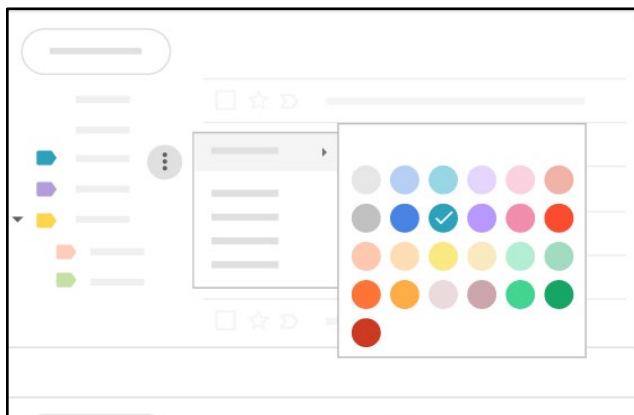
3.1.7.3. Apply labels to email

1. In your inbox, check the boxes next to the email you want to apply a label to.
2. Click Labels .
3. Check the boxes next to the labels you want to add and click **Apply**.



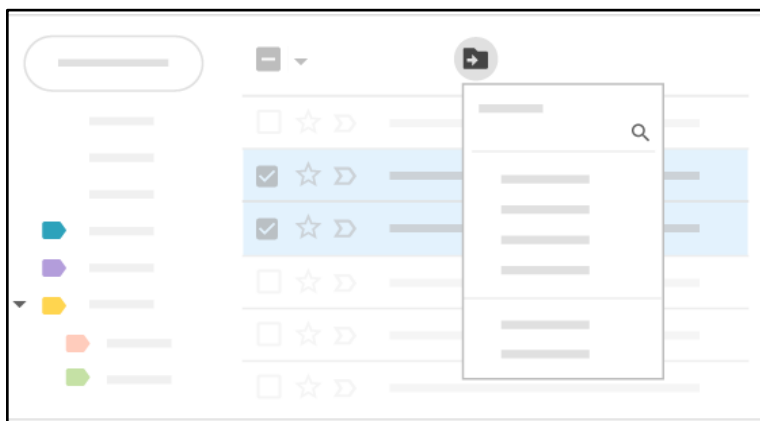
3.1.7.4. Apply a color to a label

1. In the left panel, point to a label and click More .
2. Point to **Label color** and choose a color. Or, click **Add custom color**.
The change instantly applies to all email with that label.
3. (Optional) To remove a label color, point to **Label color** and click **Remove color**.
4. (Optional) To see all email with a particular label, in the left panel, click the label's name.



3.1.7.5. Move email from your inbox to a label

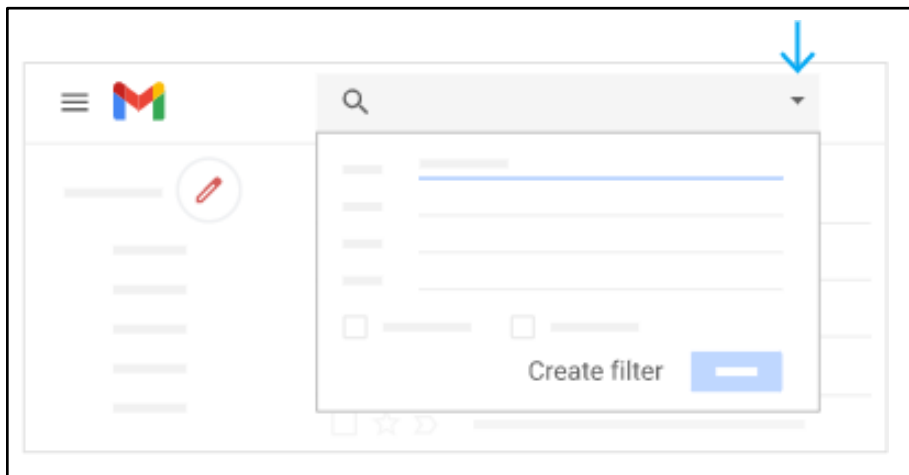
1. In your inbox, check the boxes next to the email you want to move into a label.
2. Click Move to .
3. Click the label you want to move your email to.



3.1.8. Add filters

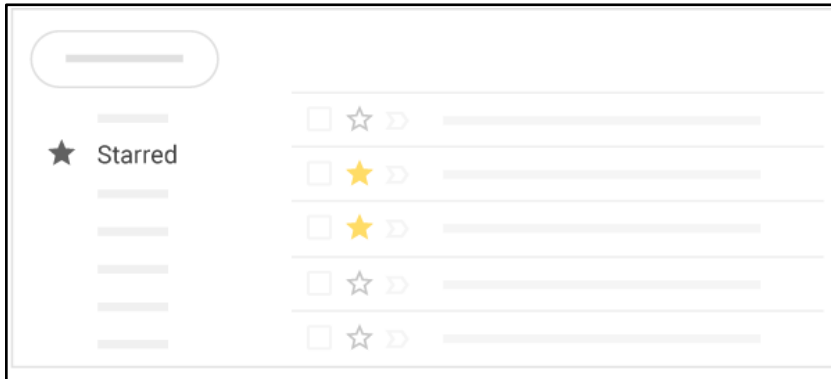
Manage your incoming email automatically with Gmail's filters.

1. Open Gmail.
2. In the search box at the top, click the **Down arrow** .
3. Enter your search criteria. If you want to check that your search worked correctly, see what emails show up by clicking **Search**.
4. At the bottom of the search window, click **Create filter**.
5. Choose what you'd like the filter to do.
6. Click **Create filter**.



3.1.9. Star important email

Want to flag an important email? Click **Star**  next to an email in your inbox or an email within a conversation. To see all your starred email, in the left sidebar, click **Starred**.



3.1.10. Snooze email

Postpone email to a future date or time that's more convenient for you.

1. Open **Gmail** and point to an email.
2. On the right, click **Snooze**
3. Under Snooze until, choose a time.
4. The email automatically snoozes and moves out of your inbox. You will get a reminder about the snoozed email after the specified time.
5. (Optional) To see all snoozed email, click **Snoozed** in the left sidebar.

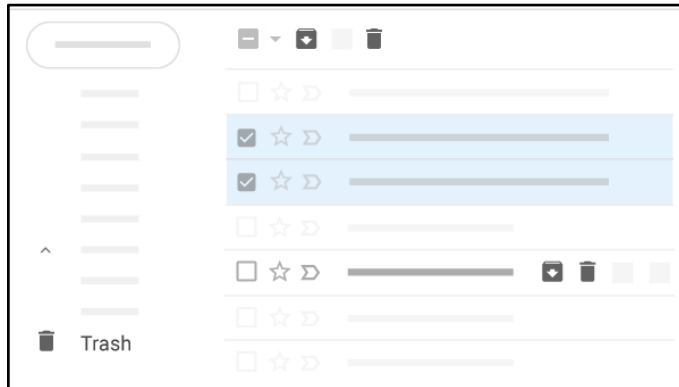


3.1.11. Archive or delete email

Archived email messages move out of your inbox but stay under All mail, so that you can find them later. Deleted email messages move to the Trash and get permanently deleted after 30 days.

To archive or delete email, select one or more emails.

- At the top, click Archive  or Delete .
- Or, you can point to a single email and click Archive  or Delete .



3.1.12. Find email

3.1.12.1. Search your inbox

1. Open Gmail.
2. At the top, in the search box, enter your search criteria.
 - When you search a person's email address, the results also show email that includes their alias. To limit the search to only the original email, enclose the search criteria in double quotes. For example: "from:john.doe@gmail.com".
 - When you search "from:email", the results also return Drive files shared by that email address.

3. Press **Enter**.

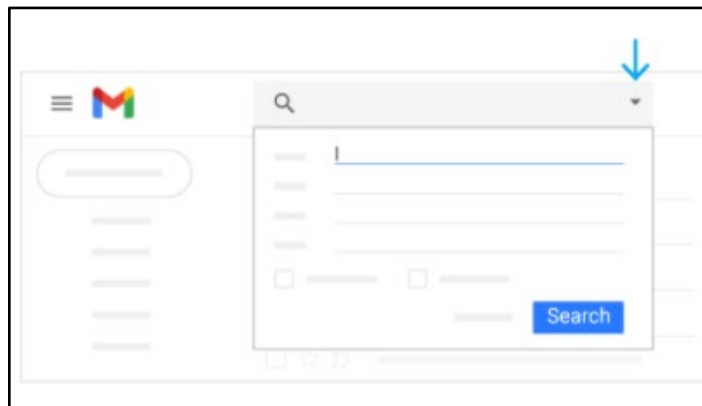


3.1.12.2. Narrow your search

1. To narrow your search, at the right of the Gmail search box, click the Down arrow ▼.
2. Add specific search criteria. For example, you can find an email from Alice that has an attachment within a particular time frame.

3.1.12.3. Clear your search history

1. Click the search box. Your most recent search may show.
2. Go to the search and click Delete ✕.



3.1.13. Create signatures

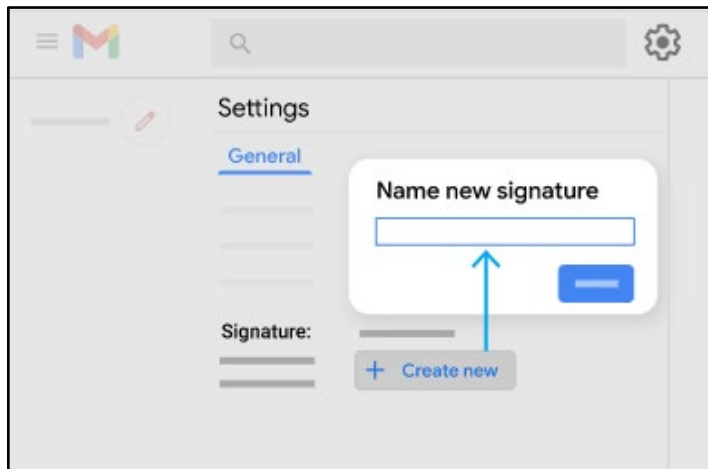
3.1.13.1. Create a signature

Your signature can include your name, title, contact information, and pictures or links. You can also create multiple signatures.

1. Open **Gmail**.
2. At the top right, click **Settings** ⚙️, then click **See all settings**.
3. In the **General** tab, scroll to **Signature** and click **Create new**.
4. Name your signature, then click **Create**.

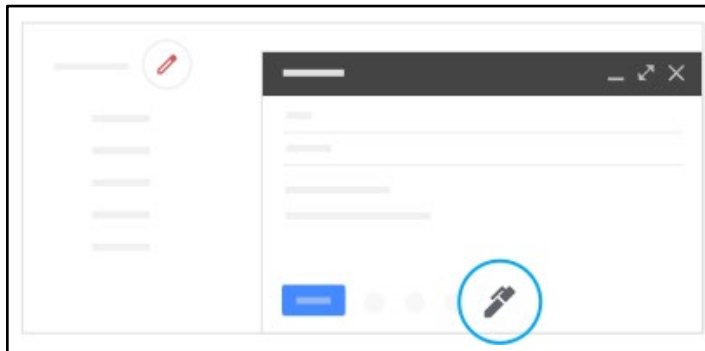
This name is not your actual signature, but is a name for the signature template.

5. In the text box at the right, add your signature text.
6. Use the format bar to add text colors, links, and images.
7. At the bottom, click **Save Changes**.



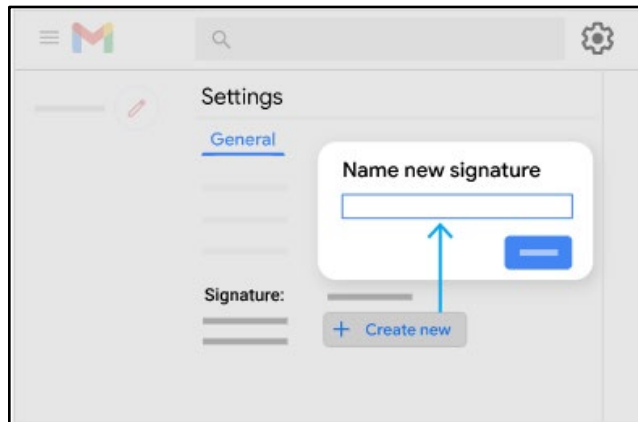
3.1.13.2. Add a signature to an email

1. Open **Gmail**.
2. Click **Compose**.
3. Click Insert signature  and select a signature.



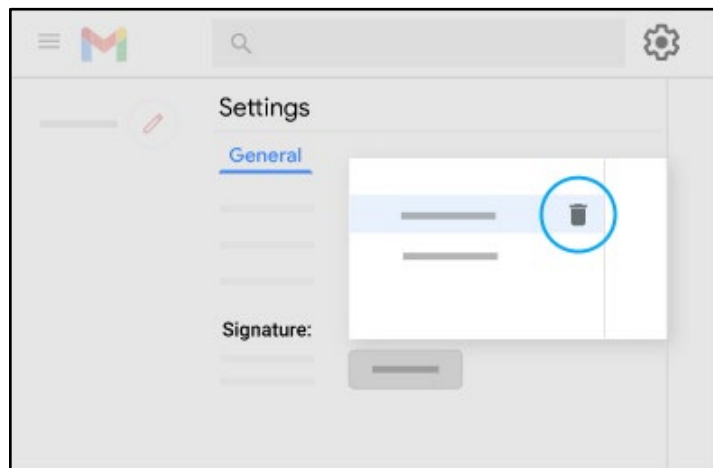
3.1.13.3. Edit a signature

1. Open **Gmail**.
2. At the top right, click **Settings** , then click **See all settings**.
3. In the **General** tab, scroll to **Signature** and click the signature you want to edit.
4. In the text box at the right, make your changes.
5. (Optional) To change the signature name, click **Edit** .
6. At the bottom, click **Save Changes**.



3.1.13.4. Delete a signature

1. Open **Gmail**.
2. At the top right, click **Settings** c, then click **See all settings**.
3. In the **General** tab, scroll to **Signature** and click the signature you want to remove.
4. Click **Delete** , then click **Delete**.
5. At the bottom, click **Save Changes**.



3.1.14. Start a video meeting and send messages

3.1.14.1. Start a video call

You can start or join face-to-face video calls while in Gmail.

1. Open **Gmail**.
2. At the bottom left corner, under “**Meet**” click **New meeting**.
 - To send the meeting invite via link or email, click **Send invite**.
 - To copy the meeting invite details, click **Copy meeting invite**.
 - To send an email invite, click **Share via email**.
3. When you’re ready to join the meeting, click **Join now**.

Before you join your first meeting, make sure to allow permissions for your Microphone and Camera. Once you grant permission:

 - To turn your microphone on or off, click **Microphone** .
 - To turn your camera on or off, click **Camera** .
4. To join the call, click **Join now**.
5. To end the call, click **Leave call** .

3.1.14.2. Join a video call

1. Open **Gmail**.
2. In the bottom left corner, click **My meetings**  to join a video call that is upcoming on your calendar.
3. Under “**My Meetings**” hover over the upcoming meeting you’d like to join, then click **Join**.
 - To turn your microphone on or off, click **Microphone** .
 - To turn your camera on or off, click **Camera** .
4. To join the call, click **Join now**.
5. To end the call, click **Leave call** .

3.1.15. Use Chat in Gmail

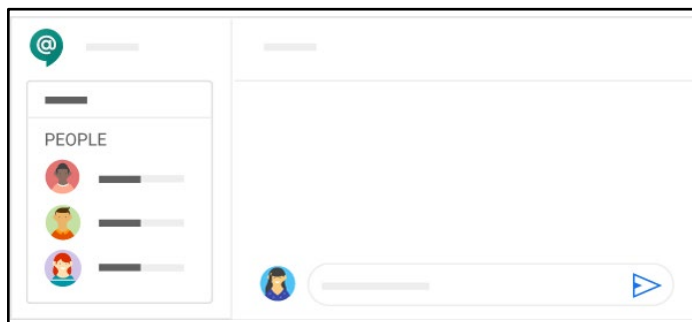
In Chat, you can send a direct message to individuals or groups. Direct messages are private conversations between you and other people. Once you create a direct message, you can't add people, so the conversation remains private.

3.1.15.1. Send a direct message to a person

1. Open **Gmail**.
2. If the name isn't already under “**Chat**” click **Start a chat** .
3. Enter a name or email address. Suggestions appear as you enter text.
4. Click the person you want to message.
5. Enter a message, then click **Send** .

3.1.15.2. Send a direct message to a group

1. Open **Gmail**.
2. Under **"Chat"** click on an existing group conversation, enter a message, then click **Send** ➤.
3. If the group conversation isn't under **"Chat"** click **Start a chat** + , then click **Start group conversation**.
4. Enter a name or email address. Suggestions appear as you enter text.
5. Click **Done** ✓.
6. Enter a message, then click **Send** ➤.



3.1.16. Change your status in Gmail

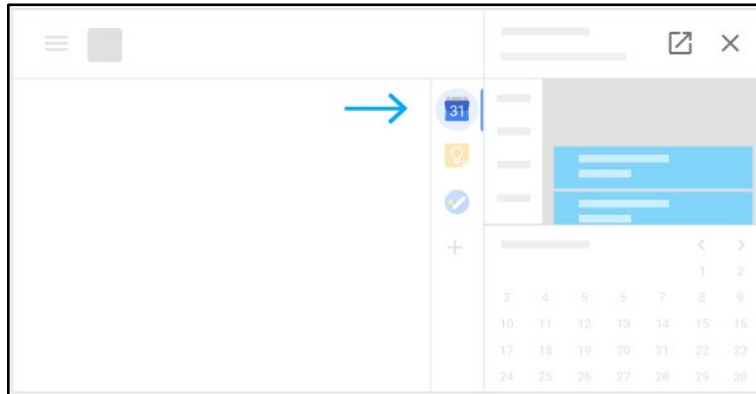
1. Open **Gmail**.
2. At the top right, click your Chat status to change it.
3. If you choose **Do not disturb**, select how long you want to mute your notifications for.
4. (Optional) To turn off Do not disturb, click **your status**, then click **Turn off do not disturb**.



3.1.17. Use other tools

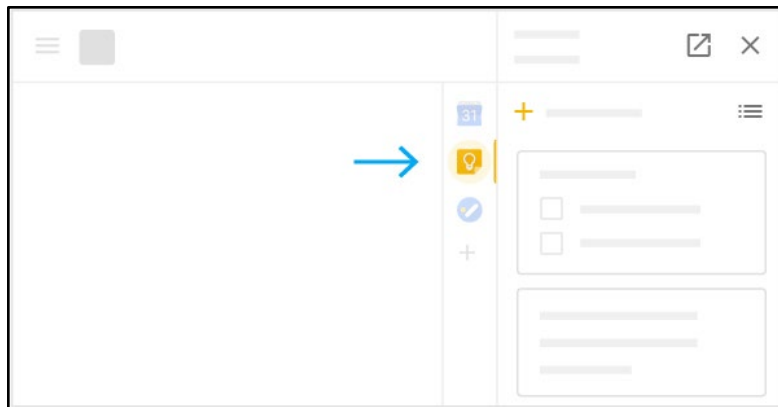
3.1.17.1. Open your Google Calendar and events

1. **Open Calendar:** On the right, click **Calendar** . Your daily events and a mini monthly calendar appear.
2. **See event details:** Click an event to open it and see details.
3. **Reply to an event:** Open an event. At the bottom, next to **Going?**, click a reply.



3.1.17.2. Open notes in Google Keep

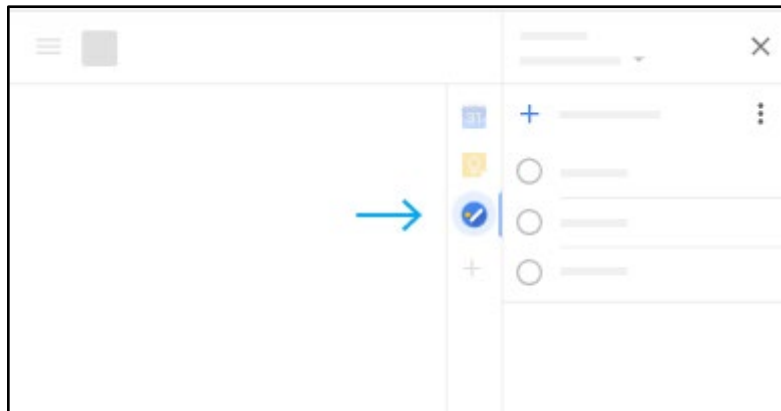
1. **Open Google Keep:** On the right, click Keep .
2. **Add a note or list:** Click **+ Take a note** or **New list** .
3. **Edit a note:** Click a note and enter a message. Click **Done**.



3.1.17.3. Open your to-do lists in Google Tasks

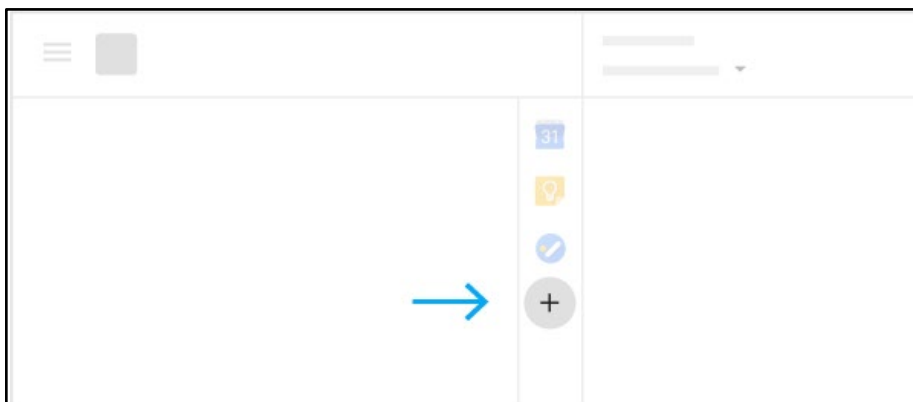
1. **Open Google Tasks:** On the right, click **Tasks** . The current list appears at the top, with any tasks below it.

2. **Add a new list:** Click the Down arrow Drop down ▼ , then click **Create a new list**.
3. **Change lists:** Click the **Down arrow** ▼ and select a list.
4. **Add a new task:** Click **+ Add a task**. To add a new task from an email, drag the email into a task list.
5. **Edit or delete a task:** Point to a task and click Edit ✎ . From the Edit window, click **Delete** 🗑 to delete a task.



3.1.18. Get add-ons

1. On the right, click **Add-ons** + .
2. Click an add-on.
3. Click **Install**.



3.2. Gmail Management (Android)

3.2.1. Create and send email

1. Open Gmail
2. On the bottom right, click **Compose +**.
3. Add recipients and a subject
4. Enter your message. Email you start writing but don't send are automatically saved in **Drafts** on the left

3.2.2. See new Email

1. Unread email are bold. To open an email, click it. By default, replies to email are grouped into conversations. Keeping all email together in a thread makes it easier to keep track of them and saves space in your inbox.
2. If you prefer to separate your existing email from future email, you can turn off conversation view.
3. At the bottom left, click **Settings**, then click **See all settings**.

3.2.3. Reply to email

1. To reply to a single email or the last email in a thread, click **Reply** .
2. To reply to an email within a thread, click **Reply** .
3. To forward a single email or the last email in a thread, click **Forward** .
4. To forward an email within a thread, click **More** , then click **Forward**.
5. To see previous email in a thread, click **Show trimmed content** .
6. To forward an entire conversation, at the top, click More , then click **Forward all**.

3.2.4. Change recipients or subjects

3.2.4.1. Add and remove recipients

1. From an open email, click a recipient's address
2. To add more recipients, type their email addresses
3. To remove recipients, click their email address, click Remove
4. Edit an Email subject
Under the recipient address you can add and edit your subject
5. Enable Gmail offline
6. At the bottom left, click **Settings**, then click **See all Settings**.
7. Go to the **Offline tab** and check the **Enable offline mailbox**
8. (Optional) Next to Sync settings, choose how many days of email you want to store offline.
9. Next to Security, choose whether to keep or remove offline data on your device.
10. Click **Save Changes**

3.2.5. Turn your vacation responder on or off

1. Open Gmail
2. At the bottom left, click **Settings**, then click **See all settings**
3. Scroll down to Vacation responder and select **Vacation responder on** or **Vacation responder off**.
4. If you turned on the vacation responder, enter the dates you're away and add a message. Then, select who should get a response.
5. At the bottom, click **Save Changes**.

3.2.6. Organize your inbox

Manage email with labels and filters and move email out of your inbox

3.2.6.1. Create a label

1. Open Gmail
2. At the bottom left, click **settings**, then click **See all Settings**
3. Click the **Labels tab**.
4. Scroll to the Labels section and click **Create new label**.
5. Enter the label name and click Create

3.2.6.2. Create a label from an email.

1. Open Gmail
2. At the bottom left, click Settings, then click See all settings
3. Click the labels tab
4. Scroll to the labels section and click Create new label
5. Enter the label name and click Create

3.2.6.3. Apply labels to email

1. In your inbox, check the boxes next to the email you want to apply a label to.
2. Click Labels .
3. Check the boxes next to the labels you want to add and click **Apply**

3.2.6.4. Apply a color to a label

1. In the left panel, point to a label and click More .
2. Point to **Label color** and choose a color. Or, click **Add custom color**.
The change instantly applies to all email with that label.
3. (Optional) To remove a label color, point to **Label color** and click **Remove color**.

3.2.6.5. Move email from your inbox to a label

1. In your inbox, check the boxes next to the email you want to move into a label.
2. Click Move to .
3. Click the label you want to move your email to.

3.2.7. Add filters

Manage your incoming email automatically with Gmail's filters.

1. Open Gmail.
2. In the search box at the top, click the **Down arrow** .
3. Enter your search criteria. If you want to check that your search worked correctly, see what emails show up by clicking **Search**.
4. At the bottom of the search window, click **Create filter**.
5. Choose what you'd like the filter to do.

3.2.8. Star important email

Want to flag an important email? Click Star  next to an email in your inbox or an email within a conversation. To see all your starred email, in the left sidebar, click Starred.

3.2.9. Snooze email

Postpone email to a future date or time that's more convenient for you.

1. Open **Gmail** and point to an email.
2. On the right, click **Snooze** .
3. Under Snooze until, choose a time.

The email automatically snoozes and moves out of your inbox. You will get a reminder about the snoozed email after the specified time.

4. (Optional) To see all snoozed email, click **Snoozed** in the left sidebar.

3.2.10. Archive or delete email

Archived email messages move out of your inbox but stay under All mail, so that you can find them later. Deleted email messages move to the Trash and get permanently deleted after 30 days.

To archive or delete email, select one or more emails. At the top, click Archive  or Delete . Or, you can point to a single email and click Archive  or Delete .

3.2.11. Find email

3.2.11.1. Search your inbox

1. Open Gmail.
2. At the top, in the search box, enter your search criteria.

3.2.11.2. Narrow your search

1. To narrow your search, at the right of the Gmail search box, click the Down arrow ▼.
2. Add specific search criteria. For example, you can find an email from Alice that has an attachment within a particular time frame.

3.2.11.3. Clear your search history

1. Click the search box. Your most recent search may show.
2. Go to the search and click Delete ✕.

3.2.12. Use Chat in Gmail

In Chat, you can send a direct message to individuals or groups. Direct messages are private conversations between you and other people. Once you create a direct message, you can't add people, so the conversation remains private.

3.2.12.1. Send a direct message to a person

1. Open **Gmail**.
2. If the name isn't already under "**Chat**" click **Start a chat +** .
3. Enter a name or email address. Suggestions appear as you enter text.
4. Click the person you want to message.
5. Enter a message, then click **Send** ➤

3.3. Gmail Management (iOS)

3.3.1. Create and send email

1. Open Gmail
2. On the bottom right, click **Compose +**.
3. Add recipients and a subject
4. Enter your message. Email you start writing but don't send are automatically saved in **Drafts** on the left

3.3.2. See new Email

1. Unread email are bold. To open an email, click it. By default, replies to email are grouped into conversations. Keeping all email together in a thread makes it easier to keep track of them and saves space in your inbox.
2. If you prefer to separate your existing email from future email, you can turn off conversation view.
3. At the bottom left , click **Settings** , then click **See all settings**.

3.3.3. Reply to email

1. To reply to a single email or the last email in a thread, click **Reply** .
2. To reply to an email within a thread, click **Reply** .
3. To forward a single email or the last email in a thread, click **Forward** .
4. To forward an email within a thread, click **More** , then click **Forward**.
5. To see previous email in a thread, click **Show trimmed content** .
6. To forward an entire conversation, at the top, click More , then click **Forward all**.

3.3.4. Add and remove recipients

1. From an open email, click a recipient's address
2. To add more recipients, type their email addresses
3. To remove recipients, click their email address, click Remove

3.3.5. Enable Gmail offline

1. At the bottom left, click **Settings**, then click **See all Settings**.
2. Go to the **Offline tab** and check the **Enable offline mail** box
3. (Optional) Next to Sync settings, choose how many days of email you want to store offline.
4. Next to Security, choose whether to keep or remove offline data on your device.
5. Click **Save Changes**

3.3.6. Turn your vacation responder on or off

1. Open Gmail
2. At the bottom left, click **Settings** , then click **See all settings**
3. Scroll down to Vacation responder and select **Vacation responder on** or **Vacation responder off**.
4. If you turned on the vacation responder, enter the dates you're away and add a message. Then, select who should get a response.
5. At the bottom, click **Save Changes**.

3.3.7. Organize your inbox

Manage email with labels and filters and move email out of your inbox

3.3.7.1. Create a label

1. Open Gmail
2. At the bottom left , click **settings** , then click **See all Settings**
3. Click the **Labels tab**.
4. Scroll to the Labels section and click **Create new label**.
5. Enter the label name and click Create

3.3.7.2. Create a label from an email.

1. Open Gmail
2. At the bottom left, click Settings, then click See all settings
3. Click the labels tab
4. Scroll to the labels section and click Create new label
5. Enter the label name and click Create

3.3.7.3. Apply labels to email

1. In your inbox, check the boxes next to the email you want to apply a label to.
2. Click Labels .
3. Check the boxes next to the labels you want to add and click **Apply**

3.3.7.4. Apply a color to a label

1. In the left panel, point to a label and click More .
2. Point to **Label color** and choose a color. Or, click **Add custom color**.
The change instantly applies to all email with that label.
3. (Optional) To remove a label color, point to **Label color** and click **Remove color**.

3.3.7.5. Move email from your inbox to a label

1. In your inbox, check the boxes next to the email you want to move into a label.
2. Click Move to .
3. Click the label you want to move your email to.

3.3.8. Add filters

Manage your incoming email automatically with Gmail's filters.

1. Open Gmail.
2. In the search box at the top, click the **Down arrow** .

3. Enter your search criteria. If you want to check that your search worked correctly, see what emails show up by clicking **Search**.
4. At the bottom of the search window, click **Create filter**.
5. Choose what you'd like the filter to do.

3.3.9. Star important email

Want to flag an important email? Click **Star**  next to an email in your inbox or an email within a conversation. To see all your starred email, in the left sidebar, click **Starred**.

3.3.10. Snooze email

Postpone email to a future date or time that's more convenient for you.

1. Open **Gmail** and point to an email.
2. On the right, click **Snooze** .
3. Under Snooze until, choose a time.
4. The email automatically snoozes and moves out of your inbox. You will get a reminder about the snoozed email after the specified time.
5. (Optional) To see all snoozed email, click **Snoozed** in the left sidebar.

3.3.11. Archive or delete email

Archived email messages move out of your inbox but stay under All mail, so that you can find them later. Deleted email messages move to the Trash and get permanently deleted after 30 days.

To archive or delete email, select one or more emails. At the top, click Archive  or Delete . Or, you can point to a single email and click Archive  or Delete .

3.3.12. Find email

3.3.12.1. Search your inbox

1. Open Gmail.
2. At the top, in the search box, enter your search criteria.

3.3.12.2. Narrow your search

1. To narrow your search, at the right of the Gmail search box, click the Down arrow .
2. Add specific search criteria. For example, you can find an email from Alice that has an attachment within a particular time frame.

3.3.12.3. Clear your search history

1. Click the search box. Your most recent search may show.
2. Go to the search and click Delete .

3.3.13. Use Chat in Gmail

In Chat, you can send a direct message to individuals or groups.

Send a direct message to a person:

1. Open **Gmail**.
2. If the name isn't already under "**Chat**" click **Start a chat** + .
3. Enter a name or email address. Suggestions appear as you enter text.
4. Click the person you want to message.
5. Enter a message, then click **Send** ➤

4. Google Chat

You can message a person or group in Google Chat the same way you do in classic Hangouts, but with enhanced features. Google Chat is available in Gmail. You can also use Google Chat on the web and on mobile with apps for Android, iOS, and desktop.

4.1. Google Chat (Computer)

4.1.1. Sign in to Google Chat

1. Go to Google Chat or your Gmail account.
2. If prompted, sign in to your Google Account.

Tips: You can also install the Chat standalone app.

4.1.2. Send a message to a person.

1. Go to Google Chat or your Gmail account.

2. On the left, under “Chat,” click the name of the person you want to message.
 - If you can’t find their name, click **Start a chat** .
 - Enter a name or email address. Suggestions appear as you enter text.
Tip: If you’re logged into a work or school account, to send a direct message to someone outside of your organization, enter their email address.
 - Select the person you want to message.
3. Enter a message.
4. Click **Send** .

4.1.3. Send a message to a group

1. Go to Google Chat or your Gmail account.
2. On the left, under "Chat," click a group name.
3. Enter a message.
4. Click Send .
5. If the group isn’t under "Chat," click Start a chat   Start group conversation.
6. Enter a name or email address. Suggestions appear as you enter text.
7. Click Done .
8. Enter a message.
9. Click Send .

4.1.4. Create a space or preview and join a space

4.1.4.1. Create a space

1. Go to Google Chat or your Gmail account.
2. Next to “Spaces,” click Create or find a space  > Create space.
3. Enter a space name.
4. Optional: To customize your space:
 - If you want to pick an emoji, click Choose an emoji . If you don't select an emoji, a default avatar is used.
 - If you use a Google Workspace account, you may have the option to select these options that can't be changed later:
 - “Use threaded replies” to create different conversation threads.
 - “Allow people outside of your organization to join.”
5. Enter names or email addresses of people and groups you want to add.
You can also select from suggestions.
6. Click Create.
7. Optional: To add more people and bots to the space:
 - a. Click Add people & bots.
 - b. Enter names or emails.
 - c. Click Send.

4.1.4.2. Preview & join a space.

1. Go to Google Chat or your Gmail account.
2. Next to “Spaces,” click Start a chat  > Browse spaces.
 - The spaces you're invited to are at the top of the list.

- To find a space, enter its name.
- Optional: To preview a space, point to the space name and click Preview.
 - When you preview a space, you can read messages, but you can't send messages or get notifications.
- 3. In the preview, to block the space, click Block. To join the space, click Join

4.1.5. Edit and delete text in your conversation

Important: You must use Chat with a Google Workspace account to edit or delete messages.

Point to your chat message, then click:

1. Edit : Make your changes, then click Done .
2. Delete : To confirm, click Delete.

4.1.6. Add you formatting & emojis to your messages

- **Bold text:** Add asterisks * before and after the text you want to bold. For example, if you enter, *Tuesday*, the chat displays **Tuesday**.
- **Italicize text:** Add underscores _ before and after the text you want to italicize. For example, if you enter _every week_, the chat displays *every week*.
- **Strikethrough text:** Add tildes ~ before and after the text you want struck through. For example, if you enter ~done~, the chat displays ~~done~~.
- **Create an inline code block:** Add backticks ` before and after the text you want in a code block.
- **Create a multi-line code block:** Add 3 backticks ``` before and after the text you want in a code block.

- **To select an emoji:**

- Click Emoji 😊.
- Select the emoji you want to add.

4.1.7. Leave a space

Important: If you create a conversation in classic Hangouts, you can't add people or leave the conversation in Google Chat. To do so, create a new space or new message in Google Chat.

1. Go to Google Chat or your Gmail account.
2. On the left, under "Spaces," next to the space name, click More options ⋮
 - Leave ➤ Leave space.

4.1.8. Delete a conversation

1. Go to Google Chat or your Gmail account.
2. On the left, next to the person's name, click More options ⋮ ➤ Delete conversation ➤ Delete.

4.1.9. Delete a message

Important: You must use Chat with a Google Workspace account to delete a message.

1. Point to your chat message, then click Delete
2. To confirm, click Delete 🗑️.

4.1.10. Upload and share file

1. Point to your chat message, then click Delete
2. To confirm, click Delete .
3. Go to Google Chat or your Gmail account.
4. Enter your message.
 - In Gmail: Click Add .
5. Choose an option:
 - To attach a file from your computer, click Upload 
 - The file isn't added to Google Drive. Other users get the file directly in the message.
 - To attach a Drive file, click Google Drive .
 - If anyone in the space doesn't have access to the file, you get a notification when you send the file.
 - If you have edit access to the file, you can grant access.
 - If you grant access to a file in a space, access also applies to people who later join the space.
 - If people leave the space, they lose access to the file unless you give them access separately.
6. Select the file you want to send.
7. Click Send .

4.1.11. Search Your messages

1. Open Google Chat or the Chat desktop app .
2. At the top right, click Search .
3. On the left, select a space or click All spaces and direct messages.

4. In the search box, enter search terms.
Optional: To narrow your search, click people and content types, such as images or videos.
5. To open the result, click Go to thread.

4.1.12. Manage your notifications

1. Go to Google Chat or your Gmail account.
2. Open settings:
 - In Chat: Click your status > Chat notification settings or Settings .
 - In Gmail: Click your status > Chat notification settings.
3. Under "Desktop" or "Desktop notifications," select an option:
 - To play a sound for notifications, check the box next to "Play notification sounds."
 - To turn email notifications for unread messages on or off, under "Email" or "Email notifications," select Only @mentions & direct messages or Off.

Tip: Email reminders apply to messages that you haven't read after 12 hours.

4.1.13. Change profile photo or name

4.1.13.1. Profile photo

Google Chat displays your Google Account's profile photo. If you update your photo for Chat, it's updated for other Google services.

1. Sign in to your Google Account.
2. Under "Personal info," click Photo.
3. Upload a photo from your computer or choose one of your Google Photos.
4. Rotate and crop your photo as needed.

- Find steps to crop your photo with assistive technology below.
5. At the bottom left, click Save as profile picture.

4.1.14. Profile name

Google Chat displays the name on your Google Account.

1. Sign in to your Google Account.
2. Under "Personal info," click Name > Edit .
3. Follow the steps on the screen.

Tip: To change your name on a work or school account, contact your administrator.

4.2. Google Chat (Android)

4.2.1. Sign in to Google Chat

1. In the Google Play store, download Google Chat or the Gmail app.
2. Open the app.
3. If prompted, sign in to your Google Account to send and receive messages.

4.2.2. Send feedback in the Chat app

1. Open the Google Chat app .
2. Go to the area in Chat that you have trouble with.
3. At the top left, tap Menu  > Send feedback.
4. Enter your comments into the box.

Optional: If a screenshot would help explain your feedback to our support team, leave the box next to "Screenshot" checked. If you don't want to include a screenshot, uncheck the box.

5. At the top right, tap Send .

4.2.3. Turn Chat on or off in Gmail

1. Open the Gmail app .
2. At the top left, tap Menu  > Settings.
3. Choose an account to opt in to Google Chat.
4. Under “General,” next to “Chat,” turn on “Show the chat and spaces tab.”

4.2.4. Change dark mode settings

Important: Dark theme for Google Chat is only available with Android 10.0 or up.

1. On your Android device, tap Settings  > Display.
2. Turn Dark theme on or off.

4.2.5. Start an instant video meeting in Chat & Gmail

1. Open the Chat app  or Gmail app .
2. Tap Chat  or Spaces .
3. Open a chat message and in the reply area, tap Add video meeting  >
Send .
4. To join a meeting, tap Join video meeting > Join now.

4.2.6. Schedule & share a Calendar meeting in Chat & Gmail

Important: If you're using your mobile device, you must have the Google Calendar app to schedule and share a Calendar meeting in Chat. If you don't have the Google Calendar app installed, Google Play will open so you can download it.

1. Open the Chat app  or Gmail app .
2. Tap Chat  or Spaces .
3. Open a chat message and in the reply area, tap Google Calendar .
4. A scheduled meeting in the nearest time slot will appear. You can change event details to a different date or time, or add a room > tap Save & share.

4.3. Google Chat (iOS)

4.3.1. Sign in to Google Chat

1. Download the Chat app or the Gmail app from the App Store.
2. Open the app.
3. If prompted, sign in to your Google Account.

4.3.2. Send feedback in the Chat app

1. Open the Google Chat app .
2. Go to the area in Chat that you have trouble with.
3. At the top left, tap Menu  > Send feedback.

4. Enter your comments into the box.

Optional: If a screenshot would help explain your feedback to our support team, leave the box next to "Screenshot" checked. If you don't want to include a screenshot, uncheck the box.

5. At the top right, tap Send ➤

4.3.3. Turn Chat on or off in Gmail

1. Open the Gmail app .
2. At the top left, tap Menu  > Settings.
3. Choose an account to opt in to Google Chat.
4. Under "General," next to "Chat," turn Show the chat and spaces tab on or off.

4.3.4. Change dark mode settings

On your iPhone, you can turn dark mode on or off in your phone's settings. This change applies to all apps, not just Google Chat.

4.3.5. Start an instant video meeting in Chat & Gmail

1. Open the Chat app  or Gmail app .
2. Tap Chat  or Spaces .
3. Open a chat message and in the reply area, tap Add video meeting  > Send .
4. To join a meeting, tap Join video meeting > Join now.

4.3.6. Schedule and share a Calendar meeting in Chat & Gmail

Important: If you're using your mobile device, you must have the Google Calendar app to schedule and share a Calendar meeting in Chat. If you don't have the Google Calendar app installed, the App Store will open so you can download it.

You can only share and schedule a meeting in Chat with the Google Calendar app. Other calendar apps don't work with Google Chat. If you prefer to schedule events in another app on iOS, you shouldn't use this feature.

1. Open the Chat app  or Gmail app .
2. Tap Chat  or Spaces .
3. Open a chat message and in the reply area, tap Google Calendar .
4. A scheduled meeting in the nearest time slot will appear. You can change event details to a different date or time, or add a room > tap Save & share.

