



# Google Mail and Calendar





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Alberta  
**PowerSchool**  
Users Group



# Today's Session will cover:

Google Mail  
Google Calendar  
Google Drive

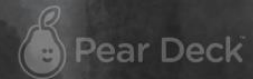


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For my information,  
what district are you  
with?



Students, write your response!



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# Does your district use Google Suite?



Students, drag the icon!



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# Understanding Google

- Google vs Chrome vs Suite
  - Cloud based storage



# Google Mail!

- Customize your inbox style
  - Creating new messages
  - Replying and Forwarding
    - Adding Attachments

How well do you understand what we just covered?



 Pear Deck



Students choose an option

Pear Deck Interactive Slide  
Do not remove this bar





# Google Calendar!

- Customize your Calendar
- Creating appointments, including recurring
  - Create meetings and invite attendees
    - Sort and Label
    - Share your calendar

How well do you understand what we just covered?



 Pear Deck



Students choose an option

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# Google Drive

- Google Documents vs Sheets vs Slides
- Store and access your files and folders from anywhere
  - Automatic syncing
- Share exactly what you want with who you want!

How well do you understand what we just covered?



 Pear Deck



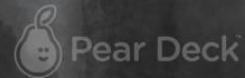
Students choose an option

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Do you have any questions about Google Mail, Calendar or Drive?



Students, write your response!



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# Thank you for coming

I hope you have a great rest of your day!