

Collaboration Tools with Google Apps

Description: 4.5-Hour Course (8:30am-1pm, with a 30-minute break)

Price: \$195 per attendee

Location: Onsite at Customer Location (alternate training room can be arranged)

1 - Getting the Most Out of Google Apps

Setting Gmail to be your Browser's Homepage

Setup Gmail Offline

Setup Google Notifier

2 - Google Gmail

Logging In

The Gmail Interface

Conversation Threads

Composing a message

Reply & Forward

Moving from Folders to Labels

Starred Mail

Using Search in Gmail

Creating Filters

Managing Contacts

Managing Contact Groups

Adding a Signature

Setting an Automatic Vacation Response

Changing Your Password

3 - Google Talk

Chat, Voice & Video Chat in Gmail

Google Talk and iChat

4 - Google Calendar

Calendar Settings

Scheduling Meetings in Google Calendar

Share your Calendar with Co-workers

Sharing a Team Calendar

Sharing a Public Calendar

Setting your Calendar as Private

Remove Someone from your Shared Calendar

5 - Google Docs

Overview of Google Docs

Import Files into Google Docs

Sharing a Document

Export Files from Google Docs

Revision History in Google Docs

Creating Form

Editing Forms

Embedding a Form

Sending & Publishing Forms

Viewing Form Responses

6 - Google Sites

Overview of Google Sites

Create a New Site

Create a New Page

Edit a Google Sites Page

Edit a Site with Others

Embed Content within Google Sites

Display a Calendar in Google Sites

Revert a Site to a Previous Version

Searching in Google Sites

Including a Page in the Navigation

Removing a Page from the Navigation

Removing the Recent Site Activity and Sitemap

Change the Logo on your Site

Delete a Site

7 - Google Video

Overview of Google Video

Upload a Video

Delete a Video