

## GOOGLE APPS FOR EDUCATION QUICK REFERENCE GUIDE

Login at: <http://mail.google.com/a/bubblers.us>

Your username is: FirstnameLastname@bubblers.us (example: janedoe@bubblers.us)

Your new user password is: smsdteacher

This same format will be used for all SMSD faculty and staff.

For students, the format will be the same as their Windows server login / SonicWall

login: GradyearLastnameFirstinitial@bubblers.us (example: 15DoeJ@bubblers.us)

Student password will be their student ID.



### Welcome to South Middleton School District

Sign in to your account at  
**South Middleton School District**

Username:  @bubblers.us

Password:

Stay signed in

[Can't access your account?](#)

#### Less spam, plenty of space and access from ar

Welcome to your email for South Middleton School District,

- Keep unwanted messages out of your inbox with Go
- Keep any message you might need down the road, a
- Send mail, read new messages and search your arcl

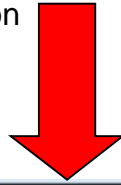


#### Download Chrome to get a faster & enhanc

Chrome is a secure and stable browser that off  
[Deploy Chrome company-wide via the MSI](#) or [d](#)

You will need to “Agree” to the terms and conditions and then change your password the first time you access your account.

Your home screen will be an email interface which you may feel free to use as a private secondary email account.



Click "Drive" for file storage.

The screenshot shows the Google Apps navigation bar at the top with the following items: +You, Search, Images, Mail, Drive, Calendar, Sites, Groups, Contacts, and More. Below the navigation bar is the Google logo and a search bar. The main content area is titled 'Mail' and features a 'COMPOSE' button, a refresh button, and a 'More' dropdown. The email list includes an advertisement for AAA Auto Insurance, a 'Try on a new inbox' section with options like 'Classic', 'Important first', 'Unread first', 'Starred first', and 'Priority Inbox', and two email entries: one from Sharonn, me (2) with the subject 'Testing My Bubblers.us Gmail - Got it. On Thu, Feb 28, 21', and another from Dennis, me (2) with the subject 'Test email - This is a response to the test email. Dennis C'.

Your drive space is accessed by clicking on "Drive" from your email interface. The drive space will allow you to setup folders and organize files the same way that you do in your HOME folder on the SMSD server.

The screenshot shows the Google Apps navigation bar with the same items as before. Below it is the Google logo and a search bar. The main content area is titled 'Drive' and features a 'CREATE' button, an upload button, and a 'More' dropdown. The file list under 'My Drive' includes a 'TITLE' header, a 'Test document' file, and an 'SMSD Administrator Guides' folder.

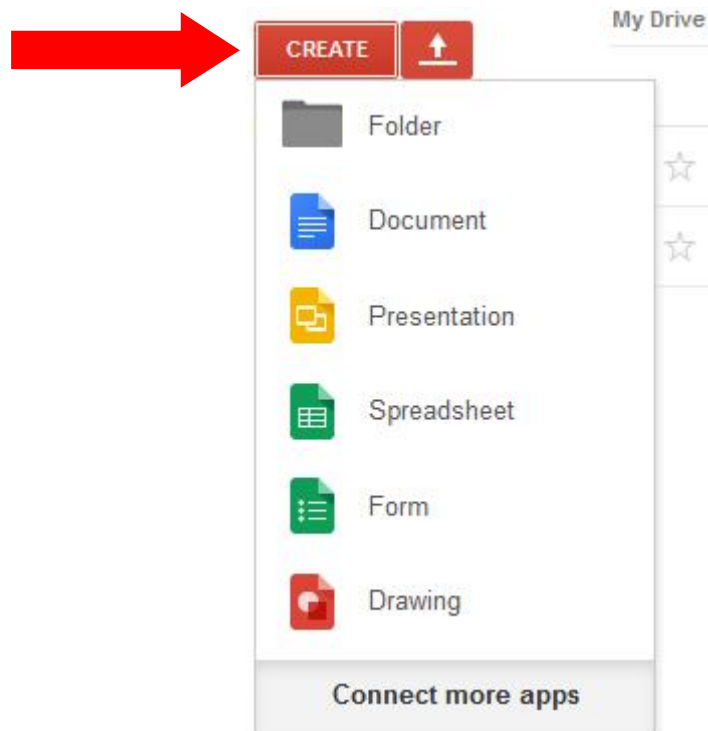
Notice how you can toggle back and forth between your email interface and drive space.

Click on the upload icon to copy files to your Google drive space.



You can upload single files, groups of files (using CTRL + click) or entire folders.

You can create a range of documents directly in your drive space by clicking on the create icon.

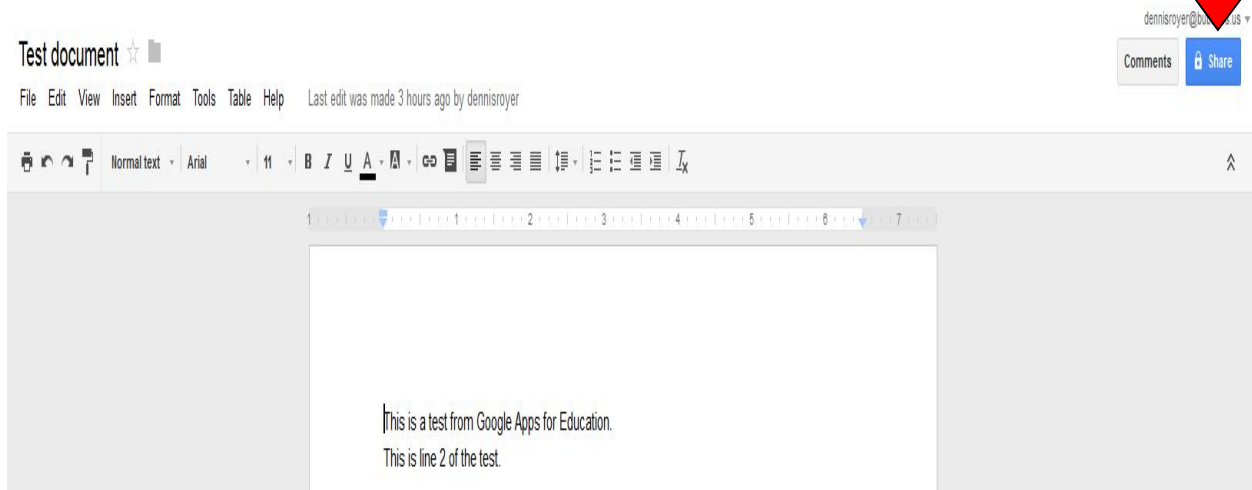


You can edit your documents and save them and re-open them just the same that you now do from the file server.

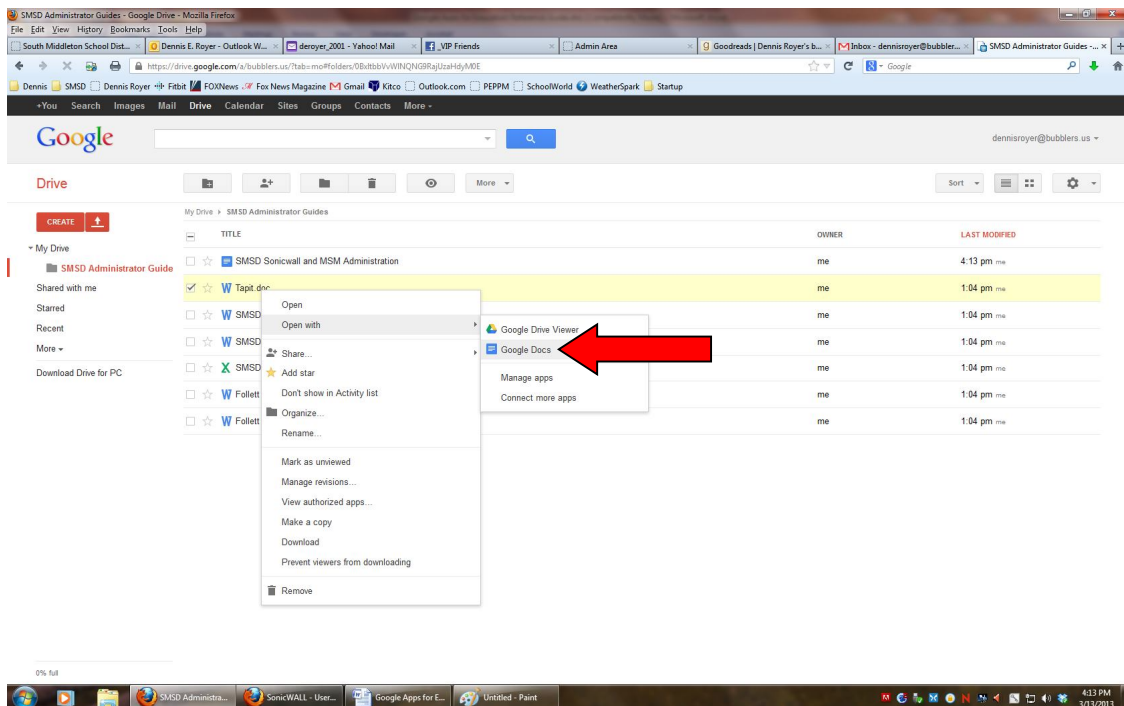
**NOTE: Your documents automatically save every few seconds.**

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You can even “Share” documents with people who you select. (This is an advanced concept not covered by this Quick Reference Guide, but feel free to give it a try.)

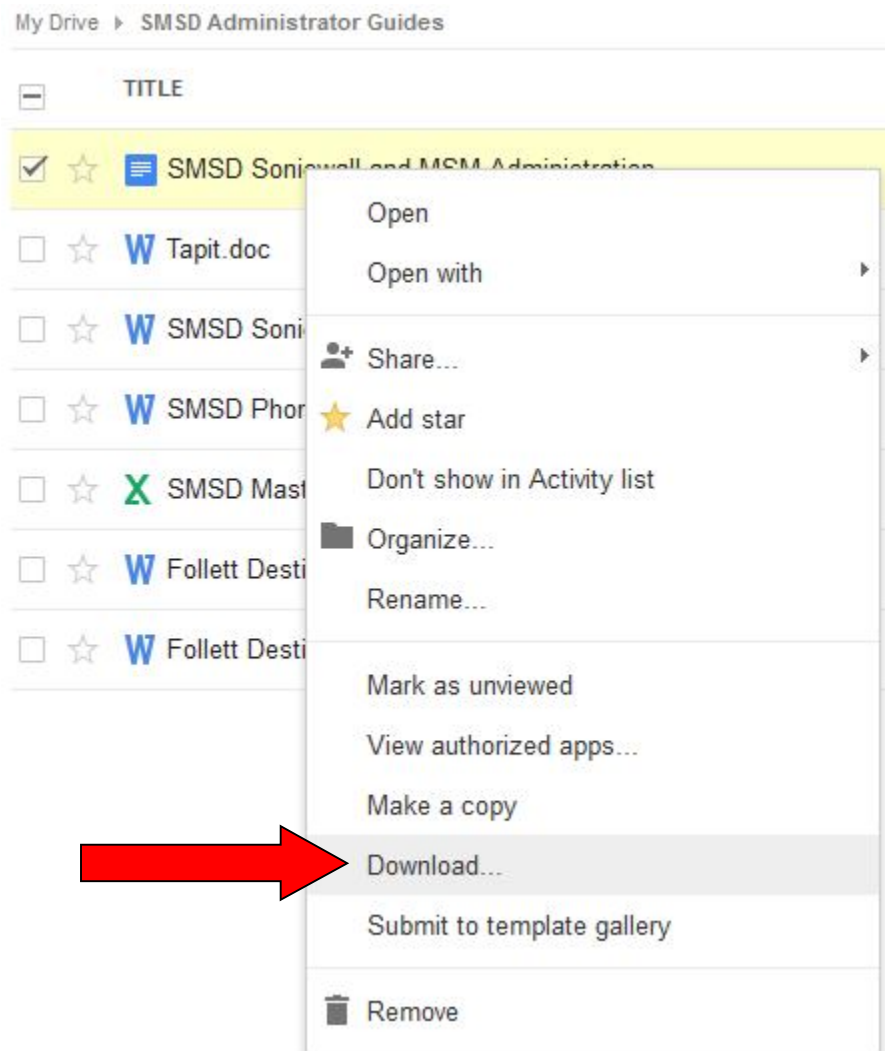


If you copy a Microsoft Office document to your Google drive and then want to edit that document using the Google interface, Google will convert it to a different format. RIGHT click on your Office document and select “Open With” and “Google Docs.”



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If you want to copy a file in your Google drive space back to your local computer, RIGHT click the document and select "Download."




The download dialog box will allow you to convert your Google documents to many available formats including Microsoft Office.

## Convert and Download

Selected items  All items

Choose how you want to download each kind of file:  
Change all formats to: [MS Office](#) - [Open Office](#) - [PDF](#)

 Document (1) Microsoft Word (.docx) ▼

- HTML
- Open Document
- PDF
- Rich Text (RTF)
- Plain Text
- Microsoft Word (.docx)**
- Don't download (skip)

You can export up to 2 GB at a time.

## Things to Know

1. Your Google drive space provides 5 GB of storage. That's 5,000 MB! On the SMSD server, we provide only 200 MB storage for your files.  
**\*\*\*\*Note...I think we actually have 30 GB of storage....even better!!!\*\*\*\***
2. However, your Google drive space **will not allow you to restore files** that you accidentally delete or change.
3. Documents converted between Office and Google formats **may not** retain their exact formatting.
4. You can access files on your Google drive space anywhere there is an internet connection.