

## Introduction to G Suite

Welcome to G Suite! We've created a Google account for you, which includes a suite of different tools including:

- Gmail
- Calendar
- Google Drive

Your organization now manages all users and information under accounts ending with <yourdomainname>.org. You can login and view your account information at: <http://accounts.google.com/>

### Gmail

Your email can be accessed here: <http://gmail.com/>

Google has created a [pretty comprehensive guide](#) to Gmail's web functionality. We'll be walking through these parts in the webinar.

- Create and send email: <https://support.google.com/a/users/answer/9259846>
- Organizing your inbox: <https://support.google.com/a/users/answer/9260550>

Google also has a [guide to its web interface that is specific to former Outlook users](#), that you can consult if you're looking to replicate certain Outlook functionality in the web interface.

### Google Calendar

Your calendars can be accessed here: <https://calendar.google.com/>

Google's made [this comprehensive guide](#) to Calendars. We'll be walking through these parts in the webinar.

- Schedule events: <https://support.google.com/a/users/answer/9282963>
- Share and view calendars: <https://support.google.com/a/users/answer/9282964>

There are [some differences](#) between Outlook and Google Calendars.

### Google Drive

You can access your Google Drive here: <https://drive.google.com/>

Google's [guide to Google Drive is here](#). We'll be walking through these parts of it in the webinar.

- Creating and editing files: <https://support.google.com/drive/answer/2424368>
- Sharing files and folders, transferring ownership: <https://support.google.com/drive/answer/2494822>
- Uploading files: <https://support.google.com/drive/answer/2424368>

### Setting up Google Drive Filestream