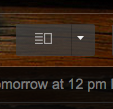
Back to the Basics

September 14, 2015

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lcetech.weebly.com

1. Organize emails

* Create new folders- Click on the emails you want you put in a folder. Click the folder icon. Create new folder or add to an existing folder.
* Toggle mode
* Inbox search- down arrow
* GOAL- to create 2 new folders

1. Settings Macintosh HD:Users:blgrigsby:Desktop:Screen Shot 2015-09-14 at 9.25.12 AM.png

* Set email amount- per page
* Default text
* Add picture
* Mail notifications on desktop
* Signature at the bottom of emails
* Vacation responder
* SAVE CHANGES
* GOAL-Add a signature and picture (if possible)

1. Themes

* Select a background image
* GOAL- Add a background image to make your email look pretty ☺
* Chat-if time

1. Google grid
2. Calendar- Connect with other members of your team, family and football times!

* Create dates or invite people to a meeting by clicking “Create”
* Add and share calendars by adding a “New Calendar” on the drop down arrow
* Other calendars- brose interesting calendars
* GOAL- to add an interesting calendar to your current calendar

1. Drive

* Upload files and share them.
* Click “NEW” and then folder to create a new folder. You can drag and drop files into folders made.
* Upload files from your desktop by clicking “File Upload”
* Change color of files to highlight important files
* Share things in your drive by clicking Macintosh HD:Users:blgrigsby:Desktop:Screen Shot 2015-09-14 at 9.55.09 AM.png
* To add files to drive from shared drive, clickMacintosh HD:Users:blgrigsby:Desktop:Screen Shot 2015-09-14 at 9.55.32 AM.png
* If you delete the files in shared drive, make a copy first
* GOAL: TO make one folder and organize a set of documents