Back to the Basics

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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 
* 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 
* To add files to drive from shared drive, click
* If you delete the files in shared drive, make a copy first
* GOAL: TO make one folder and organize a set of documents