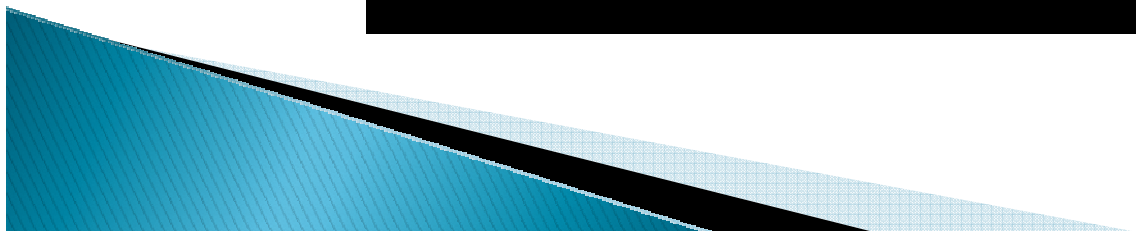
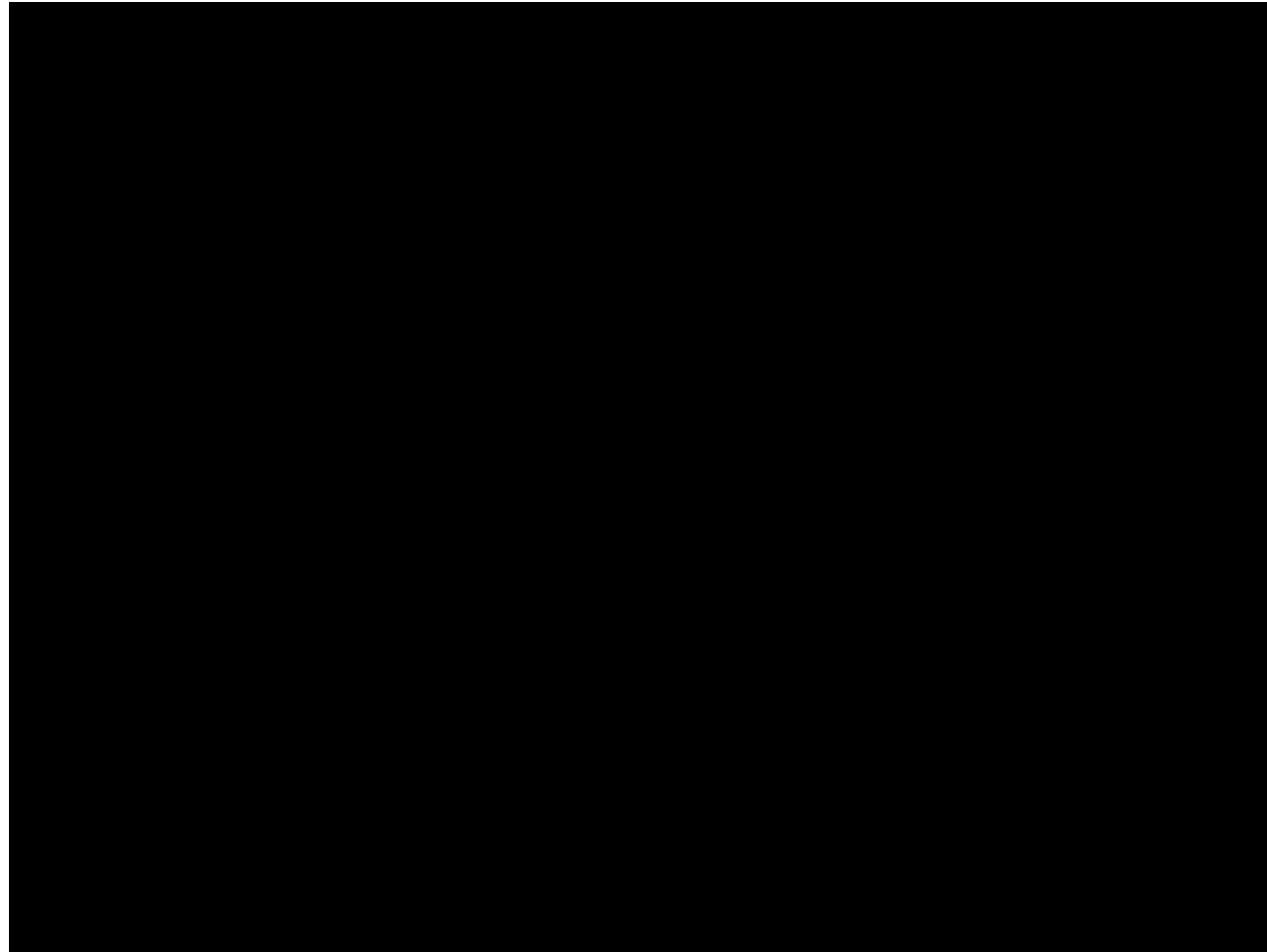




We are joining Googleapps and a Worldwide
Community!
Asisgroup.in

What is Googleapps?



Email

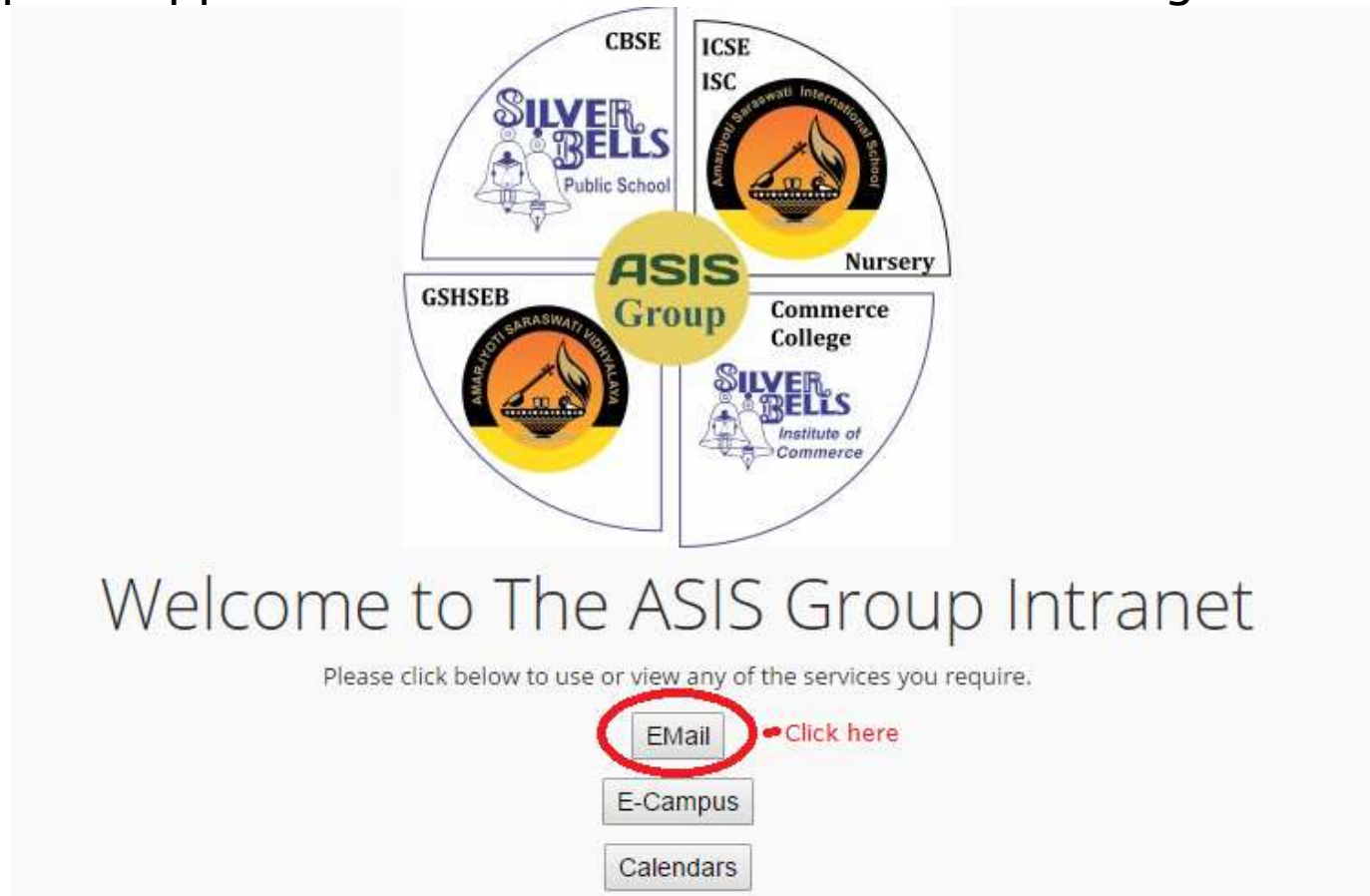
- ▶ Each staff member and also student in 9th to 12th standard of ALL boards will be given an email address in the following format:-
- ▶ <firstname>.<lastname>@asisgroup.in
- ▶ Example:- amarjyoti.gohil@asisgroup.in

Your password on first login will be Password123. You will be asked to change this on first login.



Email

1. From our new Intranet Page, when you login to the school network, a popup will appear as shown below. Click on email to log in.

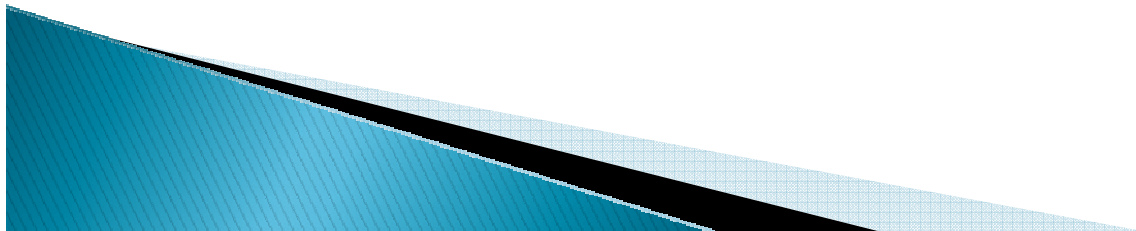


Email

2. Alternatively, go to www.gmail.com and you can login directly.

This link will show you everything you need to know about googleapps email:-

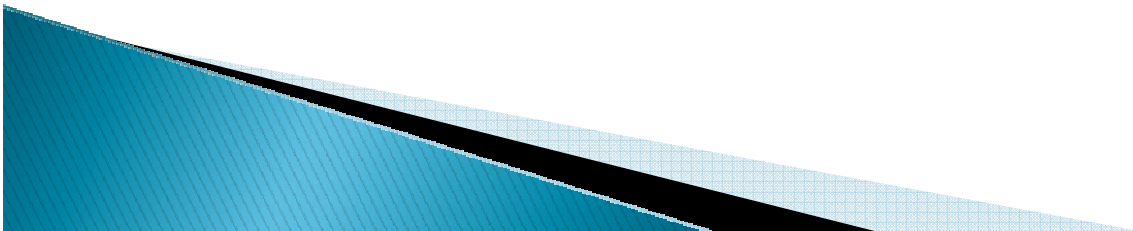
<http://learn.googleapps.com/gmail>



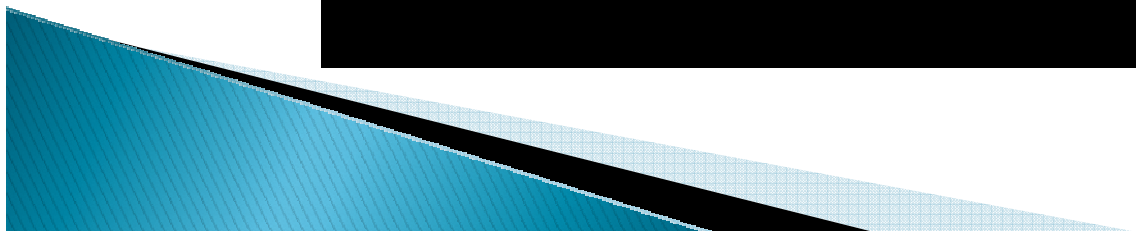
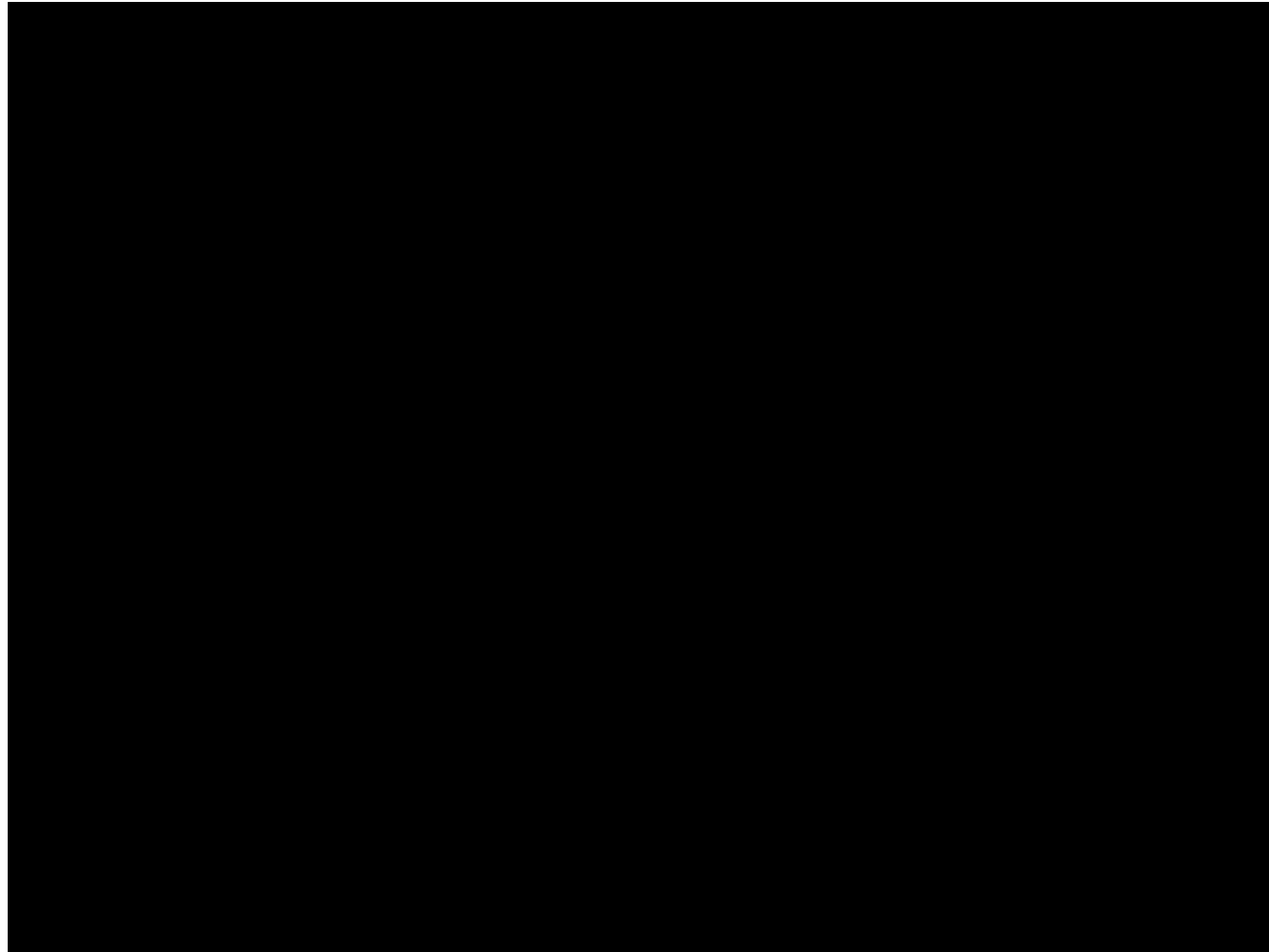
Google Drive

Google Drive is a storage area where you can store and share any of your important files to do with school.

Googleapps gives you 25gb of storage, which is 10gb more than a normal gmail account.

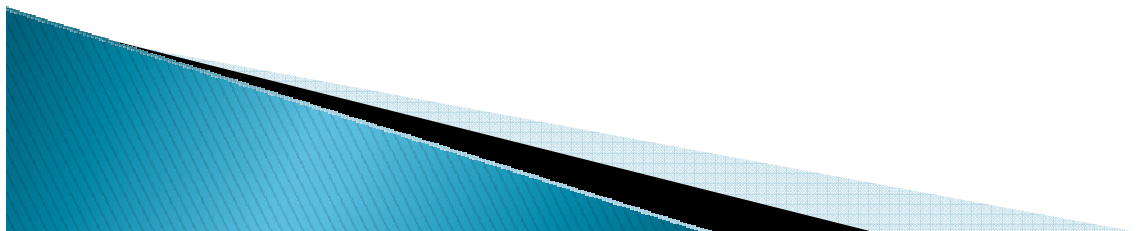


Google Drive



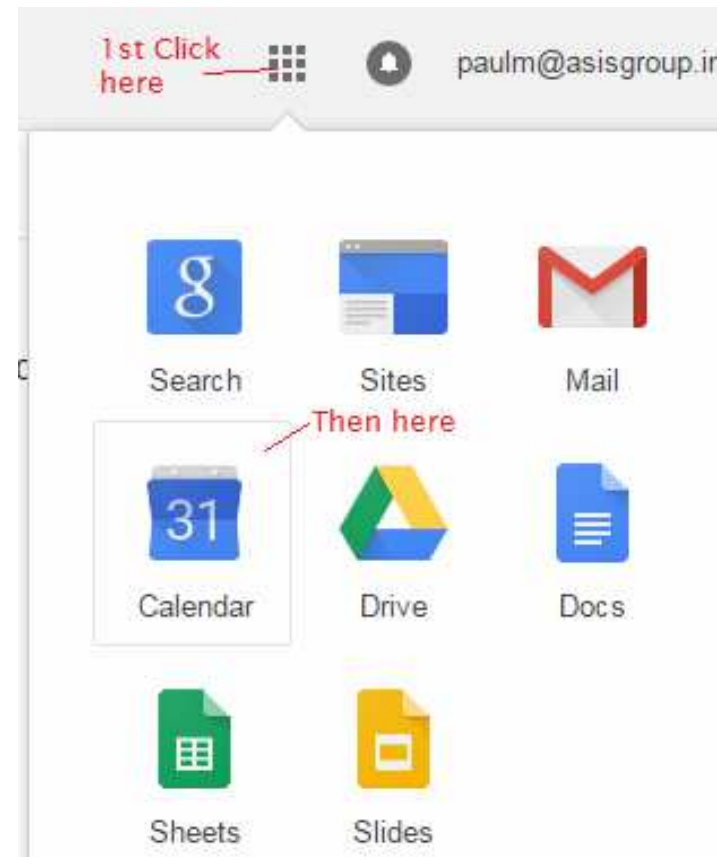
Google Calendar

- ▶ When you first log on to your Email, in your inbox, there should be mail already there requesting you to join the school calendars.
- ▶ There are 4 school calendars. One for each board and also holidays.



Google Calendar

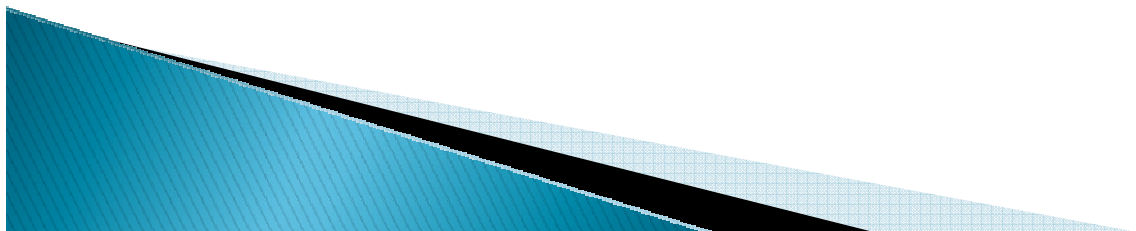
To view your Google Calendar within googleapps, go to the top right of the screen and click on your apps button.



Google Calendar

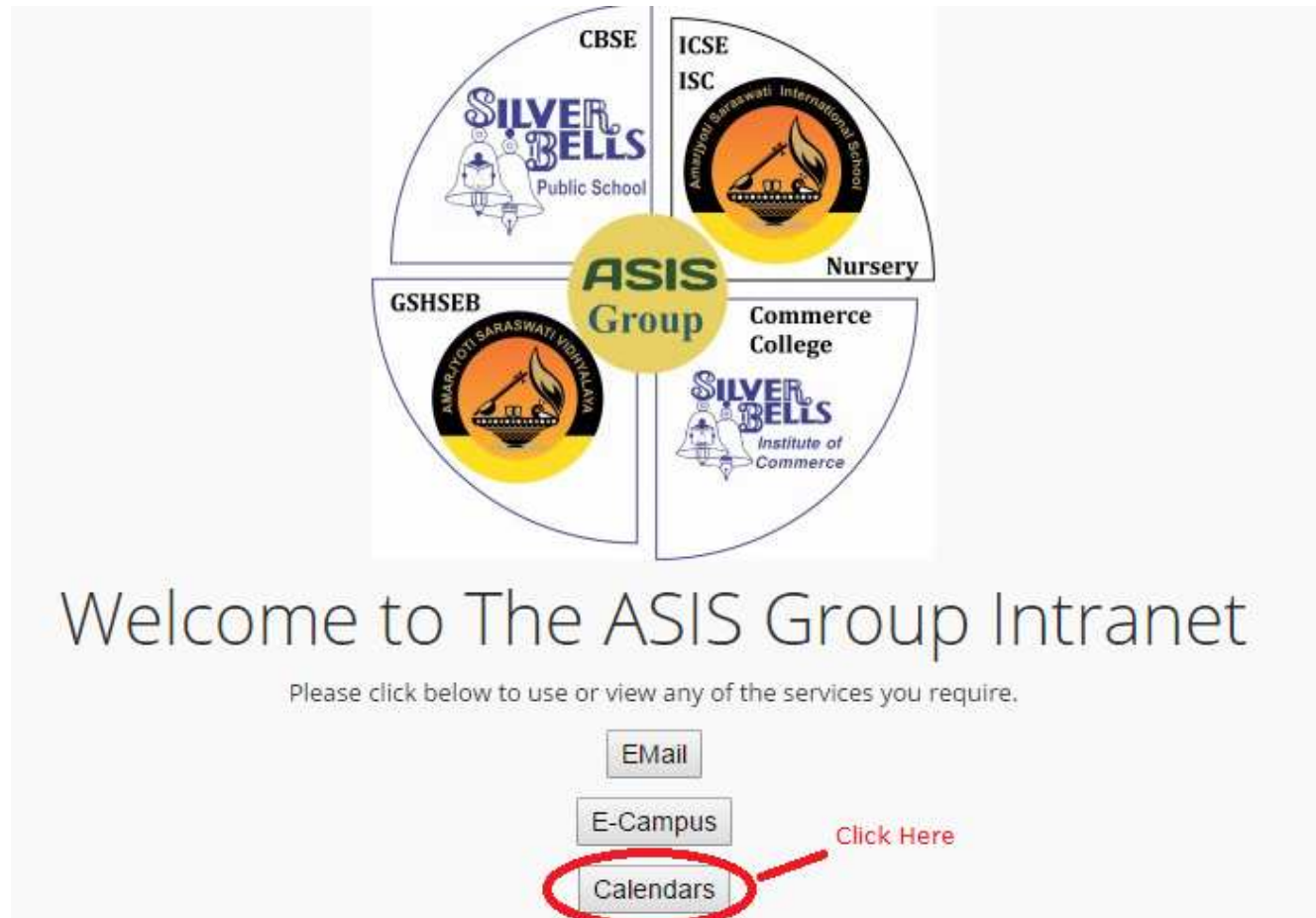
- ▶ You can also view the calendars from any of the school websites. Go to:–
- ▶ www.silverbellspublicschool.org
- ▶ www.theasis.org/home
- ▶ www.theasis.org/ajsv

and look on the right hand side menu for School Calendar.



Google Calendar

You can also access the calendars from the Intranet page if you are logged on to the school network.



The image shows a screenshot of the ASIS Group Intranet welcome page. At the top, there is a circular logo divided into four quadrants, each representing a different educational level: CBSE (Silver Bells Public School), ICSE (Amritya Saraswati International School), GSHSEB (Amritya Saraswati Vidyalaya), and Commerce (Silver Bells Institute of Commerce). The center of the logo features the text "ASIS Group". Below the logo, the text "Welcome to The ASIS Group Intranet" is displayed. Underneath this, a line of text reads "Please click below to use or view any of the services you require." Below this text are three buttons: "Email", "E-Campus", and "Calendars". The "Calendars" button is circled in red, and a red arrow points to it with the text "Click Here" in red.

CBSE
SILVER BELLS
Public School

ICSE
ISC
Amritya Saraswati International School

Nursery

ASIS
Group

GSHSEB
AMRITYA SARASWATI VIDYALAYA

Commerce
College
SILVER BELLS
Institute of Commerce

Welcome to The ASIS Group Intranet

Please click below to use or view any of the services you require.

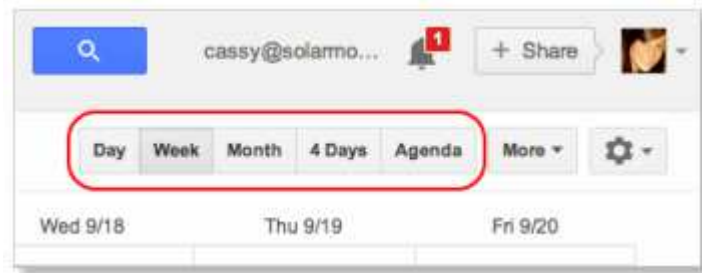
Email

E-Campus

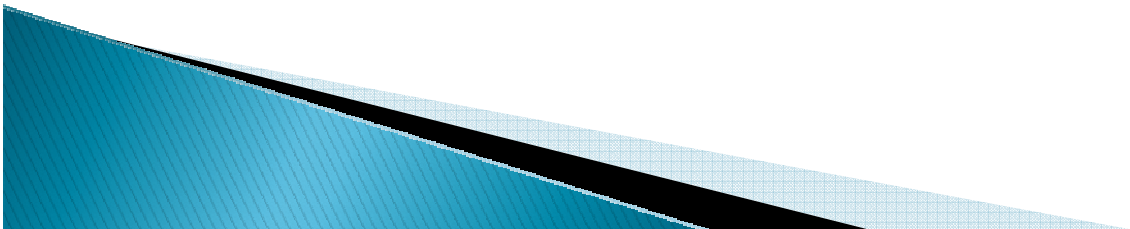
Calendars

Click Here

Google Calendar



When accessing your calendar through Googleapps, you can change the view using the tabs along the top of the calendar.



Google Calendar

Schedule a meeting

You can schedule a meeting by clicking the **Create** button or by clicking anywhere on your calendar.

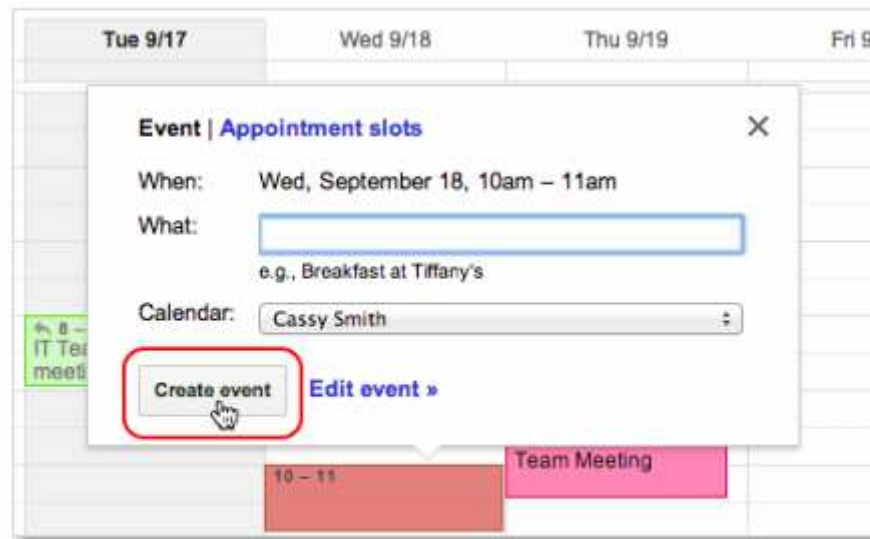
1. Open Google Calendar.
2. Do either of the following:

Option 1: In the upper-left of your calendar, click **Create** to open the event details page.



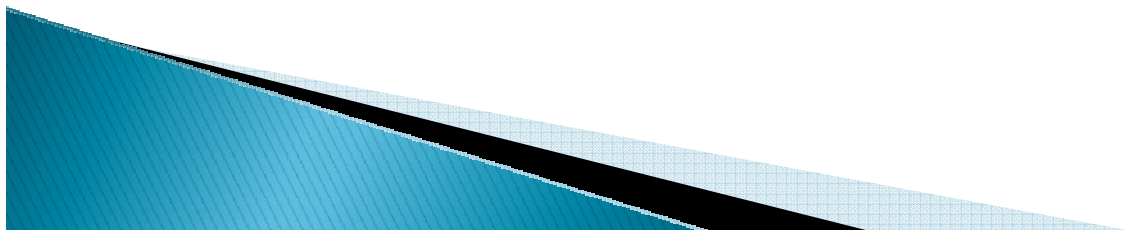
Google Calendar

Option 2: Or, click a spot on your calendar to create a 1-hour event. Click and drag to create an event of more than 1 hour. Then type the event title in the box. Here's an example:



Click **Create Event** to immediately publish the event, or click **Edit event** to add more details to the event.

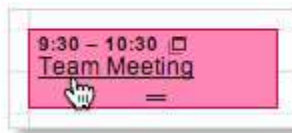
3. Enter details, such as recurrence, guests, an agenda, and notifications.



Google Calendar

Edit event details later

If you've already scheduled and published your meeting, you can edit its details by clicking the title of the meeting on your calendar.



Google Calendar

Invite guests

1. Go to the event details page of your meeting.
2. In the **Add: Guests** section on the right side of the page, enter the first few letters of a guest's full name to look up the address in your corporate directory.

Add: Guests | Rooms, etc.

sd

"Sondra Jenkins" <sondra@solamora.com>

Click the icons below to mark as optional.

Guests [Email guests](#)

Yes: 0, Maybe: 0, No: 0, Awaiting: 3

	Benito Cacciatore	<input type="button" value="x"/>
	Mary Dorma	<input type="button" value="x"/>
	Murthy Desdai	<input type="button" value="x"/>

Guests can

- ☐ modify event
- ☒ invite others
- ☒ see guest list

3. Select the guest to add him or her to your **Guests** list.
4. Continue adding your guests' email addresses one by one.

Important:

- If your administrator has set up Google Groups (mailing lists) for your domain, you can add a group address to the Guests list. Or, you can [create your own contact group](#) in your personal contacts and add that to the Guests list.
- If you copy and paste a guest list from another source (for example, a document), make sure you separate each address with a comma (semicolons are not supported).

Google Calendar

5. Optionally, select options in the **Guests can** section to allow or prevent guests from changing event details, inviting more people to your event, or viewing who else was invited.

Add: **Guests** | Rooms, etc.

sd Add

"Sondra Jenkins" <sondra@solarmora.com>

Click the icons below to mark as optional.

Guests Email guests

Yes: 0, Maybe: 0, No: 0, Awaiting: 3

	Benito Cacciatore	X
	Mary Dorma	X
	Murthy Desdal	X

Guests can

- ☐ modify event
- ☒ invite others
- ☒ see guest list

6. If desired, fill in the rest of the fields on the page.
7. Click **Save**.

Google Calendar asks you whether you want to send invitations to the guests. Your guests can respond to the meeting invitation and leave comments.

Google Calendar



If you want to check the availability of guests before creating the event, use the **Find a time** tab. You can see how your proposed event time (in the blue box) works for each guest.

The screenshot shows the 'Find a time' interface for a 'Team Meeting' on Wednesday, September 18, 2013. The event is scheduled from 1:00pm to 2:00pm. The interface includes a 'Find a time' button (highlighted with a red box) and a 'Go to event' link. Below the event details, there is a calendar view showing the availability of four guests: IT team, Benito Cacciatore, Mary Dorma, and Murthy Desdai. The calendar grid shows time slots from 7pm to 10pm. A blue box highlights the 11-12pm slot, indicating the proposed meeting time. The IT team, Benito Cacciatore, and Mary Dorma are all available at this time, while Murthy Desdai is not available (indicated by a green box).

		IT team	Benito Cacciatore	Mary Dorma	Murthy Desdai
London	SF				
7pm	11am		11 - 12p Team meeting	11 - 12p Team meeting	11 - 12p Team meeting
8pm	12pm				
9pm	1pm				
10pm	2pm				

If necessary, use the date and time options at the top of the tab to change the time for your meeting. Or, simply drag the blue box to a time available to all guests.

Google Calendar

Set a notification for your meeting

1. Open your meeting.
2. Under **Notifications**, choose the type of notification you want (pop-up or email message) and when you want to receive it.



The screenshot shows the notification settings for a Google Calendar event. It includes an 'Event color' section with a row of 12 color swatches, the first of which is selected. Below this is the 'Notifications' section, which contains two rows of settings. The first row is for 'Email' notifications, set to '10 minutes' before the event, with a close button (X). The second row is for 'Pop-up' notifications, also set to '10 minutes' before the event, with a close button (X). At the bottom of the panel is a link that says 'Add a notification'.

Event color ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

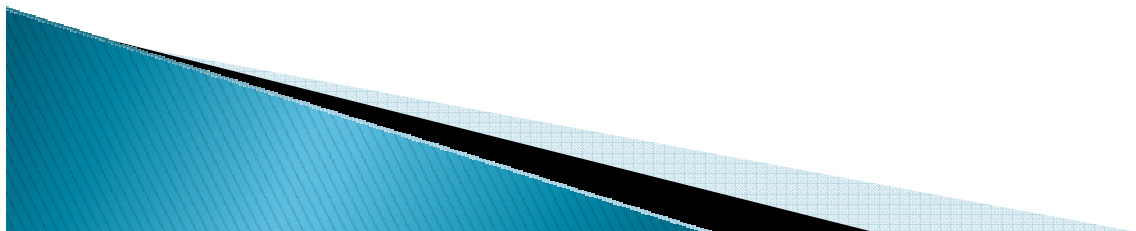
Notifications

Email minutes

Pop-up minutes

[Add a notification](#)

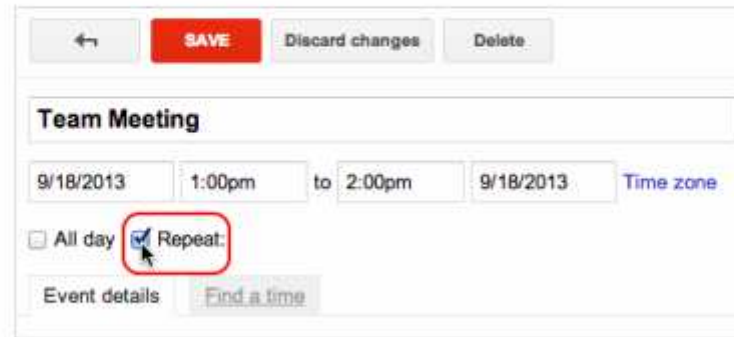
3. To add more notifications, click **Add a notification**.
4. Remember to click the **Save** button.



Google Calendar

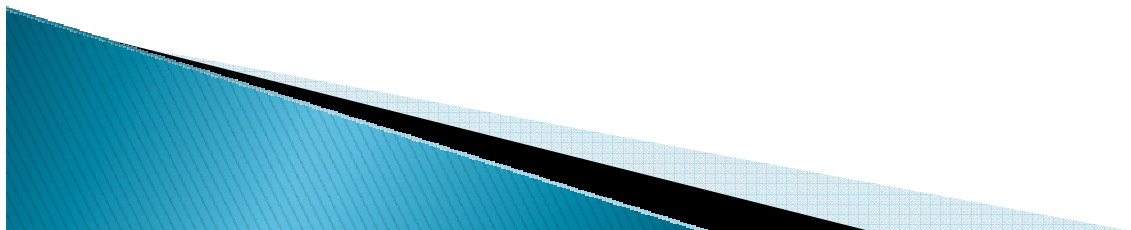
Set up a recurring meeting

1. Go to the event details page.
2. Check the box to the left of **Repeat**.

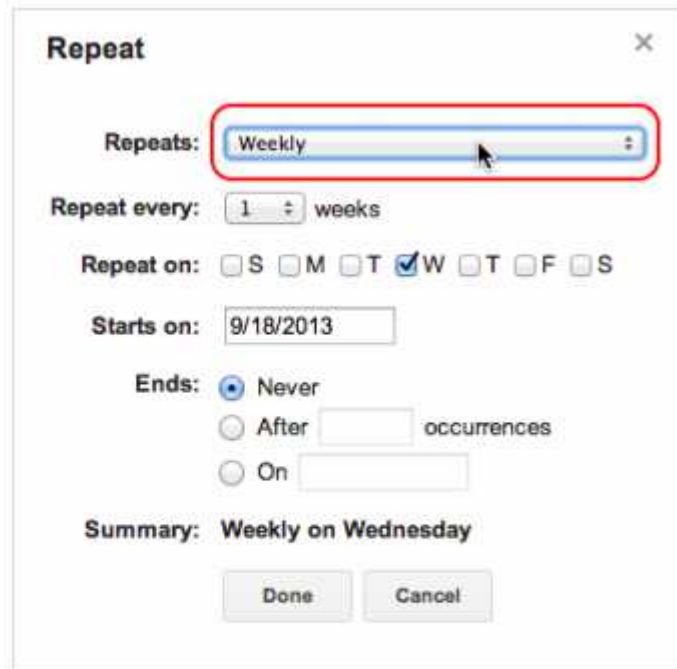


The screenshot shows the Google Calendar event details page for an event titled "Team Meeting". At the top, there are three buttons: a back arrow, a red "SAVE" button, and "Discard changes" and "Delete" buttons. Below the title, the event is scheduled for "9/18/2013" from "1:00pm" to "2:00pm" on "9/18/2013", with a "Time zone" link. Underneath, there is a checkbox for "All day" and a checkbox for "Repeat:". The "Repeat:" checkbox is checked and highlighted with a red circle. At the bottom, there are links for "Event details" and "Find a time".

3. In the **Repeat** pop-up, select an option from the **Repeats** drop-down.



Google Calendar



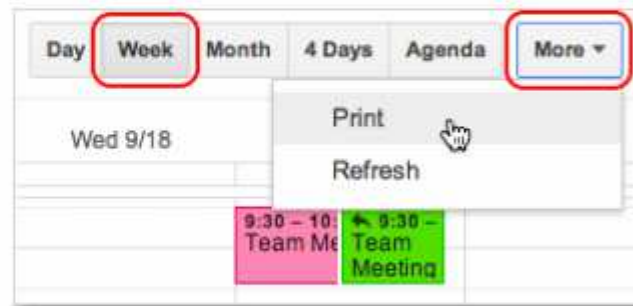
The image shows a 'Repeat' dialog box from Google Calendar. The 'Repeats' dropdown menu is open, showing 'Weekly' as the selected option. Below this, the 'Repeat every' field is set to '1' week. The 'Repeat on' section shows checkboxes for days of the week, with 'W' (Wednesday) checked. The 'Starts on' field is set to '9/18/2013'. The 'Ends' section has three options: 'Never' (selected), 'After' (with a blank field for occurrences), and 'On' (with a blank field for a date). The 'Summary' field at the bottom reads 'Weekly on Wednesday'. There are 'Done' and 'Cancel' buttons at the bottom right.

4. Depending on your selection from the **Repeats** drop-down, further define how the meeting recurs, including specifying start and end dates (if applicable).
5. Finish creating your meeting as usual.

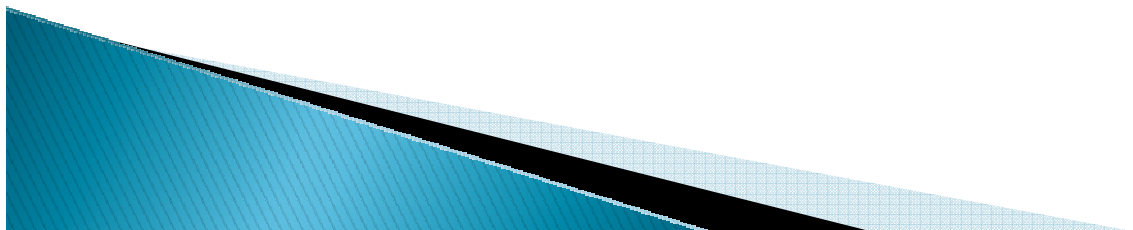
Google Calendar

Print your calendar

1. Make sure only the calendars you want to print are highlighted in your list under **My Calendars**. If not, simply click the calendars to select or deselect them.
2. At the top of the calendar view, select the time frame you want to print; for example, select **Day** or **Week**.



3. Click **More**, and then select **Print** from the drop-down menu. In the **Calendar Print Preview** window, you can choose a font size, page orientation, and other options.
4. Select the options you want, and then click **Print**.

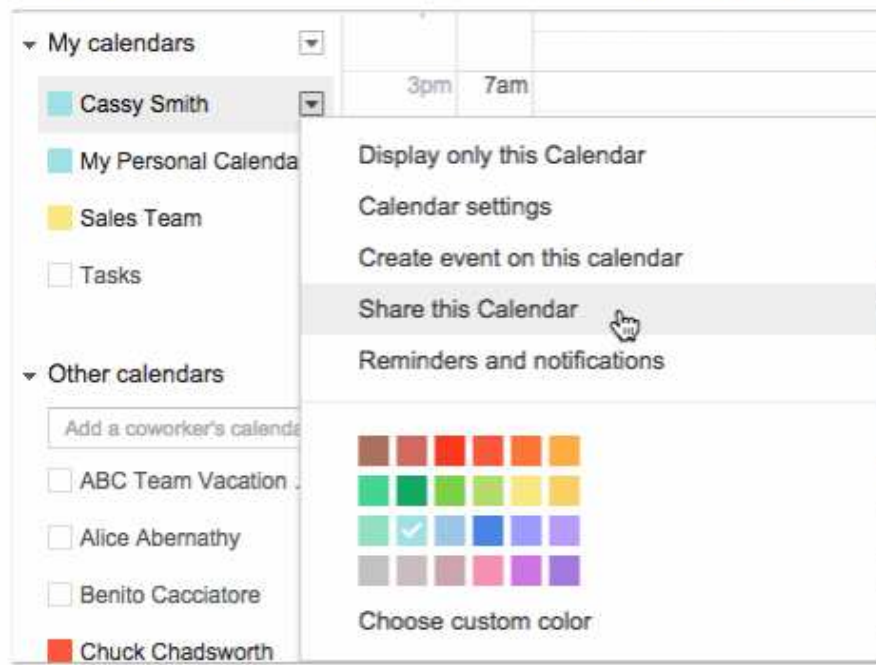


Google Calendar

Share your calendar

By default, your "free/busy" calendar information is shared with everyone in your domain. You can share additional information with everyone or just specific employees, or stop sharing all calendar information.

1. Open Google [Calendar](#). In the My calendars section, click the down arrow that appears when you hover over your calendar, and then select **Share this Calendar**.



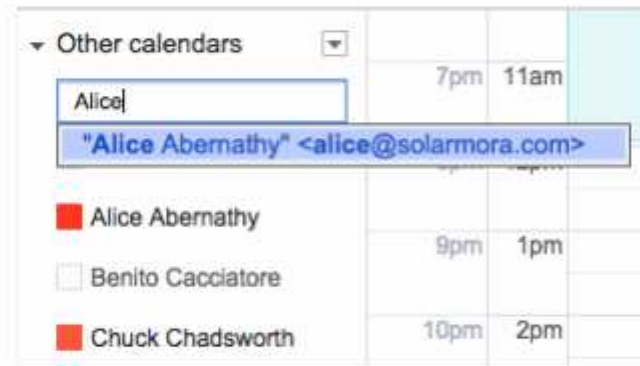
2. Select the sharing options you want to use for your calendar.
3. When finished, click **Save**.

Google Calendar

View another's calendar

If someone has shared their calendars with you, you can view those calendars. If someone hasn't yet shared his or her calendar with you, you can send a request to that person.

1. In the Other calendars list on the left, start typing the person's name or address in the **Add a coworker's calendar** field. In the list that appears, click the person whose calendar you want to add.



If the person has shared his or her calendar, it appears in your list under Other calendars, and that person's events appear on your calendar.

If the person has not shared his or her calendar, you'll see a page on which you can send a request to the person. Edit the default message if you like, and then click **Send Invite**.

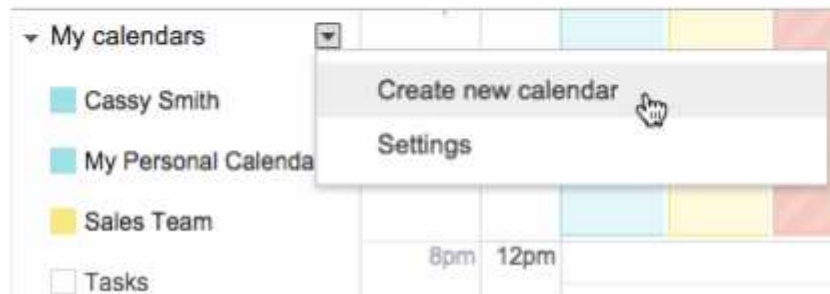
To hide or show the person's events on your calendar, simply click the calendar in your list.

Google Calendar

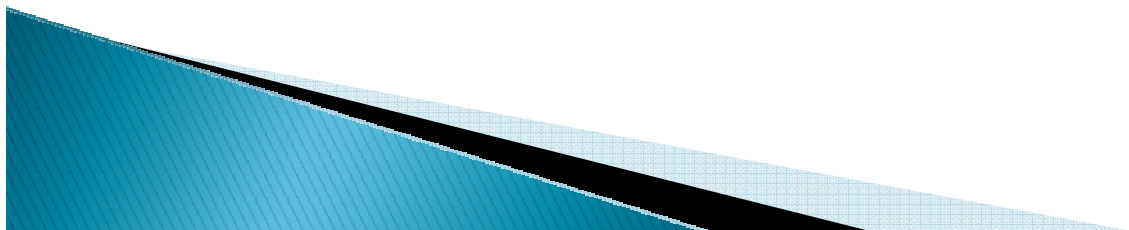
Create another calendar

You can create any number of secondary calendars. For example, you can set up a calendar for your work group or team to share. Each calendar you create appears in your list under My Calendars.

1. Click the down arrow next to My calendars, and select **Create new calendar**.



2. In the Create New Calendar window, enter a name for the calendar. You can also enter a description and location, select a time zone and sharing options for the calendar. When you're finished setting up the calendar, click **Create Calendar**.

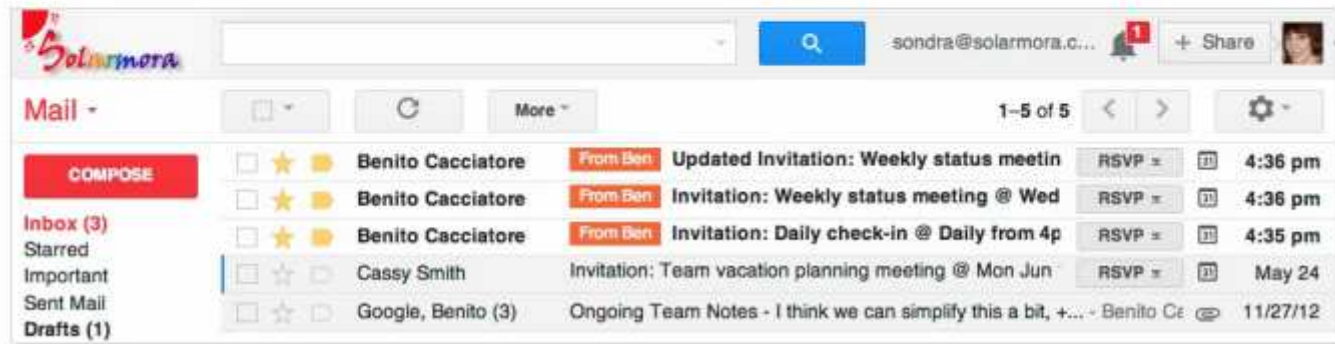


Google Calendar



Gmail: Sort your schedule from your inbox

You're busy. You get lots of email and you have lots of meetings. You live in your inbox. You need to respond to messages quickly to so you don't miss that important one. In Gmail, you can save time by organizing events on your calendar while you are working in your inbox.



Google Calendar

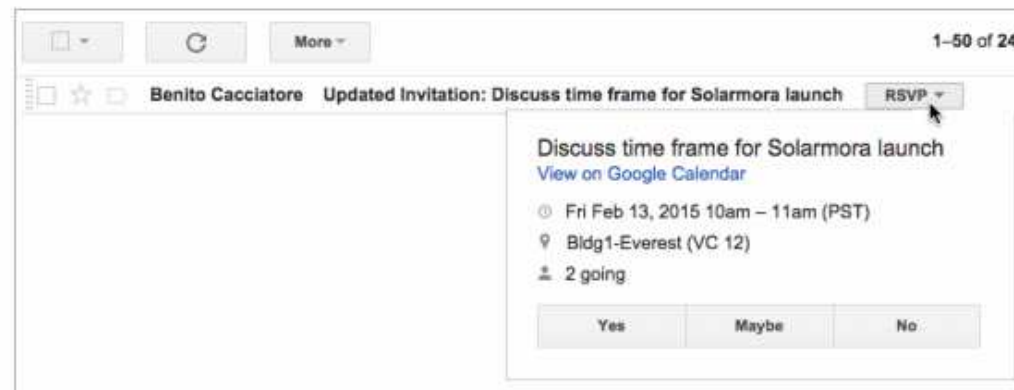
Responding to events in your inbox

You can RSVP to invitations you receive in your inbox with just a few clicks.

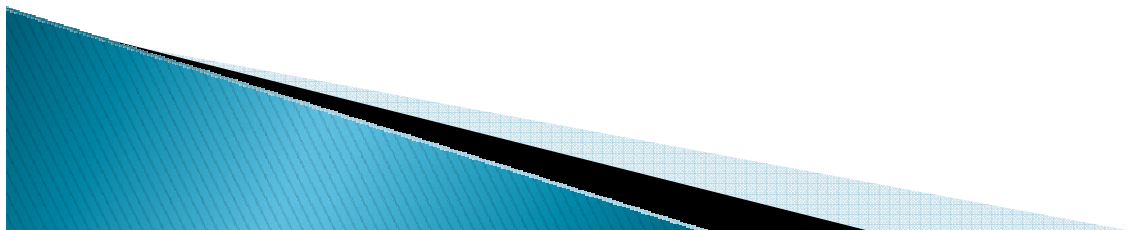
1. When you see an invitation in your inbox, click the **RSVP** button.



Clicking the **RSVP** button shows you details about the event including the date, time, location and how many others are going.

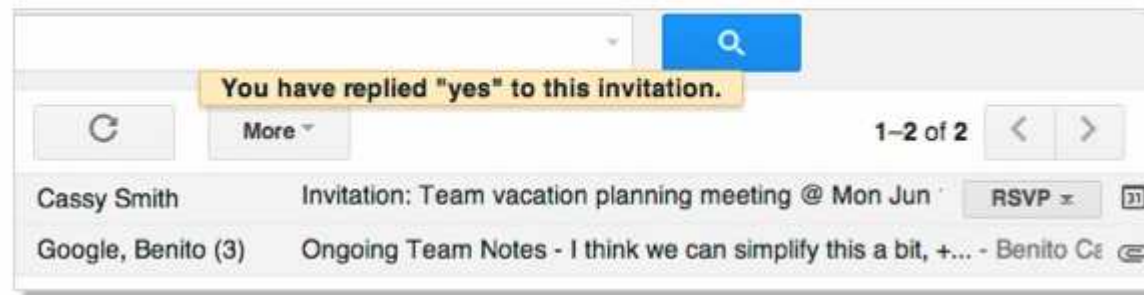


2. Click the **Yes**, **Maybe** or **No** button based on your availability.



Google Calendar

3. In your inbox, a message is displayed indicating your response to the invitation.



Google Calendar

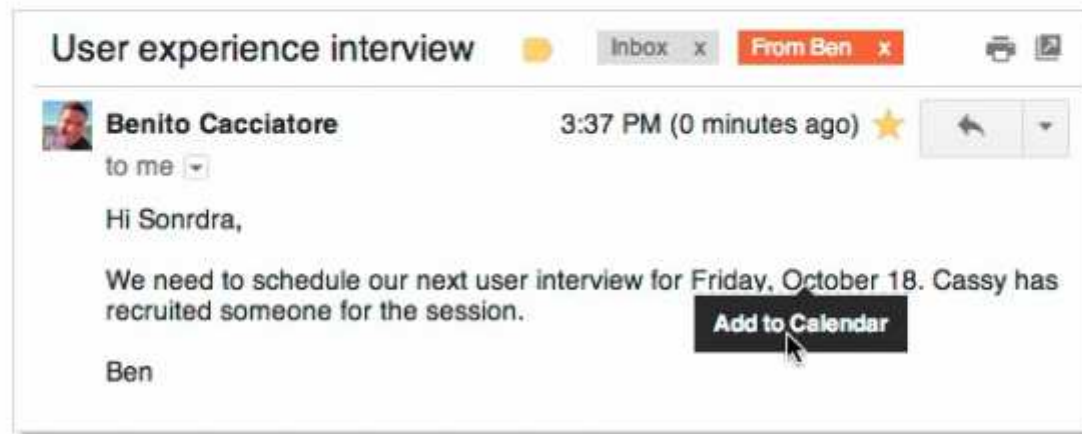
Adding events to your calendar from an email

You probably receive emails with dates or times that you need to add to your schedule. Here's how you can add events to your calendar from an email without worrying about typing the details.

1. Hover over the date or time in the email message.



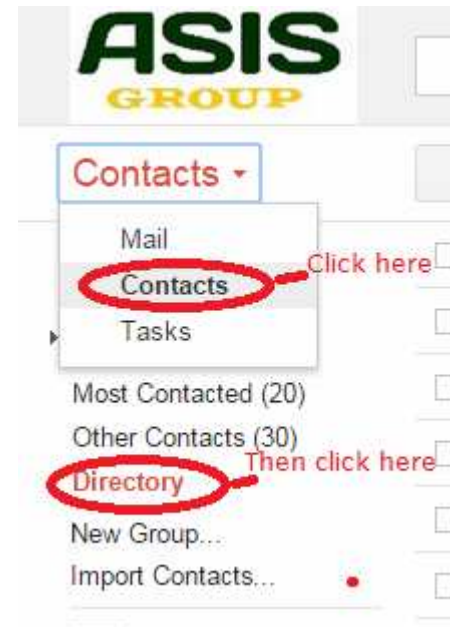
You will see a dotted line below text that can be used to create an event on your calendar.



2. Click the date.

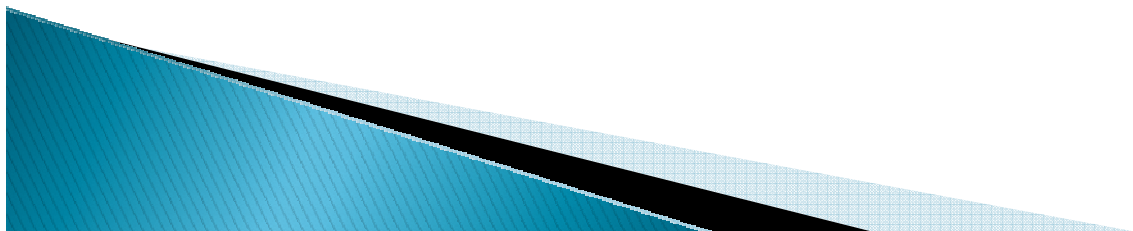
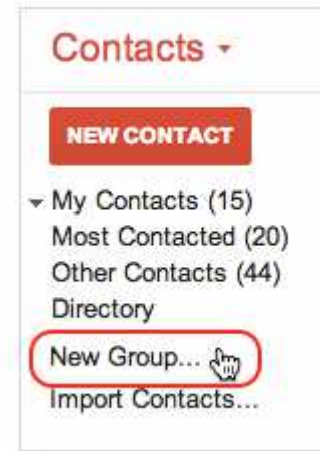
Contacts

To contact all the staff of the campus and also students, go to the top left hand side of the screen where your mail icon is, and click Contacts. Below there is a directory which holds all the members of the asis group.



Contacts

Here you can create group mailing lists by clicking new group. This saves time when you want to send an email to multiple people.



Groups

Groups is a way to share everything with a group of people.

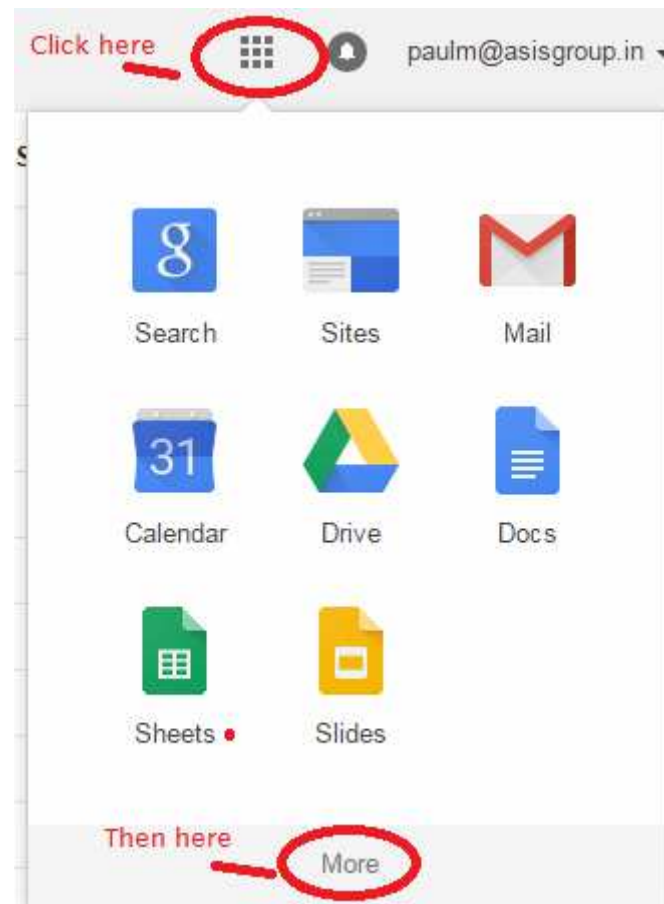
To access groups, go to the top right hand side of the screen, and click the app button.

Then click on More.

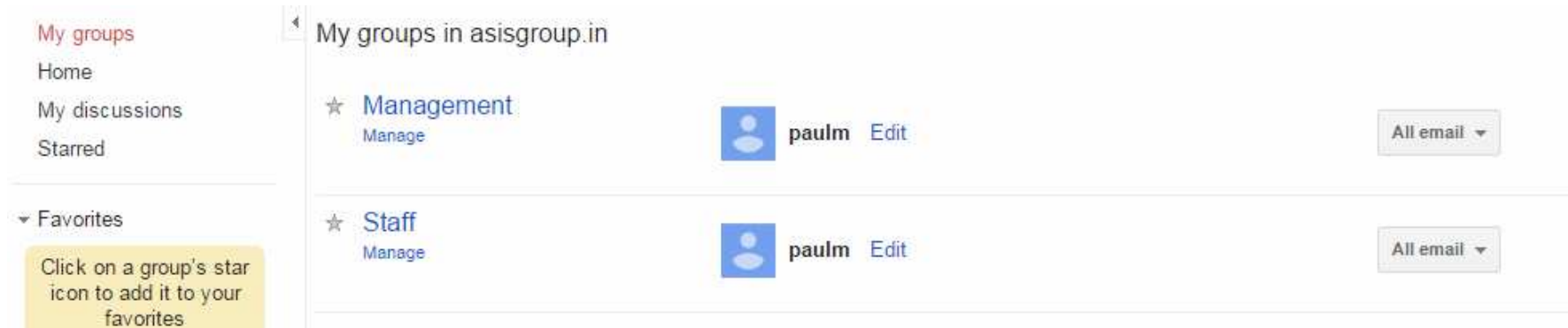
Find the icon below and click on it.



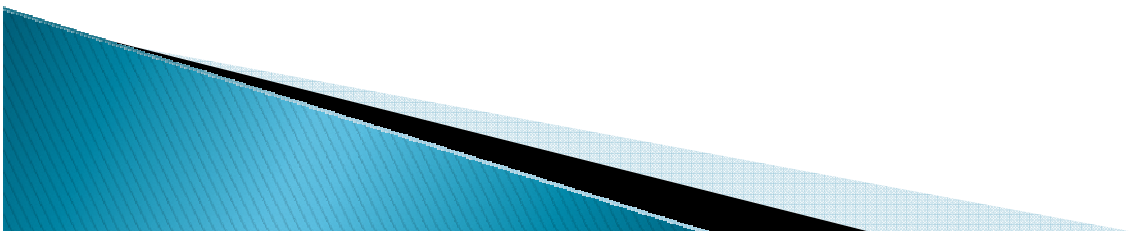
Groups



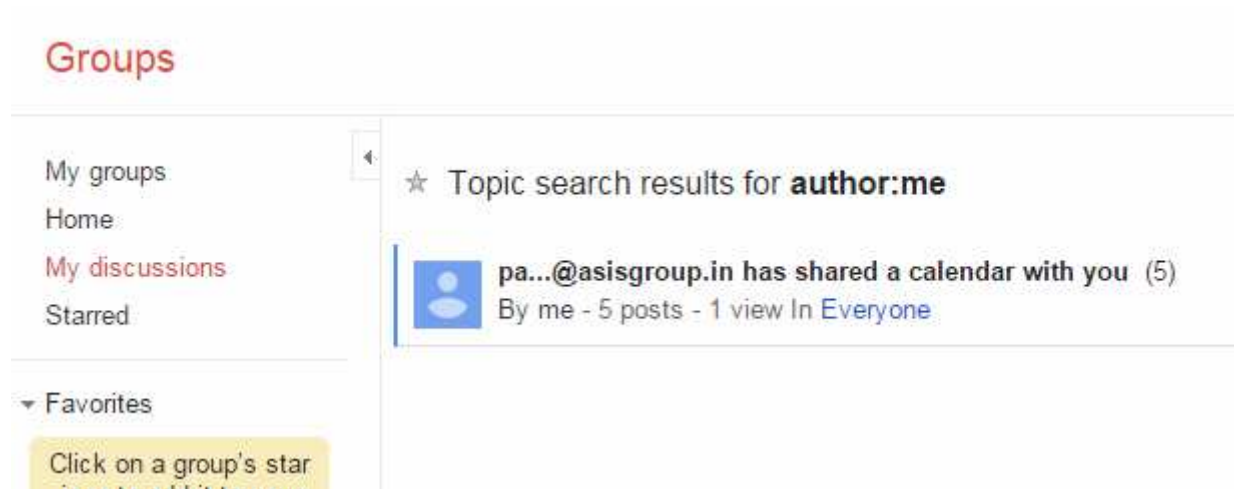
Groups



Any groups which you belong to will be shown under My Groups on the top left of the Groups page

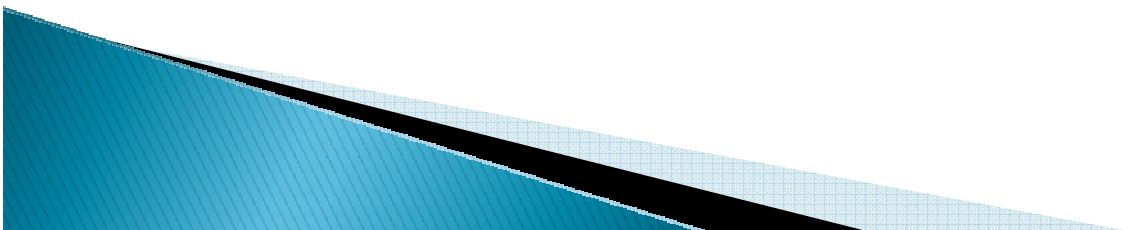


Groups



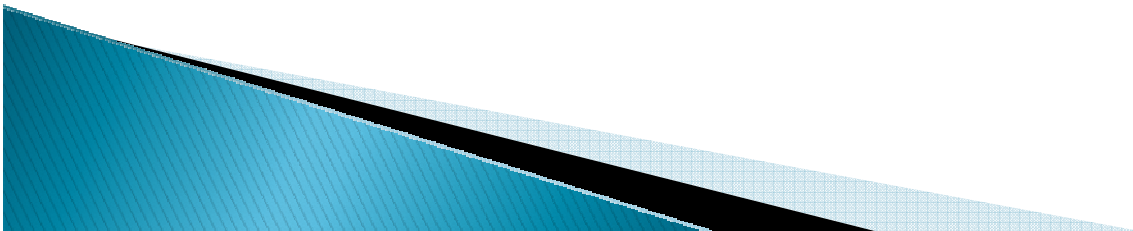
Under My Discussions is posts related to any groups you are associated with.

You can share calendars, documentation, emails and also files within a group and it will be shown here.



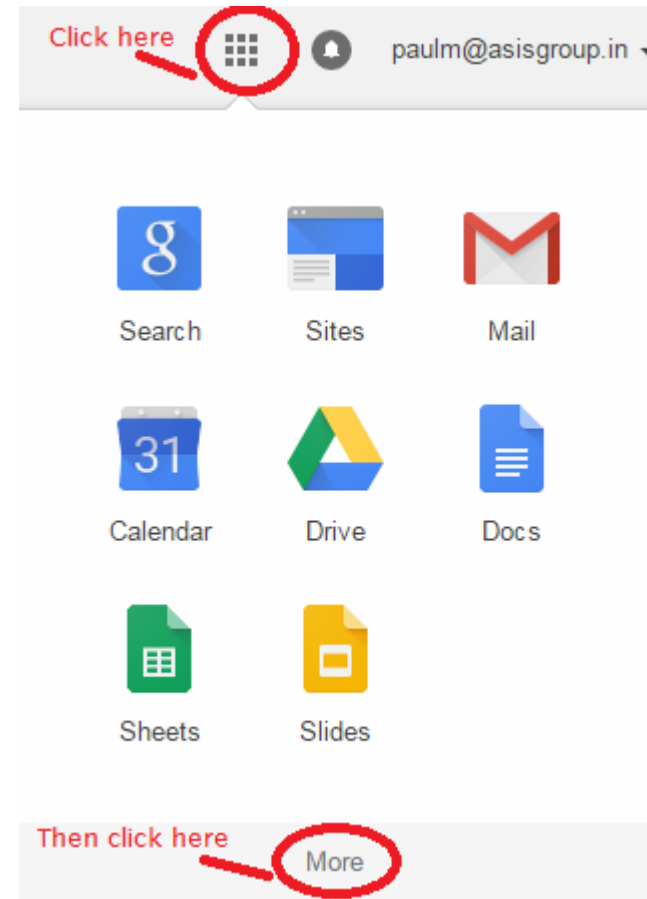
Classroom

Classroom is a googleapp where you can add students to your class, share assignments and also any content regarding your particular subject.



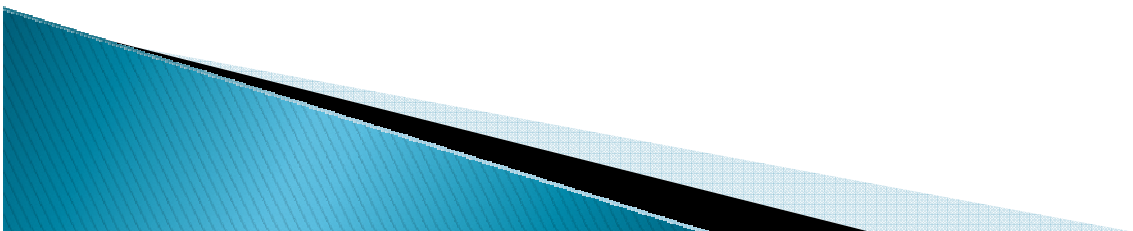
Classroom

To access Classroom, go to the top right hand side of your email page and click on the apps button. Then click on More. After, find the icon below and click on it



Classroom

- ▶ To find out more, go to:–
- ▶ <https://support.google.com/edu/classroom/?hl=en#topic=6020277>



Any Questions?

