

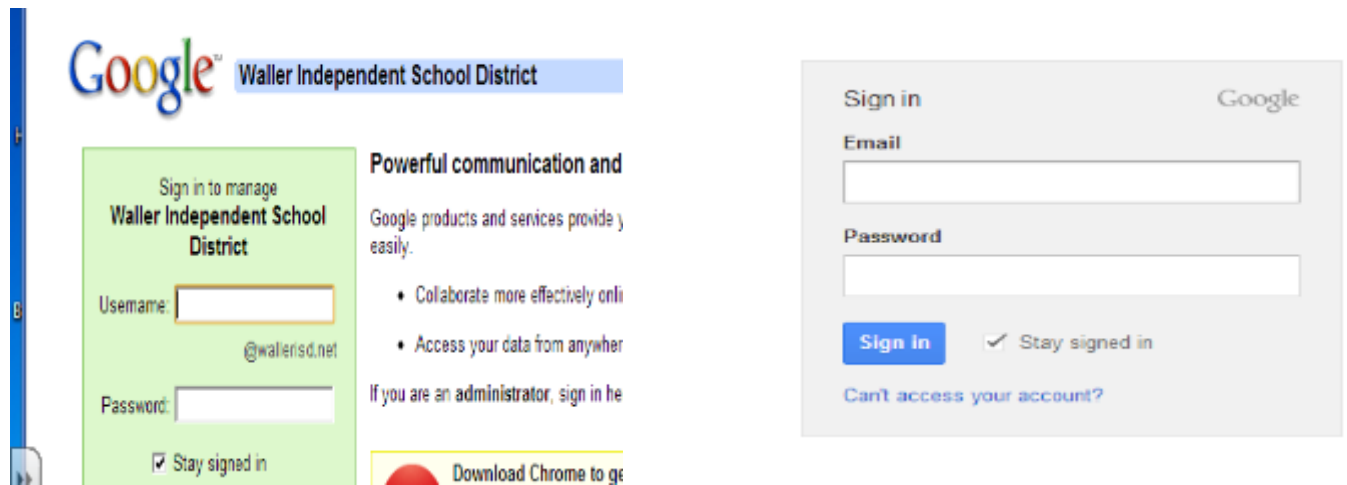


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Using your Waller ISD Google Account

Signing In

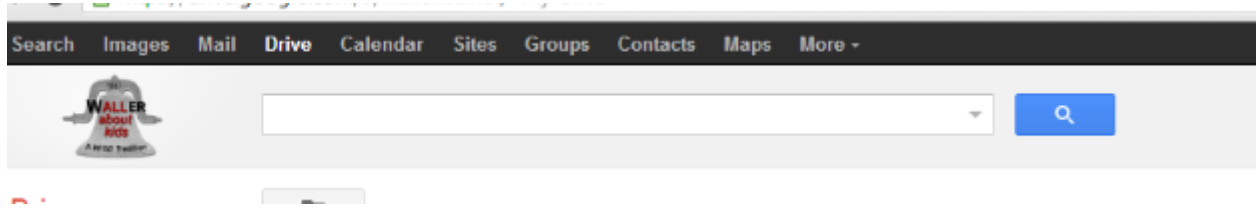
1. Open up Google Chrome on your desktop
2. Go to <https://www.google.com/a/wallerisd.net> or go to www.google.com--click the Sign in Box



3. Enter your username (your current network log on) (ie bsmith@wallerisd.net)
4. Enter the password you created (see your campus technologist if you need it reset)

¹ <<http://www.technobuffalo.com/wp-content/uploads/2012/12/Google-Apps.jpeg>>

Navigating your Google Account



Use the black navigation bar once you get logged in to navigate through your Google Account

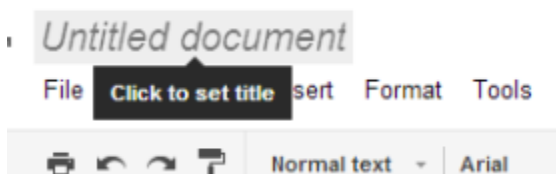
- Search--Brings up a Google Search Box
- Images--Allows you to search Google Images
- Mail—Not Active for staff only students
- Drive--Allows you to create documents, presentations, forms, spreadsheets, drawings. This is also a place where your files are stored
- Calendar----Calendar of events
- Sites--Allows you to create web pages
- Groups--Allows you to create discussion groups
- Contacts--Allows you to store and group user contact information
- Maps--Brings up Google Maps

Creating and Sharing Documents

Click the Drive option

Select Create ----Choose Document

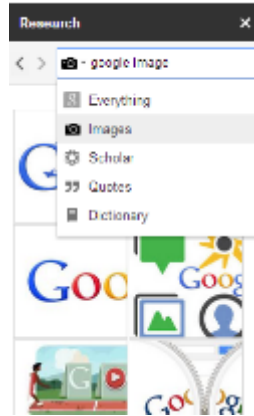
Name your document by clicking on the words **untitled document** and creating your own file name



Editing your document is similar to using Word. You will find you have fewer editing choices.

Inserting pictures--Google has no clip art gallery. To insert a picture you will need to have the picture saved onto your computer, find a photo in Google Images, or use the research feature to drag and drop Internet pictures.

Sally Bender
May 2013



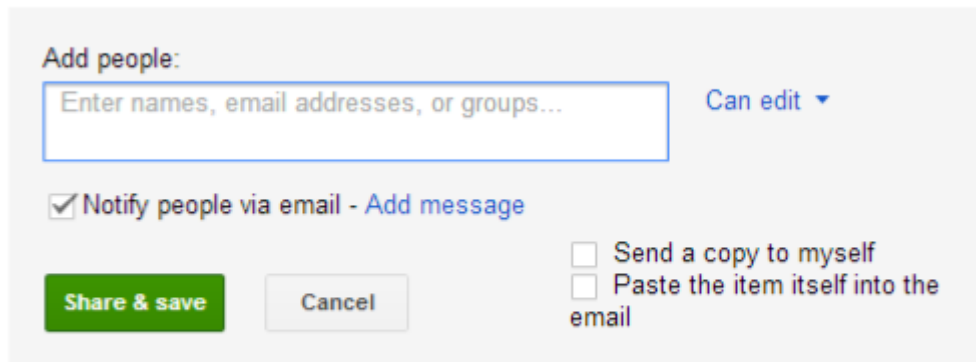
Using the Research tool-- tools--select Research
Select the dropdown arrow and choose images
Type in the search box what you are looking for
Drag and drop an image that appears in the search box to your document

Saving

You never have to click SAVE in Google. Google automatically saves all your work for you!

Sharing your Document

Click the Blue SHARE button



Editors will be allowed to add people and change the permissions. [\[Change\]](#)

Enter a username or an email address to share with

Select the editing options you want to grant

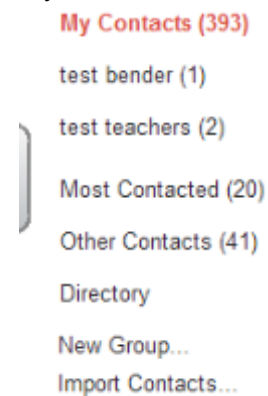
- Edit(allows collaboration on a document)
- Comment (allows notes to be added to document)
- View (allows only document viewing)

Select Share and Save----the document will now appear in the other users shared with me option in their Google Drive

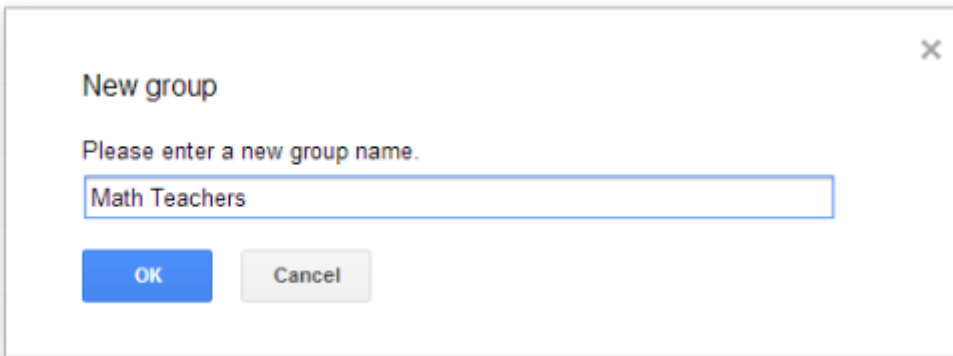
Creating Contact Groups

Select Contacts from your Navigation Bar

In your contacts select New Group

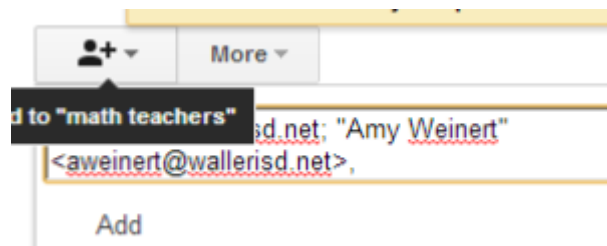


Name your Group



Once your group has been created Select your New Group Name on the left side

Select Add Members



Enter the person's email address, separate several by using a semicolon between names

Select Add when you are done

The new group will show in your contacts and will also allow you to share documents with this group.

Sally Bender

May 2013