

Google Suite

In this lesson we'll go over:

- What is G Suite
- Which apps are part of it
- How to access the Google Office apps
- Creating documents and using templates
- Sharing & Collaborating within G suite



Icons left to right: Google Calendar, Good Docs, Google Sheets, Google Drive, Google Slide icons

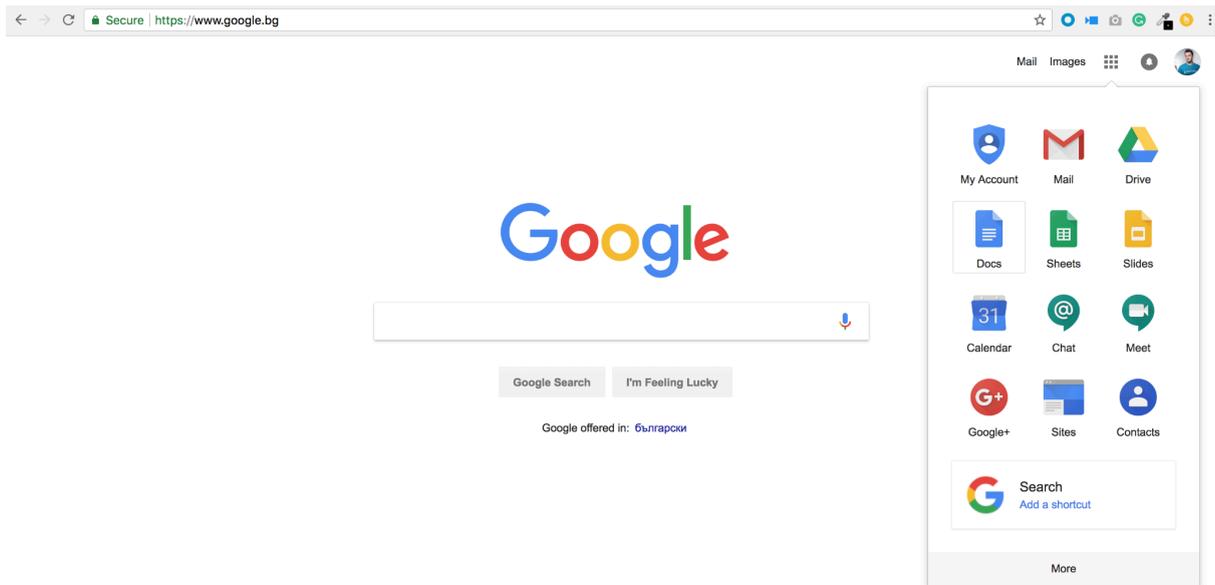
G Suite is a web-based software office suite offered by Google as part of the Google Drive service. It helps keep files and folders neat and organized. With G suite collaboration and sharing is a breeze. The fact that it's web-based makes it accessible almost everywhere.

How to access G Suite apps

Gmail, Google Calendar and Google Drive can be accessed via [OKTA which was covered in the IT Induction](#).

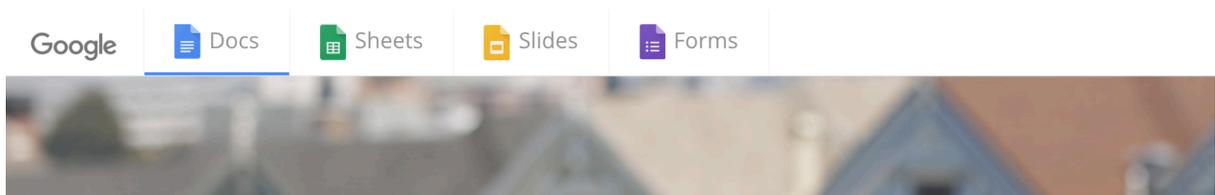
Here's how to access Google Sheets, Docs, and Slides and Forms.

The first way involves a few more steps. Visit www.google.com and click the menu icon in the upper right-hand corner. (9 dots in a square).



Click the icons to launch the web app you want to use.

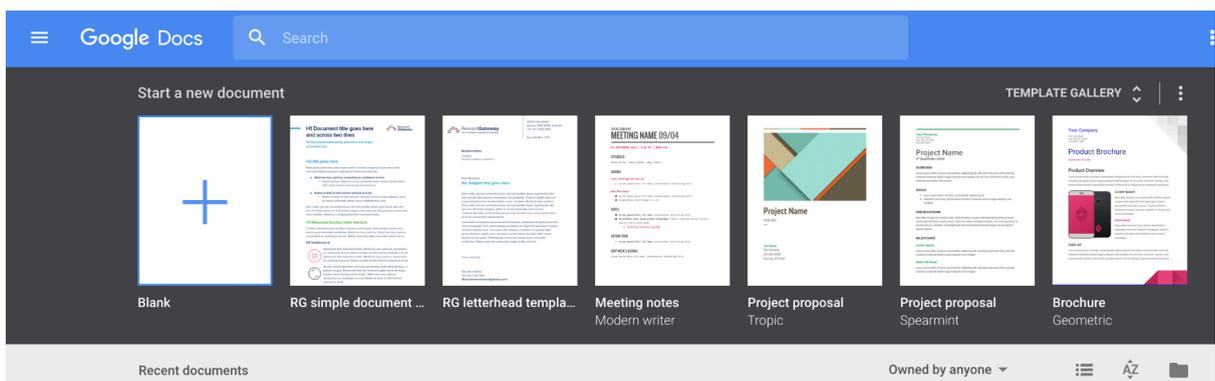
Alternatively, you can visit <https://www.google.com/docs/about/> and use the tabs at the top of the page to select which app you want to use. Bookmarking is awesome in this case and can save you a lot of time.



Creating documents and using templates

All of the apps have a similar interface. Starting from the top, we have the ability to create a blank document - just click on the white rectangle with the plus sign.

Next to that you'll see a list of templates you can use. Clicking on one of them will create a new document that's filled with Lorem Ipsum text (copy text).



The templates that have RG in their name are branded and unique to our company

Sharing and collaboration

This is what makes Google Office a tool we use all of the time. It's really easy to share documents with your colleagues. Users can leave comments, suggest edits and share with others, creating a living document if needed.

Sharing works the same in all Google Office apps. You can share a document by providing access to a specific user or by creating a link that gives everyone with link access.

Share with others Get shareable link 

People

"Glenn Elliott" <glenn.elliott@rewardgateway.com>

"Glenn Willshire" <glenn.willshire@rewardgateway.com>

"Jaki Glenn" <jaki.glenn@rewardgateway.com>

Shared with Galina Angelova Notify people

[Send](#)[Cancel](#)Advanced

To share a document, hit the blue "Share" button in the upper right-hand corner, next to your picture!

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People

"Glenn Elliott" <glenn.elliott@rewardgateway.com>

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"Jaki Glenn" <jaki.glenn@rewardgateway.com>

Shared with Galina Angelova

Notify people

Send

Cancel

Advanced

Tailor fit the sharing options, pick the right person and share away!

Make sure to include a short message to the recipient, so they know what you've shared with them at a glance. They'll receive an email with what you said and a link to the document

 [Serious work stuff\(not a story about a cat\)](#)



Please look through and let me know if you have any comments

Open in Docs

Here's how that message you sent when sharing looks like.

Now that we've got a good foundation, let's head on to the next lesson - [Google Docs](#)

Article settings

Management

Management permissions Agents and admins

Owner

Boryana Beleva

Placement

G-Suite | Docs , Sheets & Slides

Reward GatewayIT InternalIT | InternalG-Suite

Visible to

Agents and admins

0 comments

-

0 attachments

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