

## GOOGLE APPS FOR EDUCATION QUICK REFERENCE GUIDE

Login at: <http://mail.google.com/a/bubblers.us>

For students, the format will be the same as their Windows server login / SonicWall login: GradyearLastnameFirstinitial@bubblers.us (example:15DoeJ@bubblers.us)  
Student password will be their student ID.



### Welcome to South Middleton School District

Sign in to your account at  
**South Middleton School District**

Username: 15DoeJ   
@bubblers.us

Password: \*\*\*\*\*

Stay signed in

[Can't access your account?](#)

**Less spam, plenty of space and access from ar**

Welcome to your email for South Middleton School District,

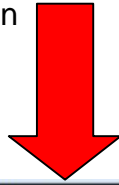
- Keep unwanted messages out of your inbox with Go
- Keep any message you might need down the road, a
- Send mail, read new messages and search your arcl



**Download Chrome to get a faster & enhance**  
Chrome is a secure and stable browser that offi  
[Deploy Chrome company-wide via the MSI or d](#)

You will need to “Agree” to the terms and conditions and then change your password the first time you access your account.

Your home screen will be an email interface which you may feel free to use as a private secondary email account.



Click "Drive" for file storage.

AAA Auto Insurance - [www.AAA.com](http://www.AAA.com) - Call 855-270-8483 for insurance as dependable as our roadside s

Try on a new inbox: **Classic** Important first Unread first Starred first Priority Inbox

<input type="checkbox"/>	☆	📧	Sharonn, me (2)	Testing My Bubblers.us Gmail - Got it. On Thu, Feb 28, 21
<input type="checkbox"/>	☆	📧	Dennis, me (2)	Test email - This is a response to the test email. Dennis C

Your drive space is accessed by clicking on "Drive" from your email interface. The drive space will allow you to setup folders and organize files the same way that you do in your HOME folder on the SMSD server.

My Drive

<input type="checkbox"/>	TITLE
<input type="checkbox"/>	☆ 📄 Test document
<input type="checkbox"/>	☆ 📁 SMSD Administrator Guides

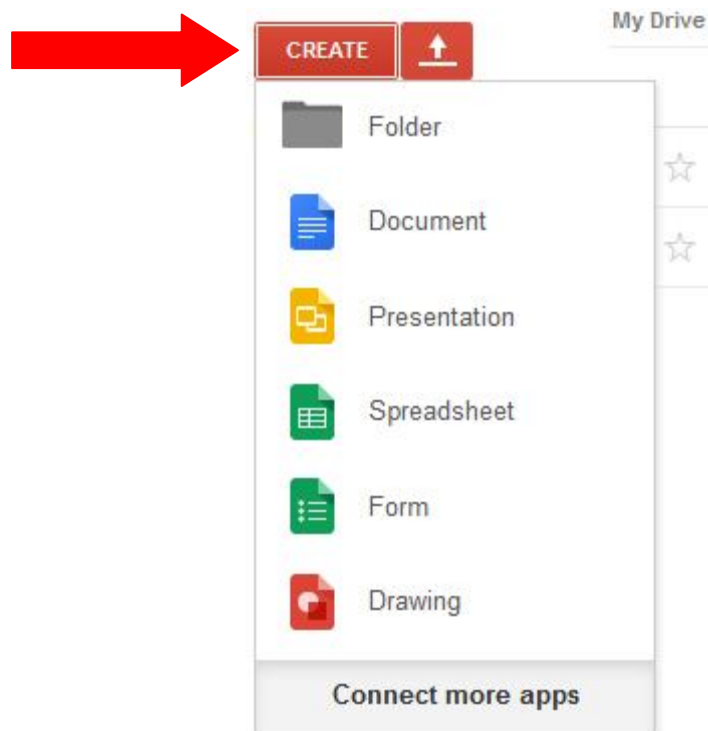
Notice how you can toggle back and forth between your email interface and drive space.

Click on the upload icon to copy files to your Google drive space.



You can upload single files, groups of files (using CTRL + click) or entire folders.

You can create a range of documents directly in your drive space by clicking on the create icon.

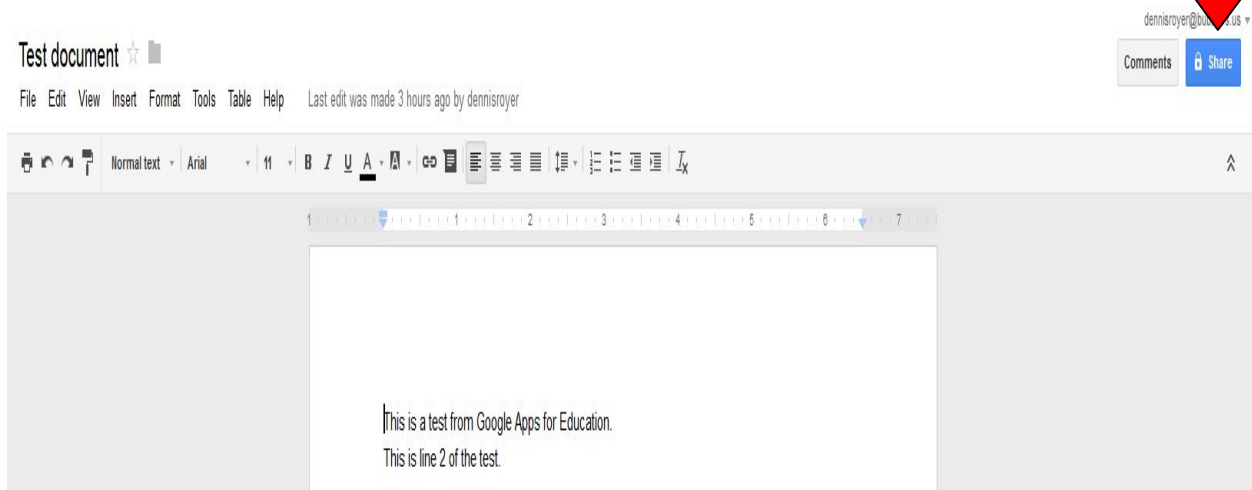


You can edit your documents and save them and re-open them just the same that you now do from the file server.

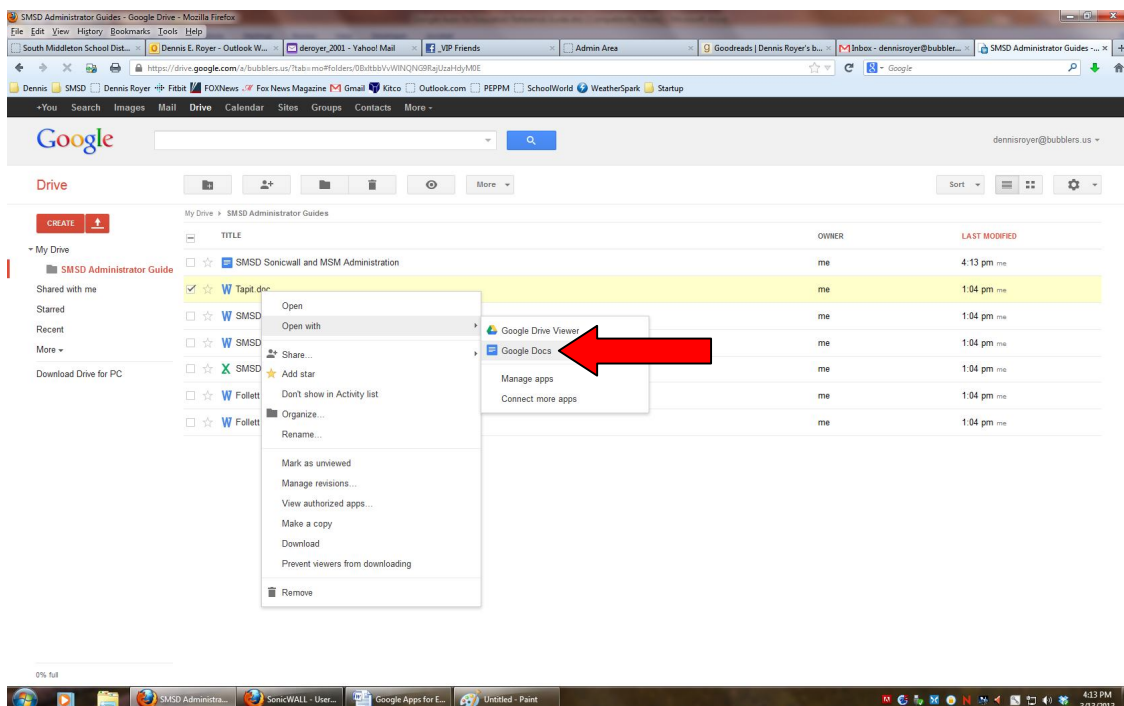
**NOTE: Your documents automatically save every few seconds.**

# Google Apps for Education Quick Reference Guide Page 4

You can even “Share” documents with people who you select. (This is an advanced concept not covered by this Quick Reference Guide, but feel free to give it a try.)

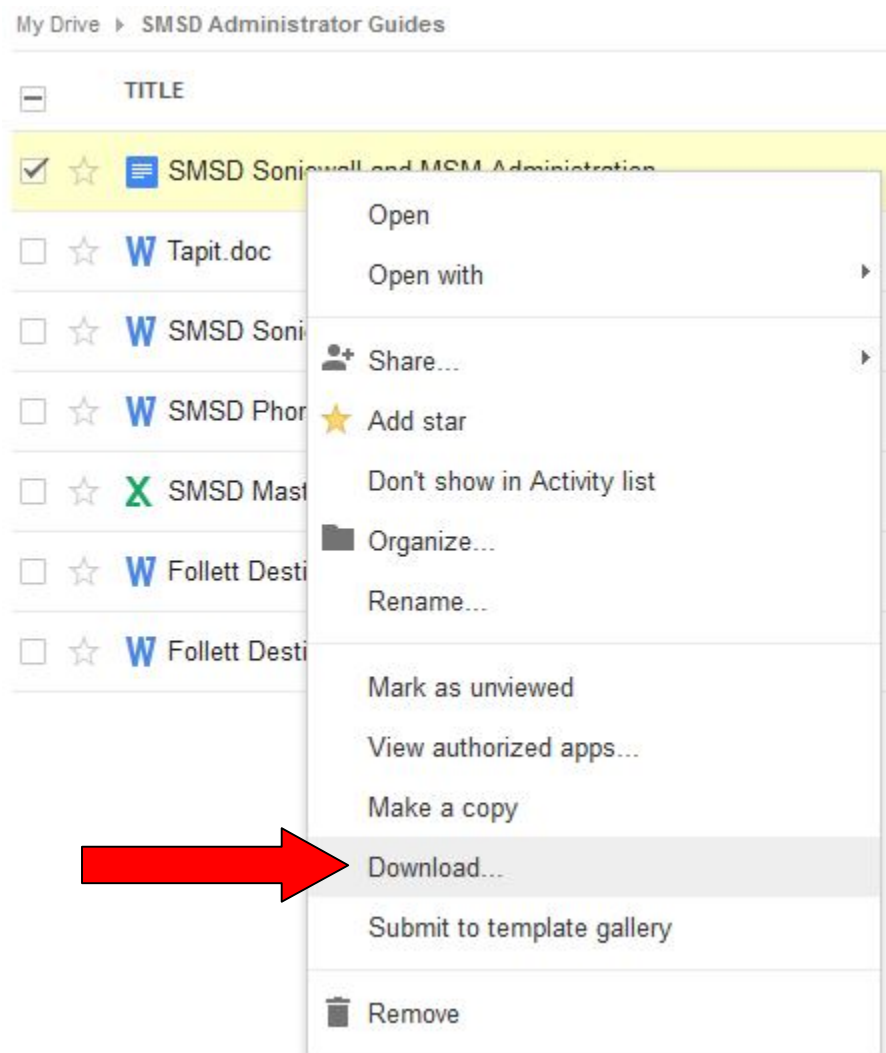


If you copy a Microsoft Office document to your Google drive and then want to edit that document using the Google interface, Google will convert it to a different format. RIGHT click on your Office document and select “Open With” and “Google Docs.”



Google Apps for Education  
Quick Reference Guide  
Page 5

If you want to copy a file in your Google drive space back to your local computer, RIGHT click the document and select "Download."



The download dialog box will allow you to convert your Google documents to many available formats including Microsoft Office.

## Convert and Download

Selected items

All items

Choose how you want to download each kind of file:

Change all formats to: [MS Office](#) - [Open Office](#) - [PDF](#)

☰ Document (1) Microsoft Word (.docx) ▼

HTML
Open Document
PDF
Rich Text (RTF)
Plain Text
Microsoft Word (.docx)
Don't download (skip)

You can export up to 2 GB at a time.

Download

Cancel

## Things to Know

1. However, your Google drive space **will not allow you to restore files** that you accidentally delete or change.
2. Documents converted between Office and Google formats **may not** retain their exact formatting.
3. You can access files on your Google drive space anywhere there is an internet connection.