

Grow with Google

Work Smarter With Google's Productivity Tools

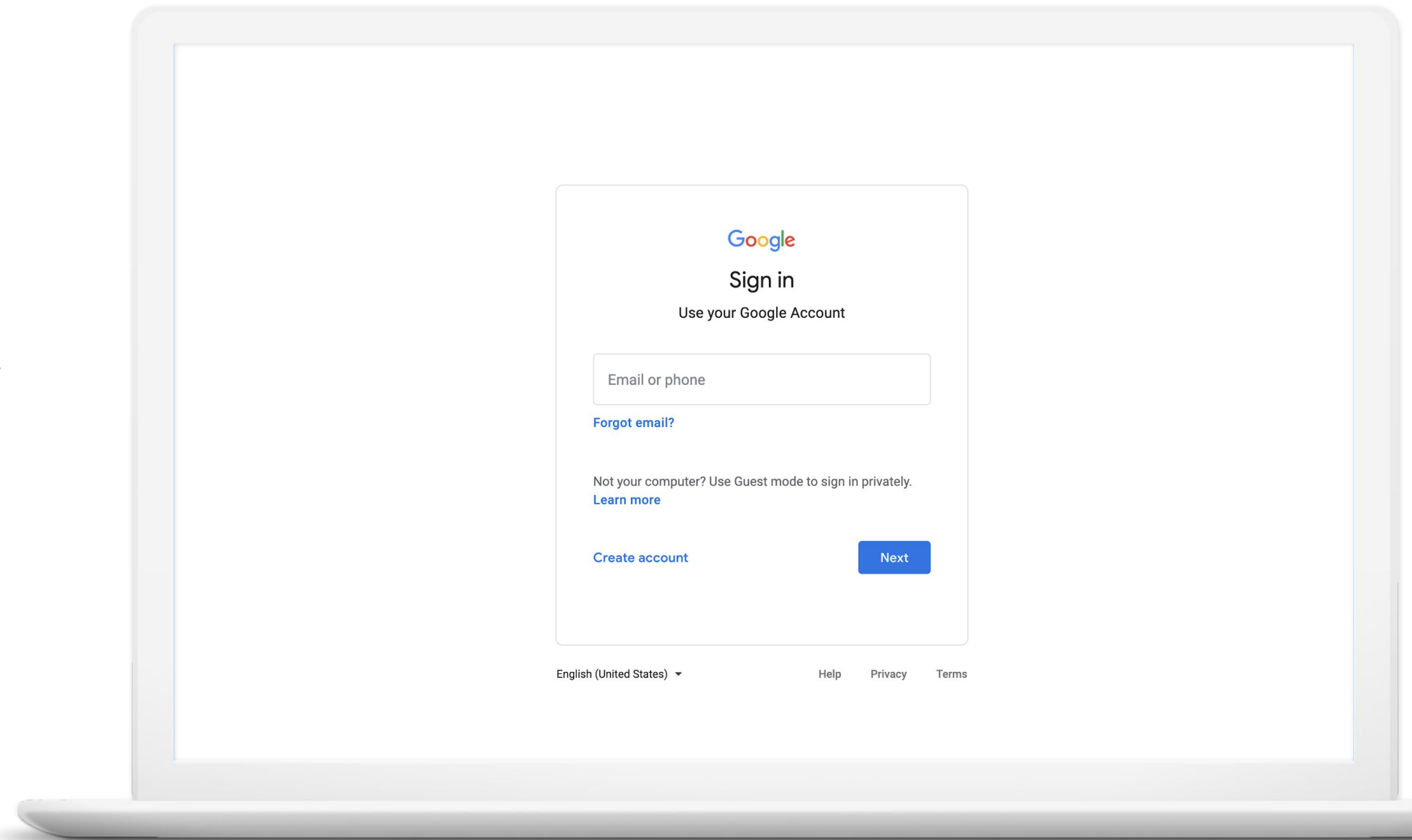
Follow Along Guide



Sign into your Google Account

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Google Account.

Don't have a Google
account? Sign up for free.



Quickly create new files

Do you create lots of new files?

You can do that in one step.

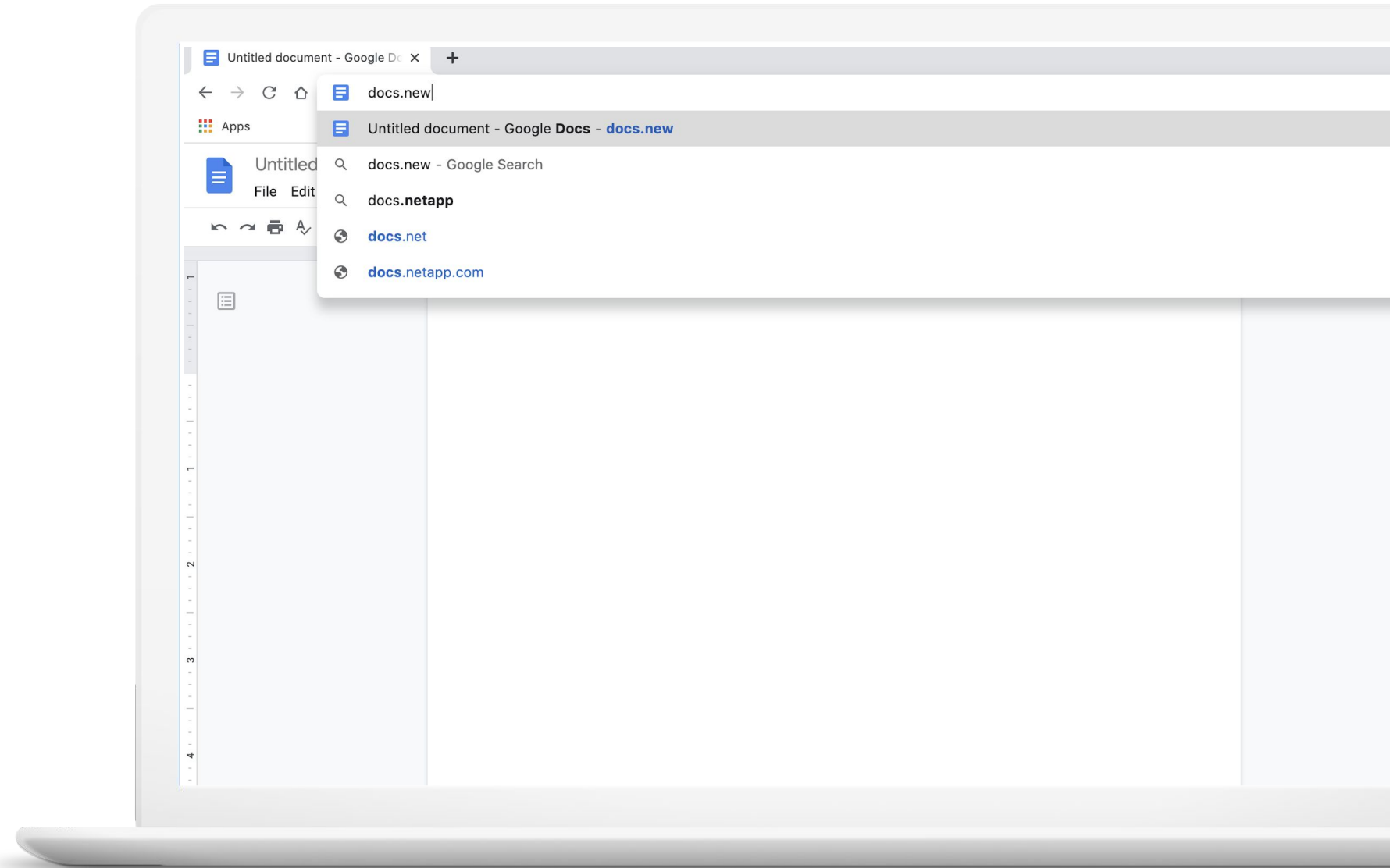
In the browser address bar, enter the type of document you want, followed by [.new](#):

[Doc.new](#)

[Sheet.new](#)

[Slide.new](#)

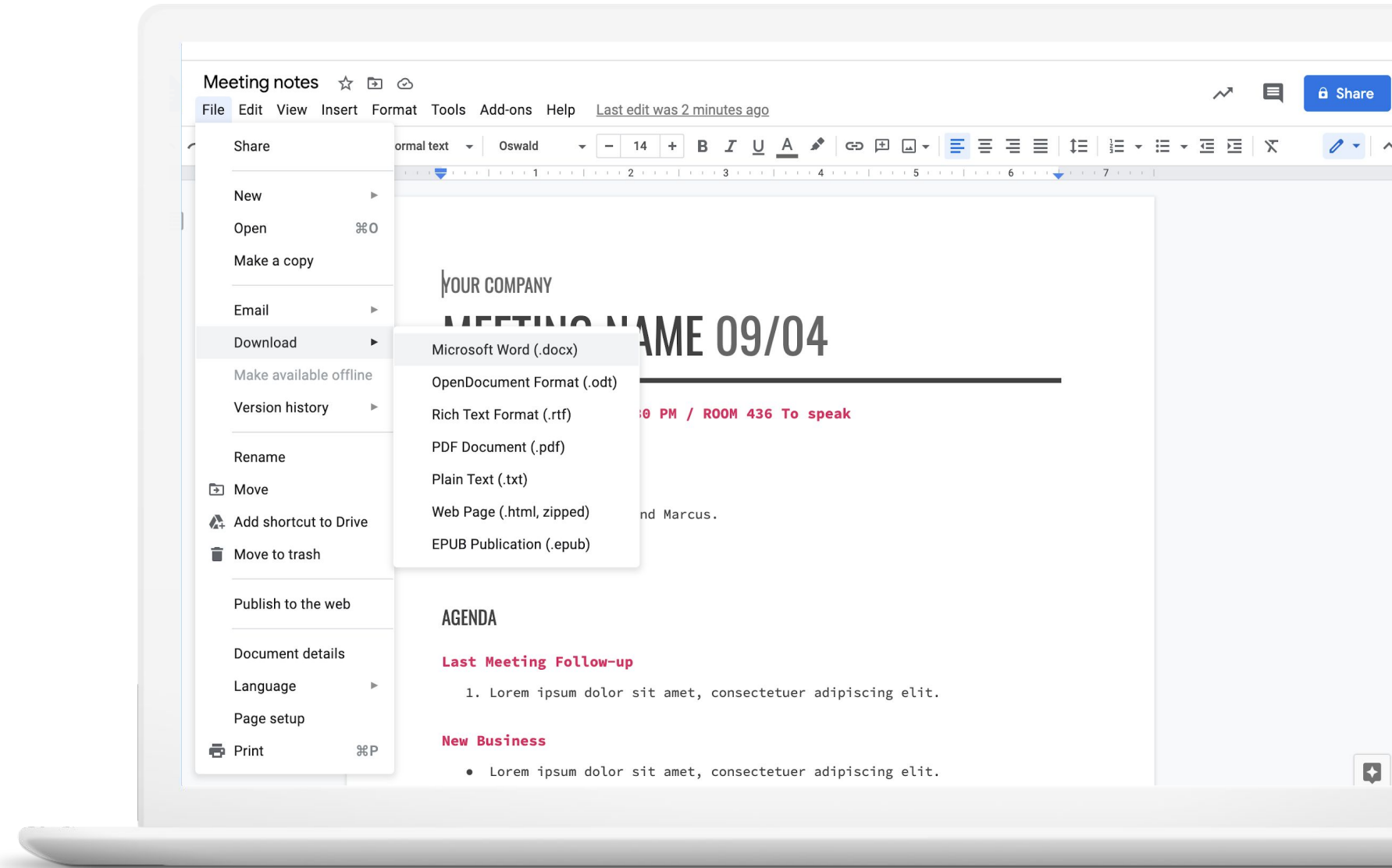
[Form.new](#)



Edit files from other programs

Do you need to work with other file formats? Google's tools work with other popular formats, too.

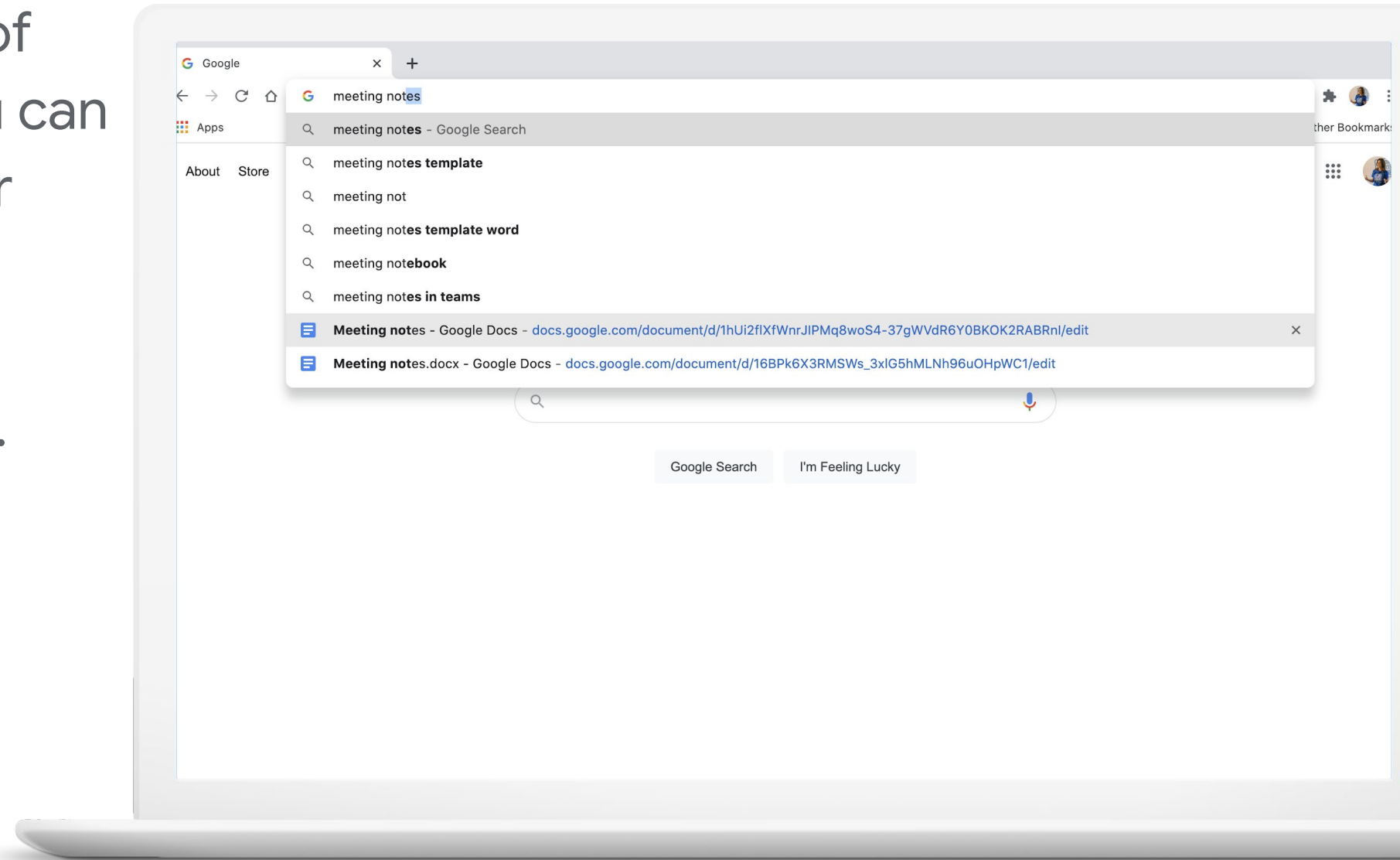
- Add Office files and PDFs to Google Drive.
- Convert files to Google formats.
- Edit in Office, save in Google Drive.
- Email files in Office or PDF formats.
- Download in Office or PDF formats.



Quickly find your files

Do you want to quickly open one of your files? If you know its title, you can do that in the browser address bar from a computer.

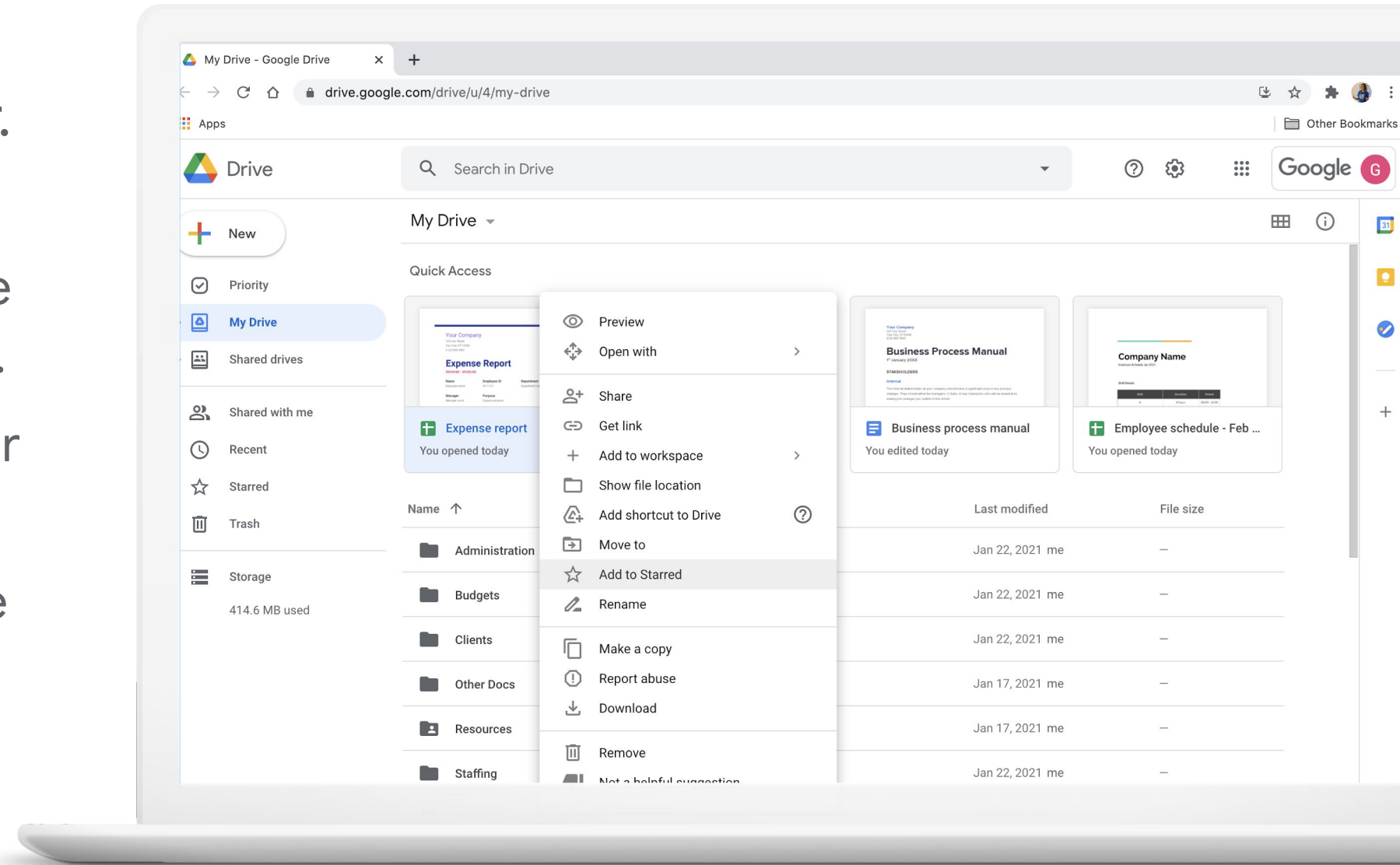
- Start typing the document title.
- When you see it in the list of suggestions, click to open.



Add stars to important files and folders

Add stars to important files and folders and quickly find them later.

1. From Google Drive, right-click a file or folder and select **Add to Starred**.
2. Or, click the star icon in the file near the title.
3. Find them by clicking **Starred** in the Google Drive menu.



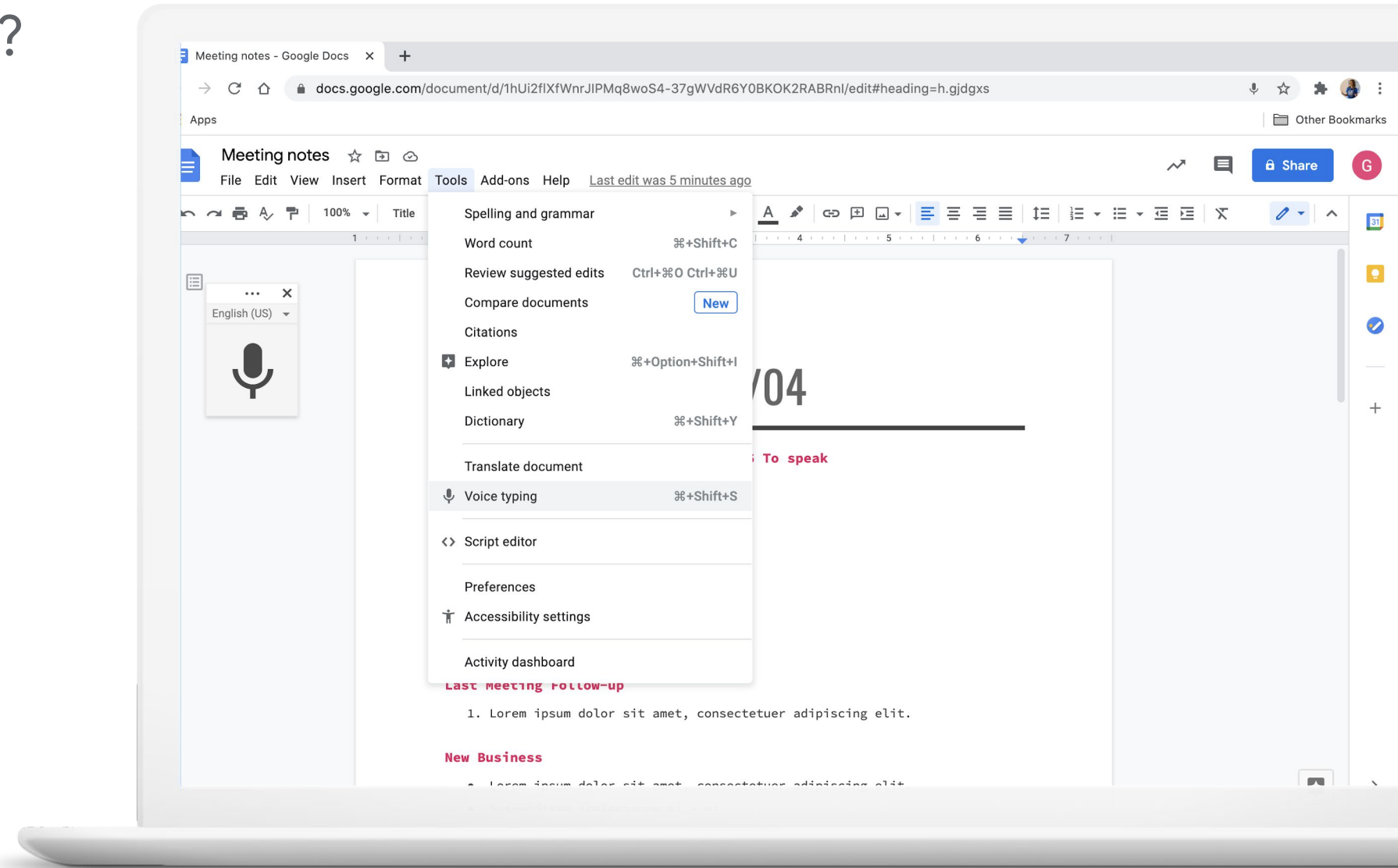
Type with your voice

Would you prefer talking to typing?
Use the voice typing feature and a microphone to dictate.

1. Select **Tools** > **Voice typing**.
2. Select your language.
3. Click the microphone icon to start and stop.

Quick Tip:

Make sure that you have a working microphone built in to your device or connected externally.



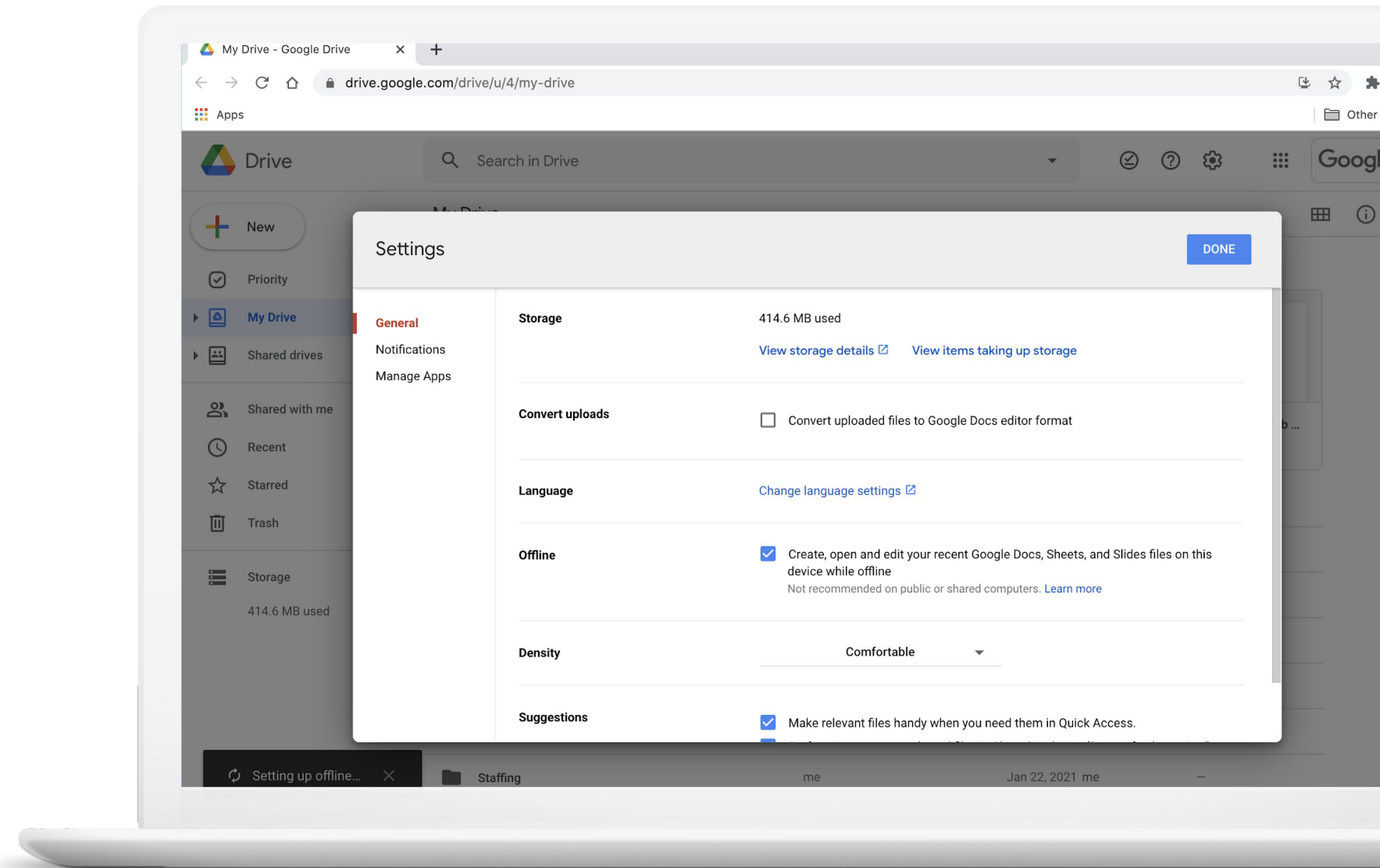
Keep working when you're offline

Do you need to view and edit files when you're offline? You can do that (with a little prep).

While connected to the Internet:

Using Google Chrome, install and enable the [Google Docs Offline](#) extension.

g.co/drive/offline



Or, choose individual files to edit offline

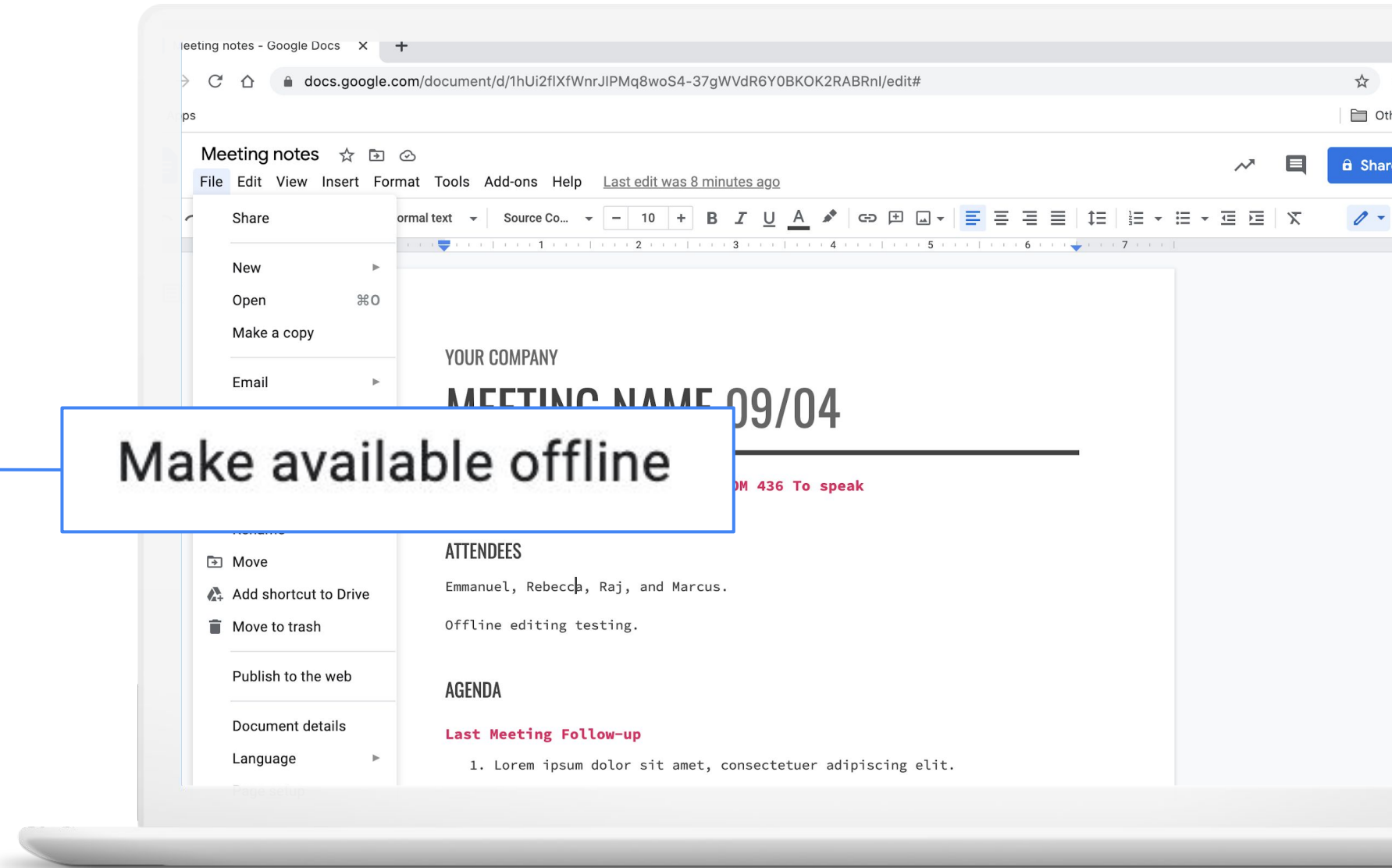
(Still connected to the Internet):

Next, choose the files you want to access offline.

Click **Make available offline**

Quick Tip:

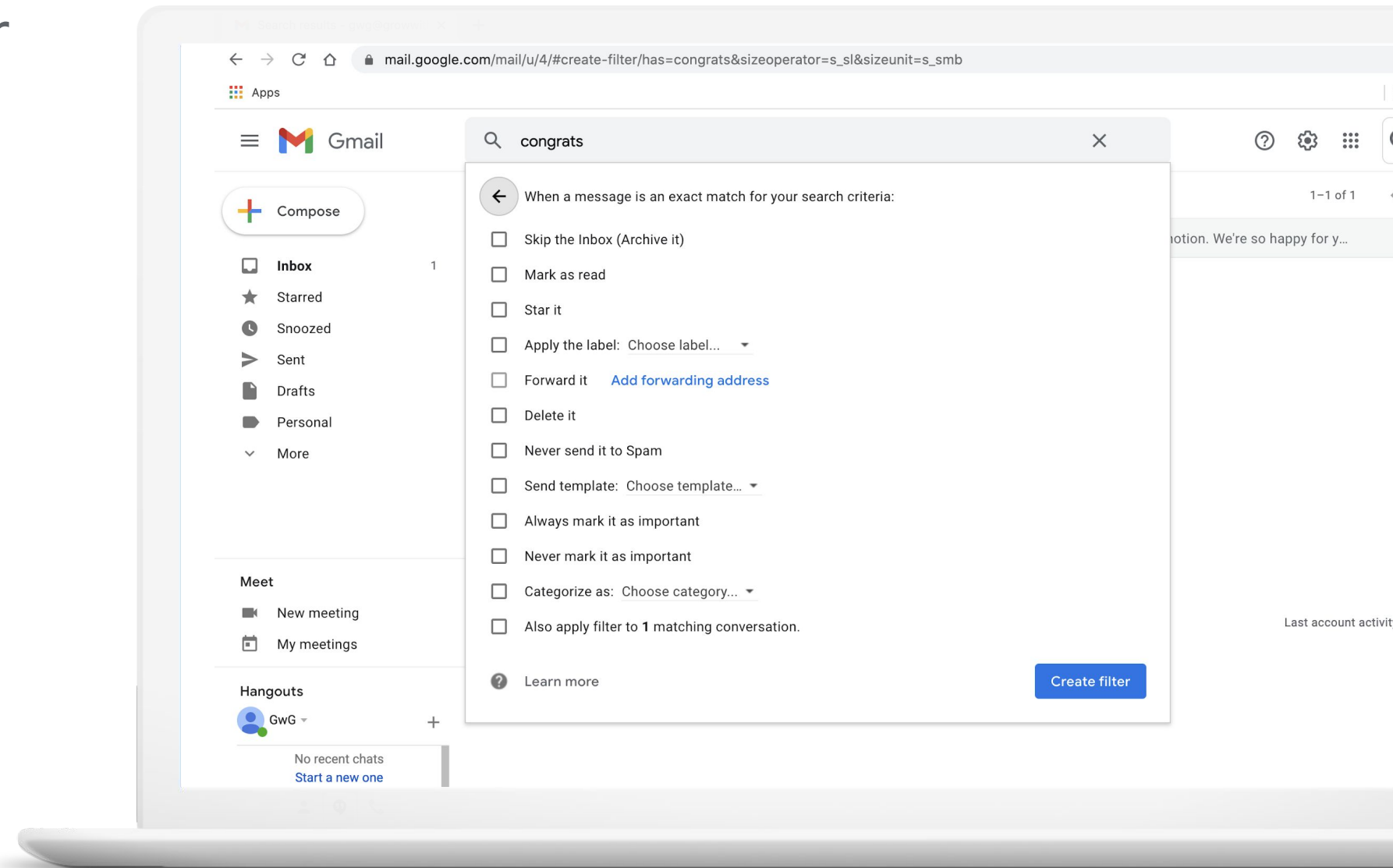
Confirm you have sufficient space on your device to save your files.



Use filters to manage email

Want to sort incoming email? Use filters to add labels, archive, delete, star, or forward mail to another address.

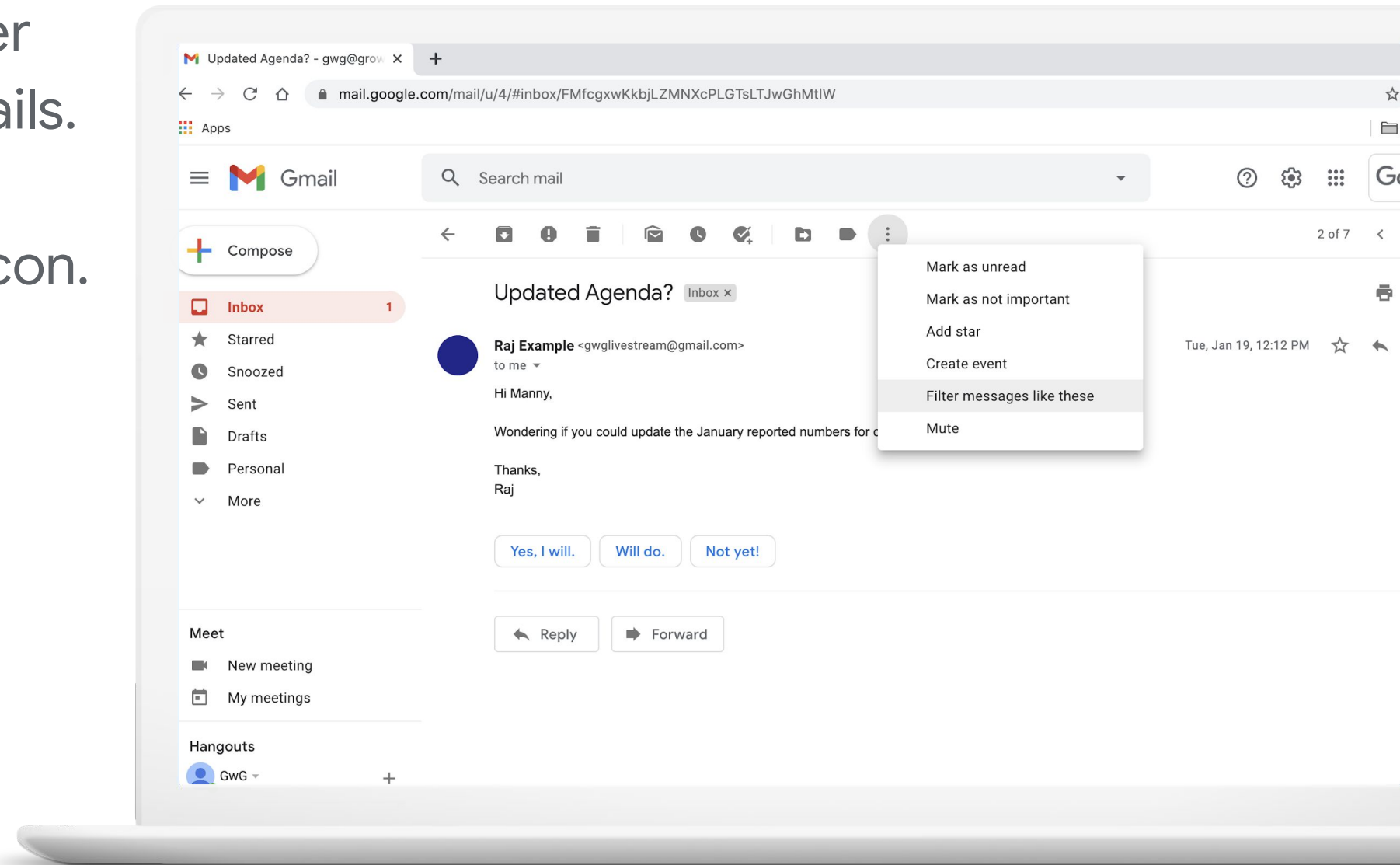
1. Click the down arrow symbol in the search box.
2. Enter filter criteria.
3. Click **Create filter**.
4. Customize filter rules.
5. Click **Create filter** to save.



Another way to filter

Google tools often offer more than one way to do something. Here's another way to create a filter, for similar emails.

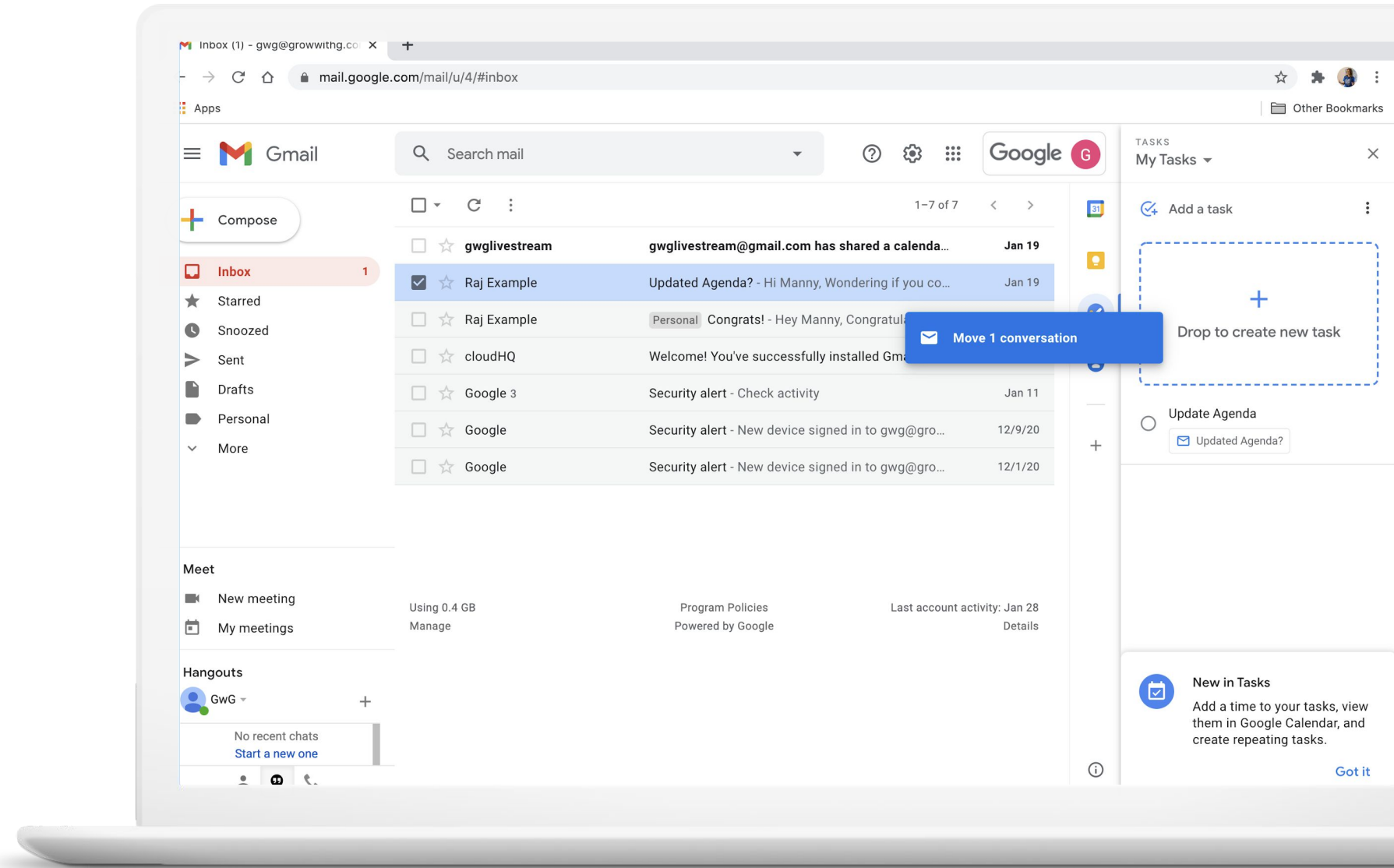
1. In the email, click the three dot icon.
2. Click **Filter messages like these**.
3. Customize filter.
4. Click **Create filter** to save.



Turn emails into tasks

Many emails are “to-do” list items. Gmail lets you drag email and create a task list.

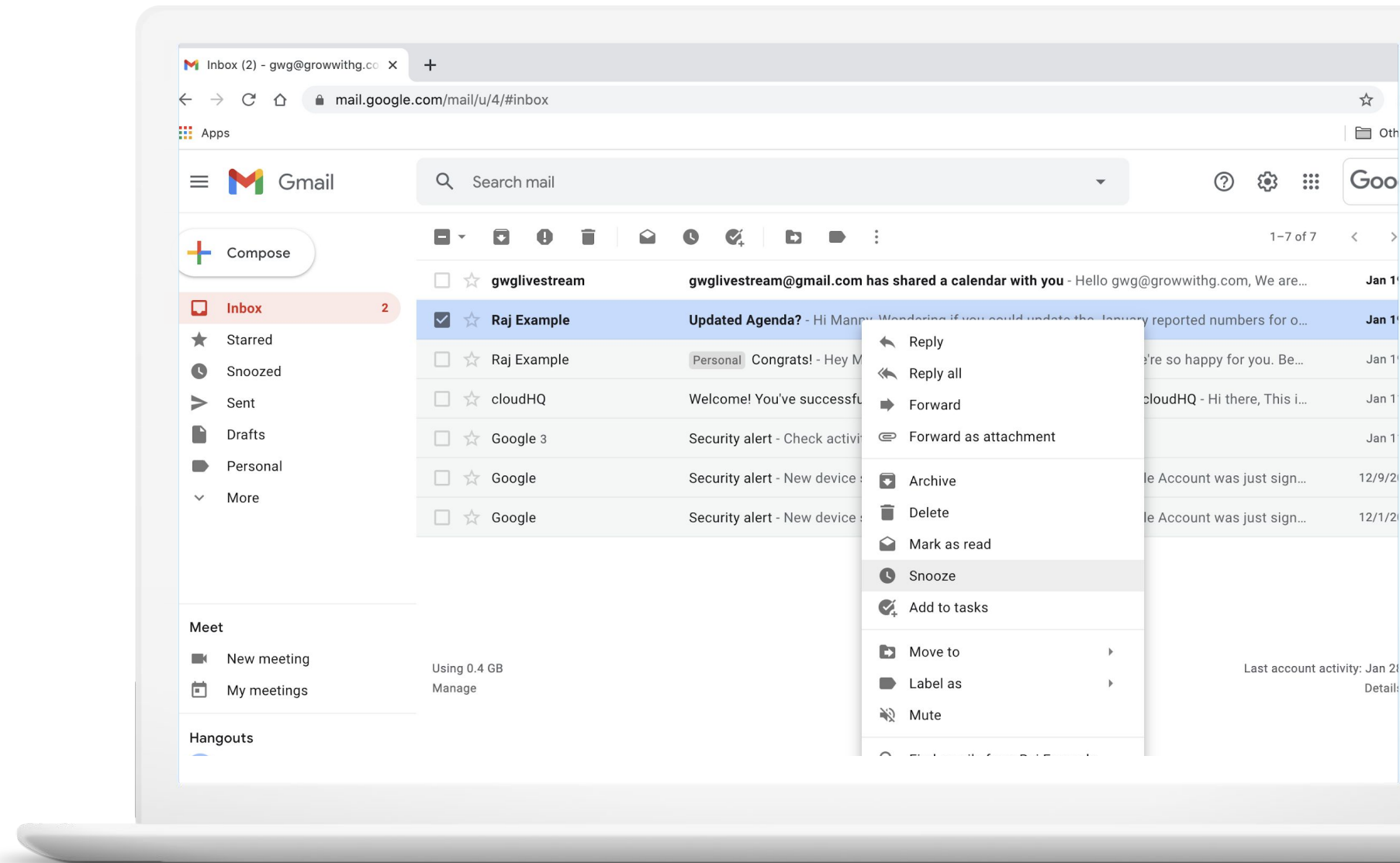
1. Open the [Tasks app](#) in the Gmail side panel.
2. From inbox, click an email and drag it to [Add a task](#).
3. Edit as you wish.



How to snooze email

Postpone emails and temporarily remove them from your inbox.

1. From inbox, right-click an email and select **Snooze**.
2. Choose a later date and time.
3. Or: From email, click the clock icon and choose date and time.
4. To access sooner, click **Snoozed** in the Gmail menu.



Stop rewriting the same email

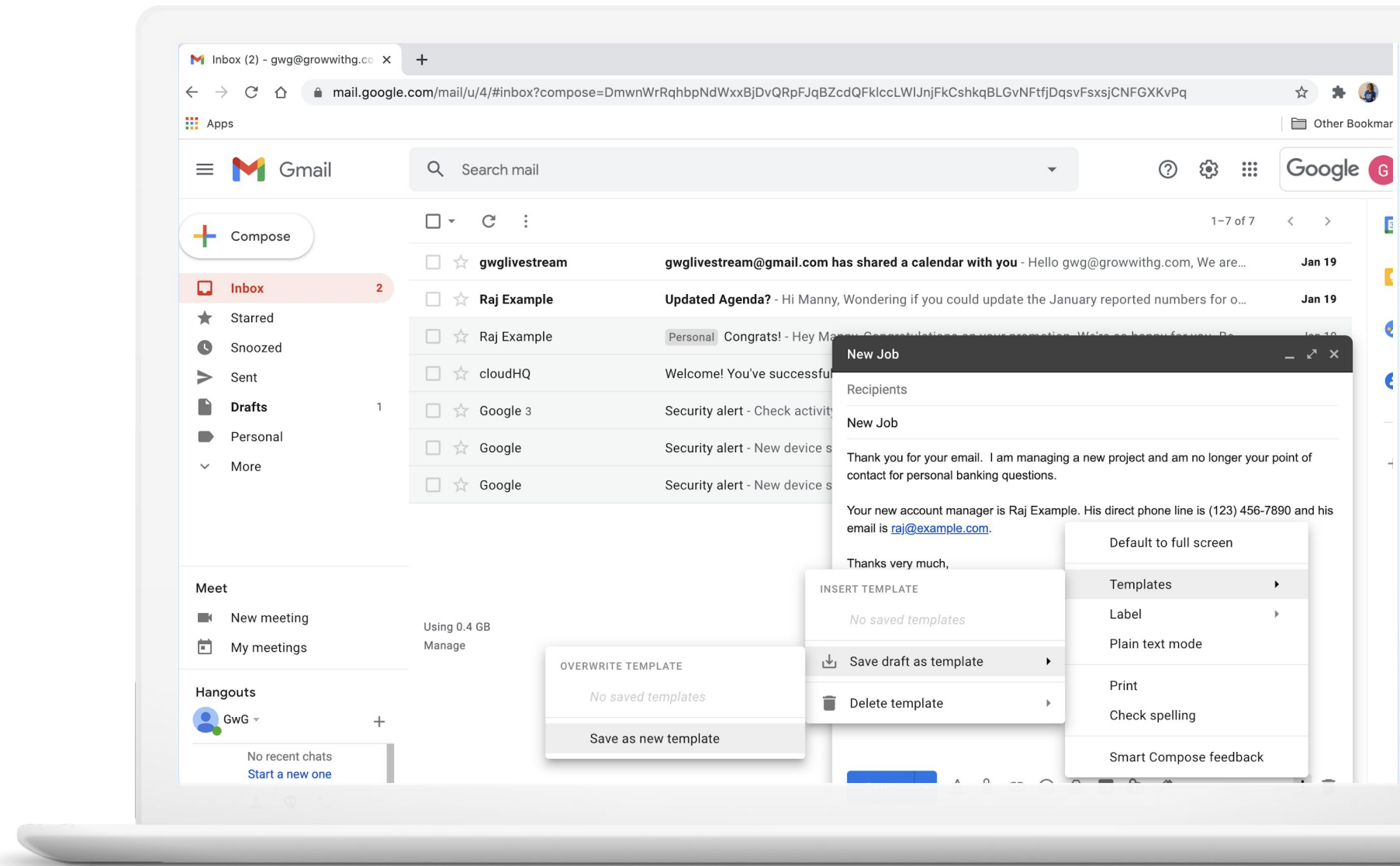
Are you typing the same email again and again? Try using a template.

Step 1:

1. [Settings](#) > [Advanced](#) > [Enable Templates](#)

Step 2:

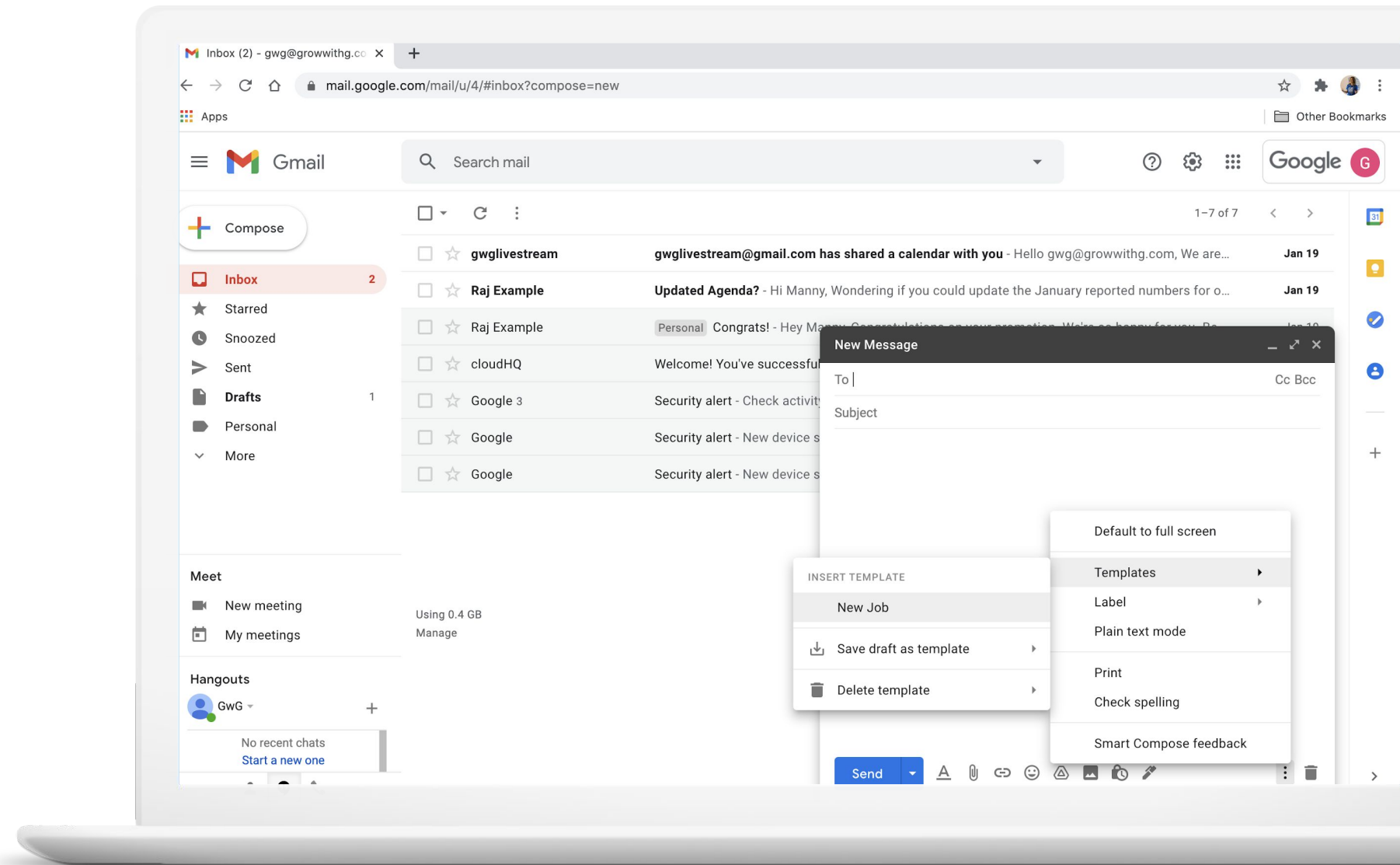
1. Start by composing an email (this becomes the template).
2. In lower right corner, click the three dot icon > [Templates](#).
3. Click [Save draft as template](#).



Use your new email template

To use a template:

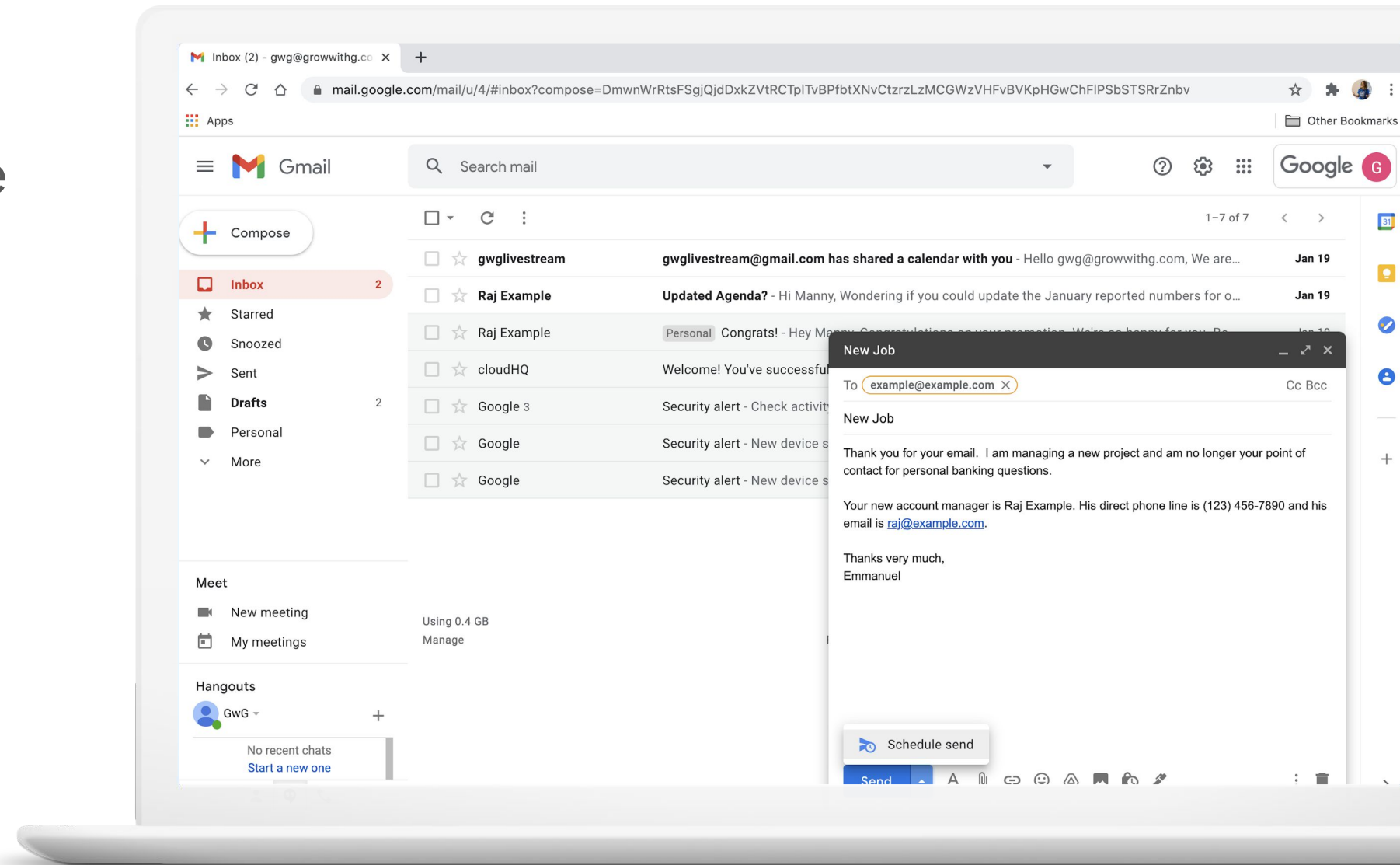
1. **Compose** an email.
2. In the lower right corner, click the three dot icon, then **Templates**.
3. Select the saved template you wish to use and it automatically appears. You can make edits, too.



Send an email... later

Write emails now and schedule them to be sent in the future.

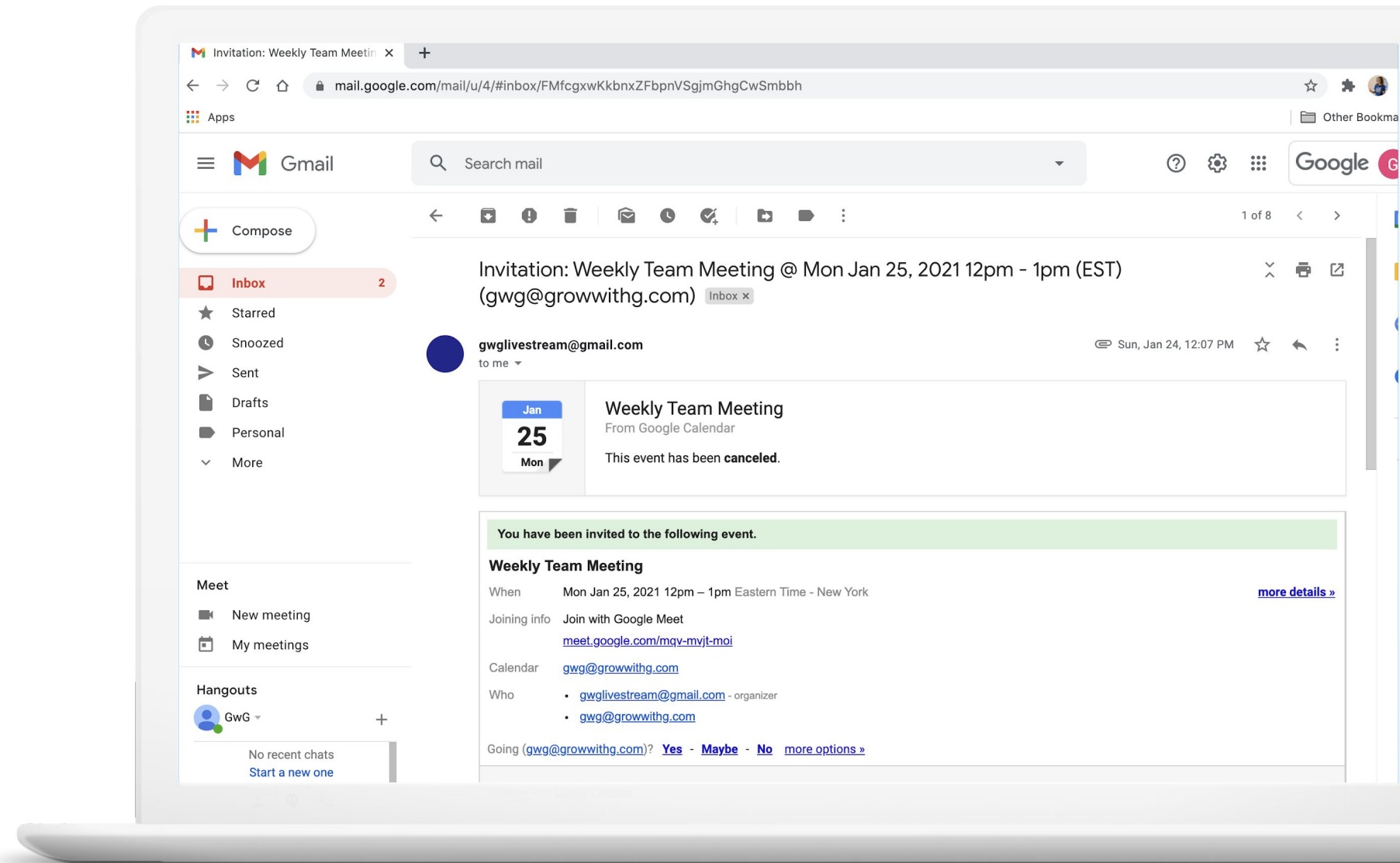
1. **Compose** an email, including the recipient.
2. Click the **down arrow** symbol next to **Send**.
3. Click **Schedule send**.
4. Select date and time.
5. Click **Schedule send** to save.



RSVP to Calendar events from Gmail

Google Calendar can send email invitations. Rather than opening calendar to RSVP, you can respond directly from the email.

1. Open the invitation email.
2. Click to RSVP (**Yes**, **Maybe**, or **No**).
3. **More options** lets you **Propose a new time** or **Add note**.

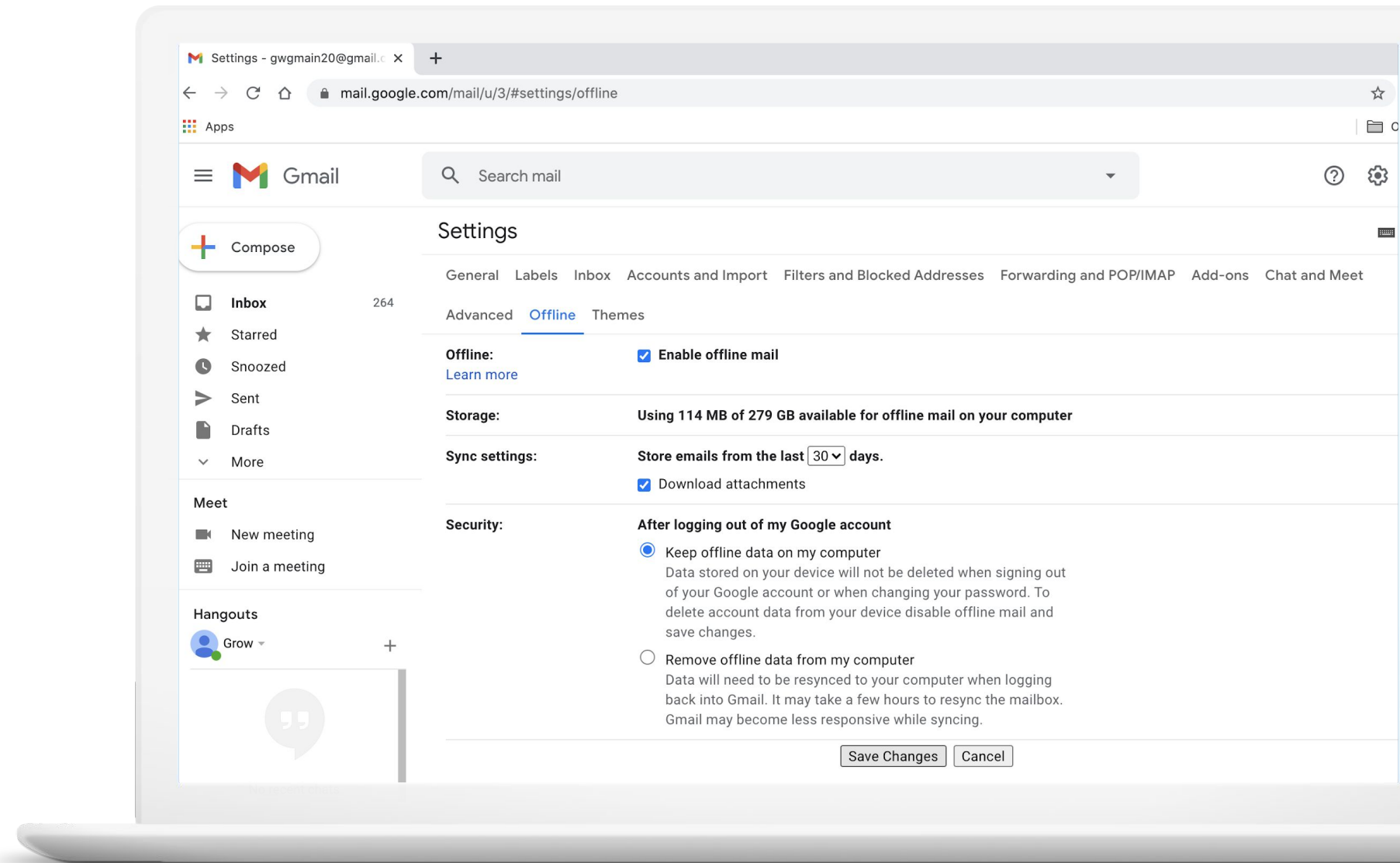


Work on email when you're offline

Use Gmail to read, respond to, and search your email when you're not connected to the Internet.

While you're online:

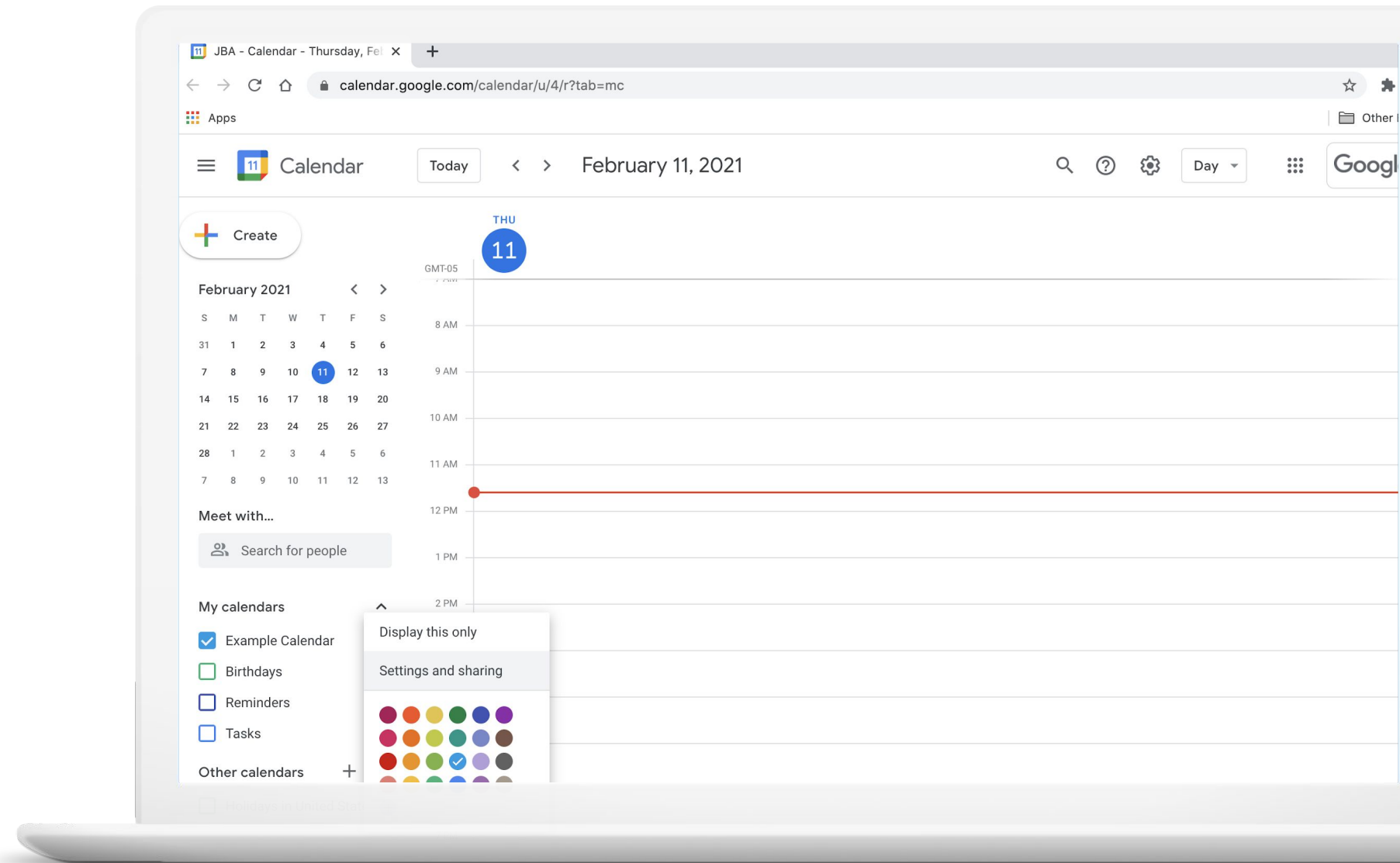
1. In Gmail, select **Settings**
2. Select **Offline**, then **Enable offline mailbox**.



Share your calendar & manage privacy

You can share your calendar but control who can see details.

1. Open the Calendar [Settings](#).
2. Go to [Access Permissions](#).
3. Make calendar public, or share with specific people.

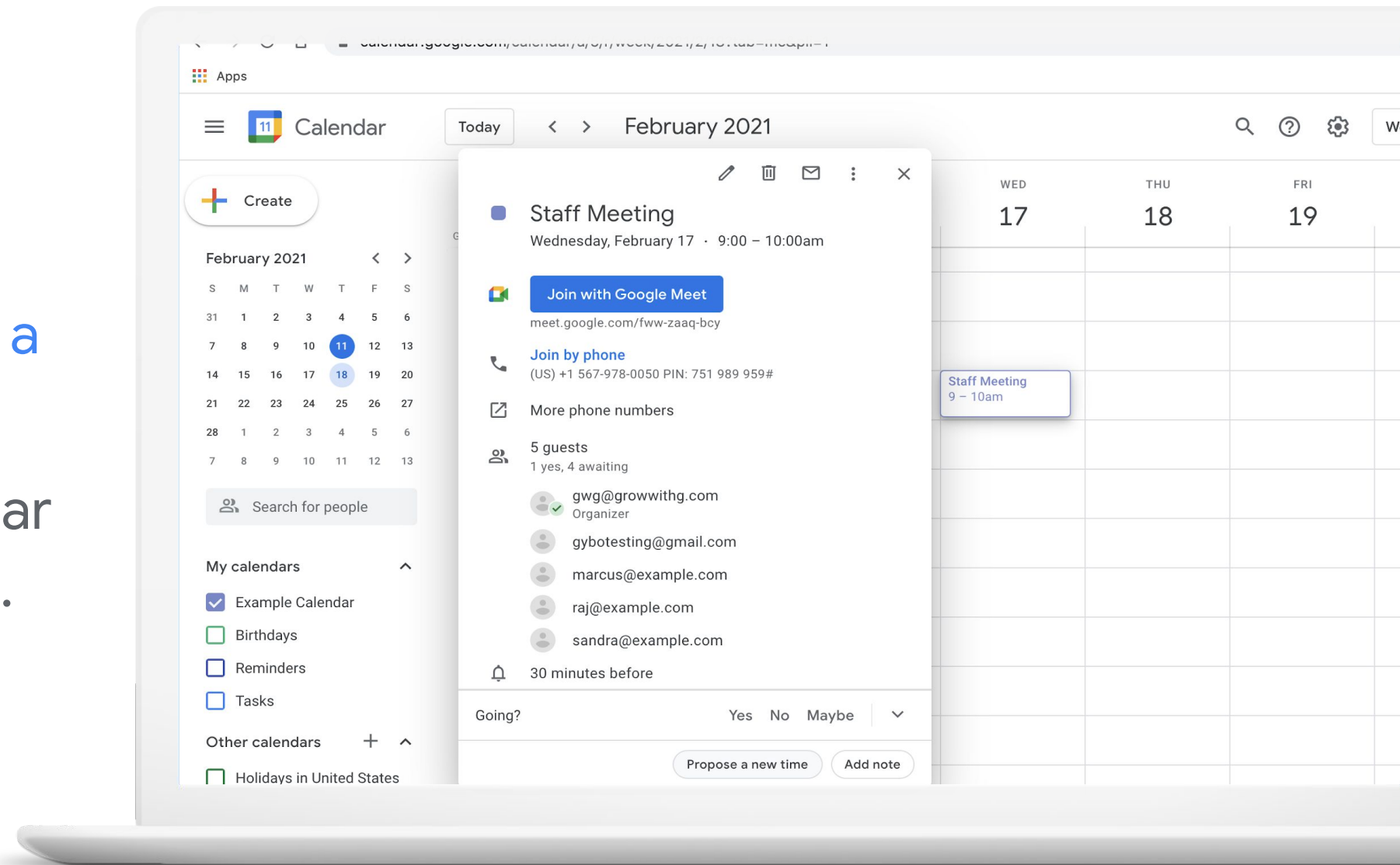


Propose another meeting time

Can't make it to a meeting?

Propose a different date or time.

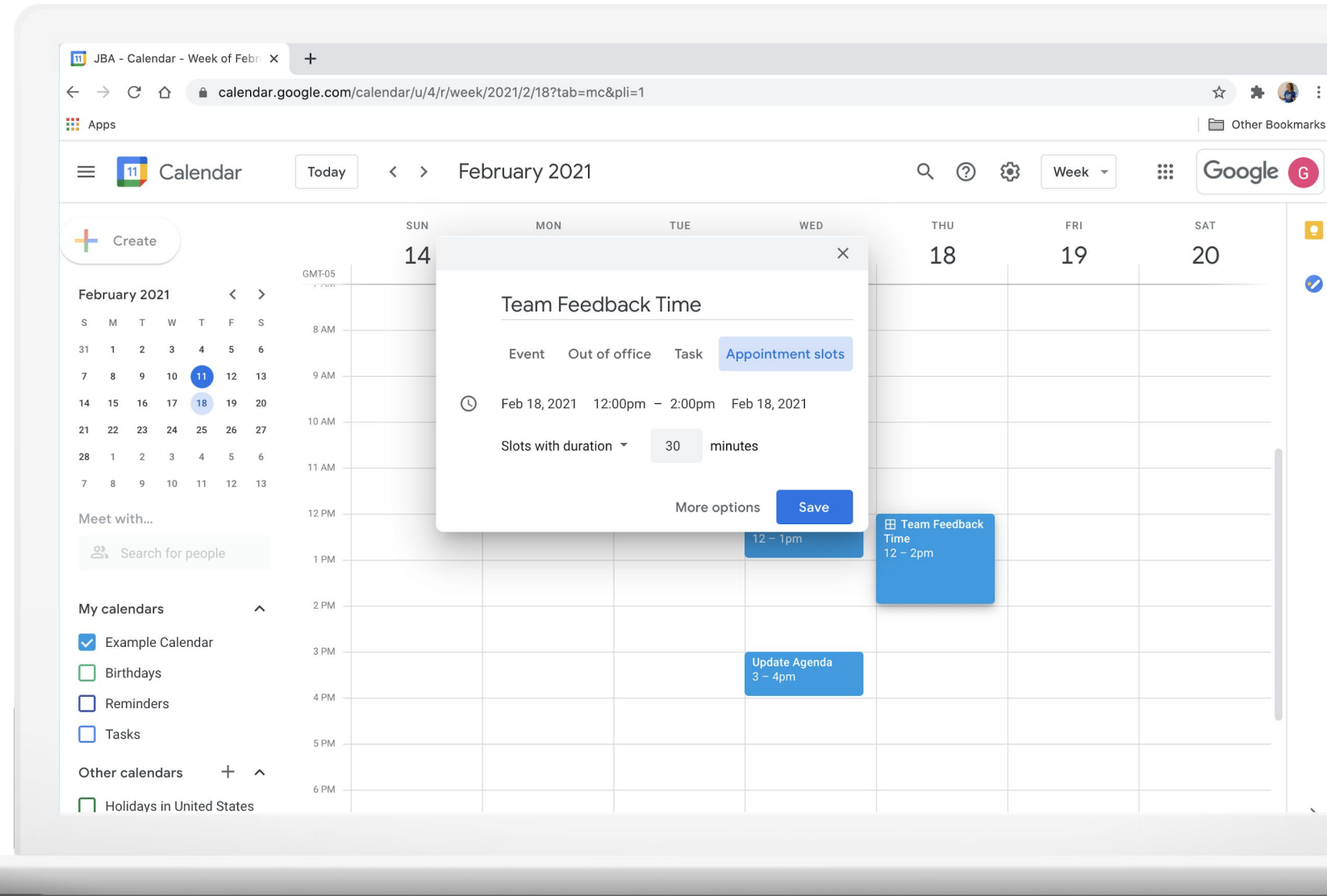
1. In Calendar, click the event.
2. Click the arrow symbol at the bottom right and click **Propose a new time**.
3. Click a new time on the Calendar or enter a date and time on left. Optional: add a message.
4. Click **Send proposal**.



For paid subscribers: appointment slots

Use Calendar to help people schedule meetings during designated hours.

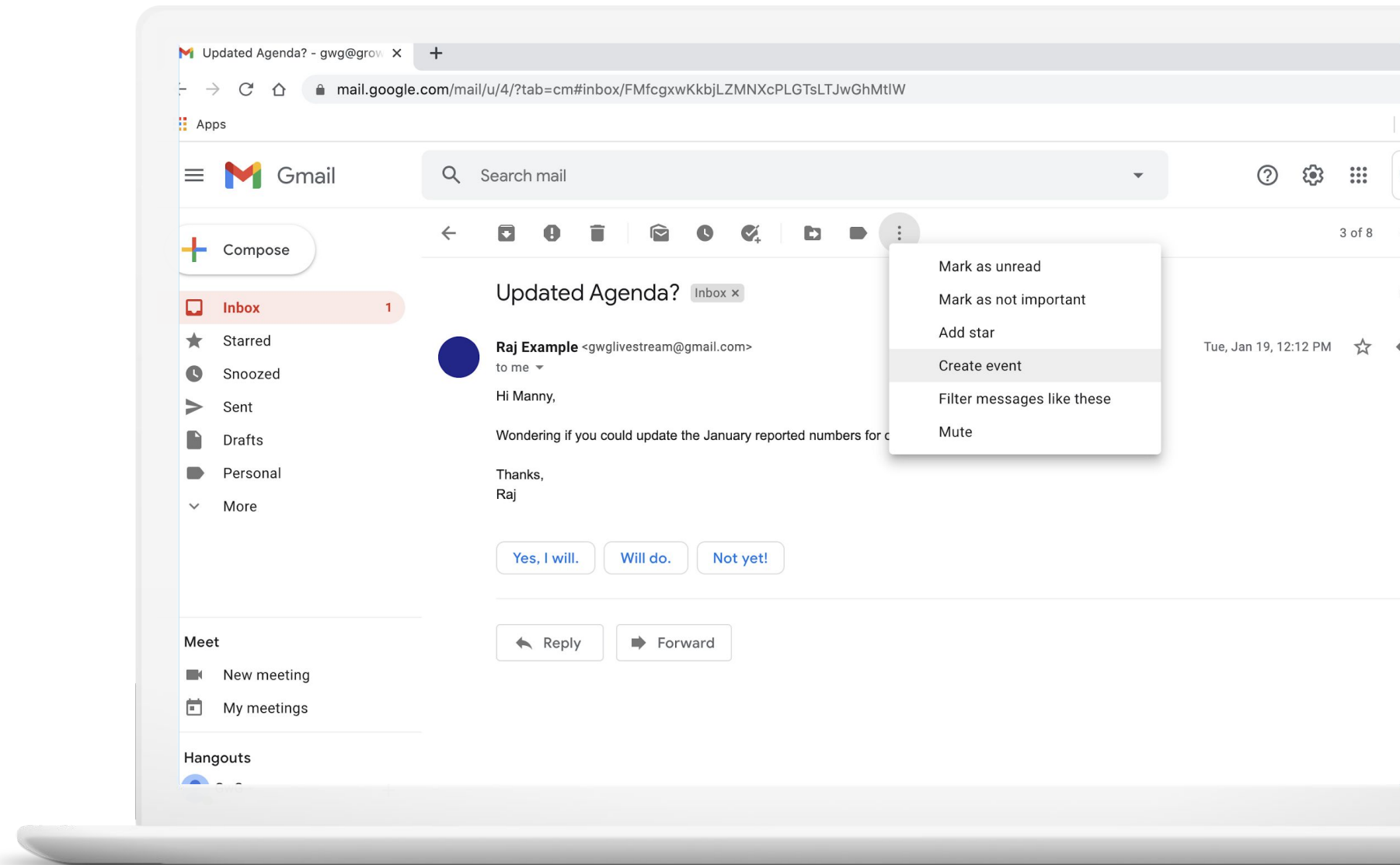
1. In Calendar, select a time.
2. Click [Appointment slots](#).
3. Add a title and duration.
4. It appears on your calendar and creates a new appointments page.
5. Share this page so people can sign up.



Schedule a meeting, from Gmail

You can use Gmail to create a Calendar event.

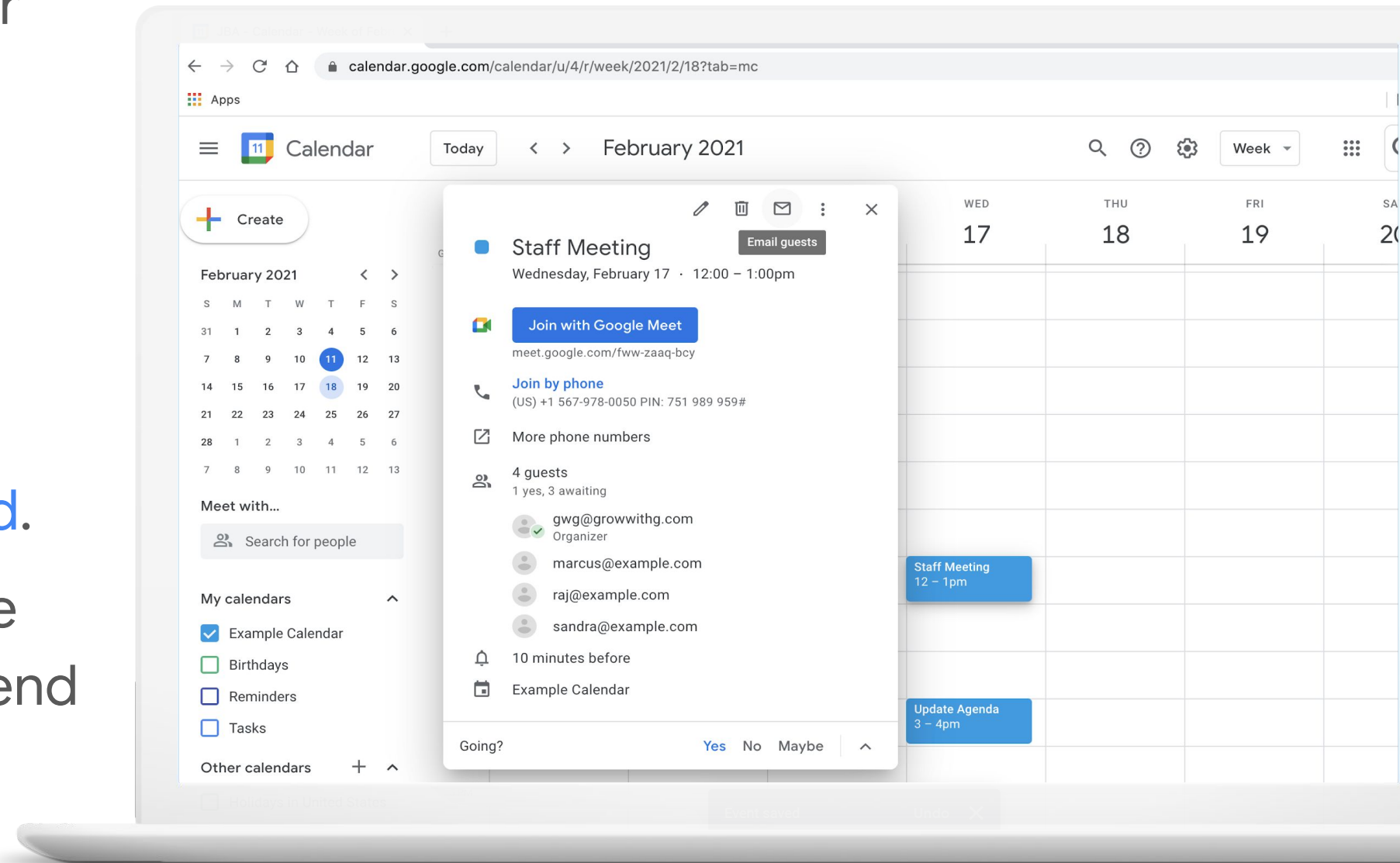
1. Open email and click **More**.
2. Click **Create Event**.
3. A new event is created with details from the email.
4. Select date and time.
5. Click **Save**.



Email meeting guests

Need to send a message before or after a meeting? Send it from the the Calendar event.

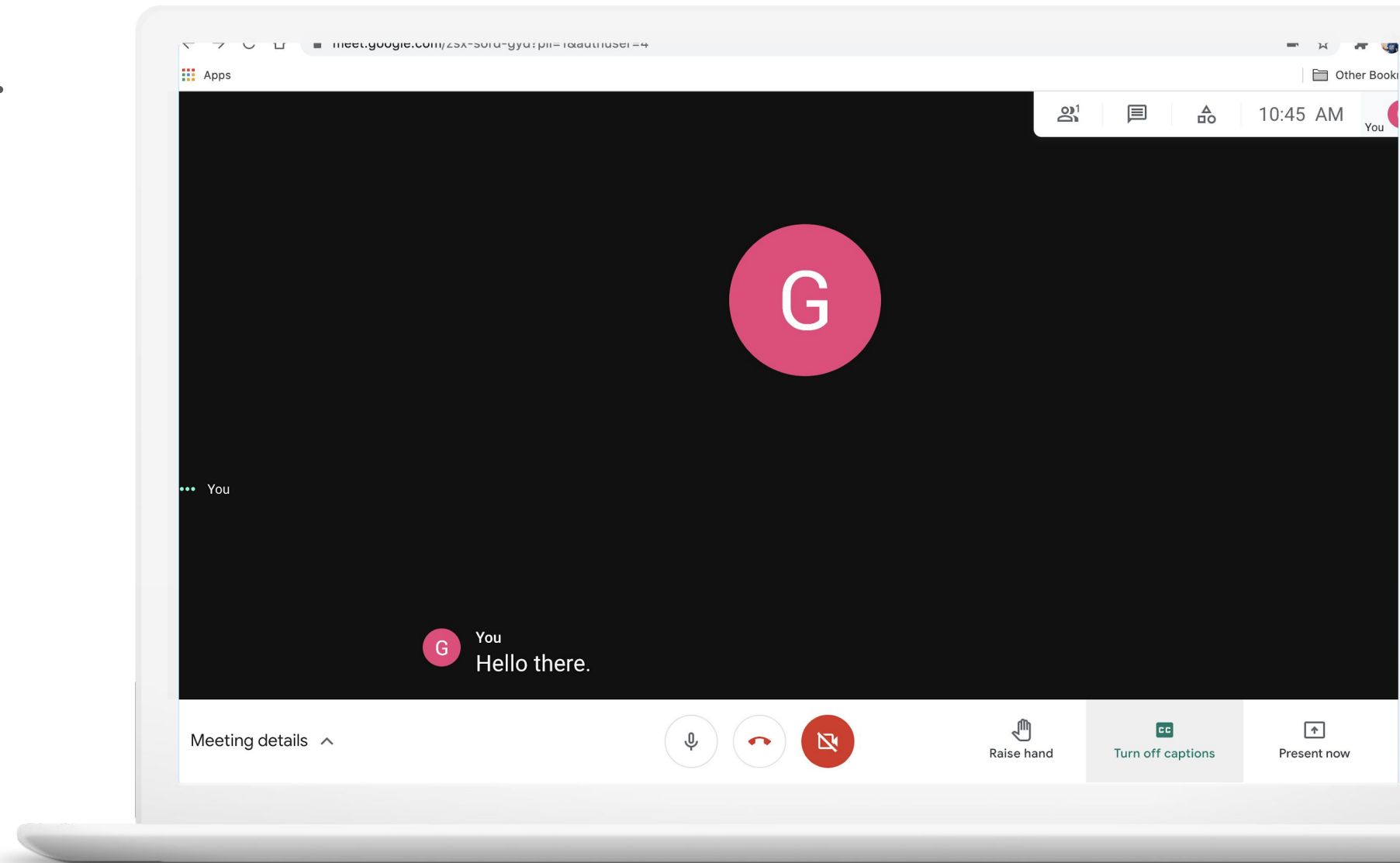
1. Open a future or past event.
2. Click the envelope icon.
3. Write a message and click **Send**.
4. When you make changes to the event you have the option to send a notification to guests, too.



Turn on captions in Google Meet

Turn captions on to view subtitles as everyone speaks in a video call.

1. Join the meeting and click [Turn on captions](#).
2. Each participant can turn captions on and off.



For paid subscribers: record meetings

Manny can record the meeting by following these steps:

1. Start or join a meeting
2. Click [More](#) > [Record meeting](#).
3. When you are finished, click [More](#), then [Stop Recording](#).
4. Click [Stop Recording](#) again to verify.
5. The recording is stored in the meeting organizer's [Drive](#) > [Meet Recordings](#) folder.

