

Moving to Google Apps

How to get started & quick tips



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Brief Recap

- Per agreement, we are going to move to Google Apps on Monday July 2nd, 2012
- Google Applications:
 - ✓ E-mail
 - ✓ Calendars
 - ✓ Contacts
 - ✓ Others
- We will still use Hyperdrive for a while to access the Documents.

How to get started?

➤ You can visit:

✓ google.com/a/cohred.org

✓ www.gmail.com

✓ www.google.com

✓ office.cohred.org (*coming soon*)

➤ Make sure you have your password (*Print it Out!*)



Can I still use Hyperoffice to manage my e-mails?

➤ No!

➤ All your new messages will be delivered only to your Google Apps Mailbox from Monday July 2nd, 2012.

How do I get help?

- “learn more” buttons
- support.google.com – use the search box to type your query, e.g. “configure outlook”
- If your problem was not solved by searching in the support page, please contact sahb@cohred.org
- Support by phone - will only be available to administrators

Next Step...

- You will receive an e-mail message with your password again.
- Migration page:
 - ✓ www.cohred.org/googleapps
 - ✓ Password: cohredstaff



Google Mail

The screenshot shows a web browser window displaying the Google Mail interface. The address bar shows the URL <https://mail.google.com/mail/u/0/?tab=3m#inbox>. The browser's address bar also shows a notification: "Permitir que COHRED Mail (mail.google.com) abra todos os links e-mail?" with buttons for "Use COHRED Mail" and "Não".

The Google Mail interface includes a navigation bar with links for +Rafael, Search, Images, Mail, Drive, Calendar, Sites, Groups, Contacts, and More. The Google logo is visible on the left, and the user's email address, sahb@cohred.org, is shown on the right with a notification badge for 1 email. A "Share" button and a user profile icon are also present.

The main content area shows the "Mail" section with a "COMPOSE" button. The left sidebar lists various folders: **Inbox (166)**, Starred, Important, Sent Mail, Drafts (18), Circles, Follow up, **Inbox/wordpress (632)**, Misc, Priority, Quarantine (9), and Chat. The Chat section includes a search box for "Search people..." and a list of contacts, with "Rafael Sahb" selected and a status dropdown set to "Set status here".

The main inbox list is filtered to show "Important" emails. The list includes an advertisement for "Migrate AS/400 apps - www.infinitecorporation.com" and several email entries with checkboxes, stars, and dates. The date range is set to "1-50 of many".

Actions	From	Subject	Date
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Inf. Sahb (2)	Workshop para hoje de Junho 2012 - Ação que será realizada sobre de hoje e de 11 de Jun 12	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	André Vasconcelos	Forum 2012: Issues Report and advice - Dear all, Please find attached the issues app Jun 12	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	David Francisco (2)	RE: Disseminação Carta São Paulo Instituto Paulista - Thanks David, all right Jun 12	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	André Salliba (2)	RE: Tools & Approaches on COHRED Website - Hi Carlos, Thanks for this Jun 12	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Álvaro Caldeira	RE: Paid Forum After Action Review - May 2012 - Dear all, Please find attached app Jun 11	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	David Salliba (2)	FR: Forum 2012: International Mapping - Dear Carlos, Please see below on Jun 8	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Inf. Salliba (2)	E-mail Migration - Hi Carlos, Sorry for not answering earlier - see a reply with fr Jun 8	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Inf. André (2)	Workshop for theme and pages for 2012 - Thanks for use in the meeting last Jun 6	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Inf. Salliba, Carlos, Álvaro (2)	RE: COHRED - Google Apps E-mail Migration - Migration Note - Hi Carlos, Hope a Jun 6	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Inf. Carlos (2)	E-mail Migration - Hello Carlos, You asked your password in my wrong file a Jun 5	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Ernesto Saverio	COHRED Working and Evaluation Meeting - New time - Dear all, Please see Jun 5	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Inf. Sá (2)	E-mail Migration - Dear Carlos, Sorry for not answering earlier - see a reply with fr Jun 4	

Conversations Off

The screenshot shows the Gmail settings page for the account 'sahb@cohred.org'. The 'Conversation View' setting is highlighted with a red box and is currently set to 'on'. The page also shows other settings like 'Language', 'Maximum page size', 'Keyboard shortcuts', 'External content', and 'Browser connection'. The left sidebar shows the inbox and other mail folders.

Settings - sahb@cohred.org x

https://mail.google.com/mail/u/0/?tab=3m#settings/general

Permitir que COHRED Mail (mail.google.com) abra todos os links e-mail? Use COHRED Mail Não Saiba mais x

+Rafael Search Images Mail Drive Calendar Sites Groups Contacts More v

Google sahb@cohred.org 1 + Share

Mail v Settings

COMPOSE

Inbox (166)
Starred
Important
Sent Mail
Drafts (18)
Circles
Follow up
Inbox/wordpress (632)
Misc
Priority
Quarantine (9)
Chat

Search people...

Rafael Sahb
Set status here v
Call phone

General Labels Accounts Filters Forwarding and POP/IMAP Chat Web Clips Labs Inbox Themes

Language: COHRED Mail display language: English (US) Show all language options

Maximum page size: Show 50 conversations per page
Show 250 contacts per page

Keyboard shortcuts: Keyboard shortcuts off
[Learn more](#) Keyboard shortcuts on

External content: Always display external content (such as images) sent by trusted senders - [Learn more](#)
 Ask before displaying external content

Browser connection: Always use https
[Learn more](#) Don't always use https

Conversation View: Conversation view on
(sets whether emails of the same topic are grouped together) Conversation view off

Stars: Drag the stars between the lists. The stars will rotate in the order shown below when you click successively. To learn the name of a star for search, hover your mouse over the image.

Presets: 1 star 4 stars all stars

In use: ★

Not in use: ★ ★ ★ ★ ! » ! ✓ i ?

https://mail.google.com/mail/u/0/?tab=3m#settings/general

Add Google Accounts

The screenshot shows the Google Mail settings page for the account sahb@cohred.org. The browser address bar displays <https://mail.google.com/mail/u/0/?tab=3m#settings/general>. A notification at the top asks to allow COHRED Mail to open email links. The navigation bar includes links for Mail, Drive, Calendar, Sites, Groups, and Contacts. The main content area is titled 'Settings' and has several tabs: General, Labels, Accounts, Filters, Forwarding and POP/IMAP, Chat, and Web Clips. The 'Accounts' tab is active, showing a list of accounts. A red box highlights the 'Add account' button. To the right, a profile card for Rafael Sahb (sahb@cohred.org) is displayed, with a 'View profile' button. Below the profile card, there are 'Add account' and 'Sign out' buttons. The 'Add account' button is highlighted with a red box.

Thank you!