

## 2010-2011 Google Apps for Torrey Academy

### Connecting:

To login to Google Apps, you will first need to connect to the Internet. Open your web browser of choice (Firefox, Chrome or Safari\*) and enter the URL <http://www.google.com/a/ta.biola.edu/>. This will take you to a login screen (fig. 1), where you can enter your Username and password (given to you at orientation). Click the **Sign in** button.

Sign in to manage  
**Torrey Academy**

Username: @ta.biola.edu

Password:

Stay signed in

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

**Powerful communication and collaboration**

The right tools can make projects faster and easier. Whether you're working on a project, or coordinating with your group, Google Apps services help you get the job done.

- Collaborate more effectively with shared calendars
- Access your data from anywhere, even from mobile devices
- No software or hardware to install and maintain

If you are a **Google Apps administrator**, sign in here

**New! One-stop information sharing with Google Sites**  
Building a site is as simple as editing a document, and it's free. Check out these example sites: [Company intranet, Torrey Academy](#)

Figure 1

If you receive an error message stating, "The username or password you entered is incorrect," please check to make sure that you have entered everything correctly (note: you don't need to have @ta.biola.edu in your username because it is automatically added) or that your Caps-Lock isn't on.

Also, after your first login, the original password will no longer work because you must change it the first time you login. If you have forgotten your password, please contact the TA Helpdesk at **(562) 903-4705**.

After signing in, it will take you to a welcome screen that gives you access to all the apps (fig. 2).

Hello, TA Student. Welcome to Google Apps.

To start using your services, just click on the links to the right. Easily share and collaborate with others in your organization by using Google Apps.

Your IT administrator is managing user accounts. To invite additional users to Google Apps, please contact your IT administrator.

**Your services**

- Sites**  
Quickly create and publish collaborative sites
- Docs**  
Publish and collaborate in real-time on documents, spreadsheets, and presentations
- Calendar**  
Organize schedules and share events and calendars with others
- Email**  
Improve your existing mail account with Gmail's powerful search, SPAM filtering, and chat in the browser
- Chat**  
Call or send instant messages to contacts for free - anytime, anywhere in the world by [downloading Google Talk](#), or by opening the [Google Talk Gadget](#).
- Video**  
Upload, view and share videos
- Groups (user-managed)**  
Create, manage, and search groups.

Figure 2

\*Note: As of now, Firefox experiences some issues when using Google Apps. If you run into a problem, please try Google Chrome (Windows) or Safari (Mac) to see if it resolves the issue. For additional help, please see these websites: [help.google.com](http://help.google.com) and [www.google.com/mail/help/gmail\\_tips.pdf](http://www.google.com/mail/help/gmail_tips.pdf)

## Google Mail User Tutorial

### Reading Messages:

When you click on the Email icon on the welcome screen, it will take you to your personal inbox (fig. 3), where all of the emails sent to you are listed. Unread messages show up in **bold**, and you just click on them to read them. If you want to read your sent mail or other emails, just click the appropriate label on the left-hand side.

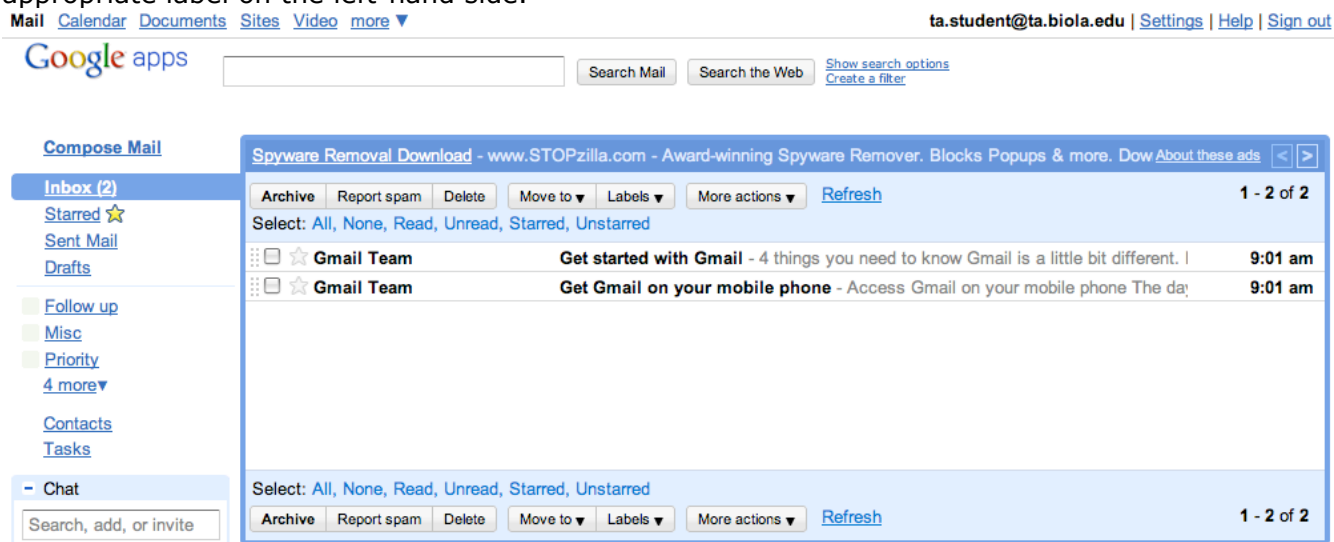


Figure 3

### Sending Messages:

To send a message, choose **Compose Mail** from the **left-hand** menu (fig. 4). Enter the subject and recipient(s) of your message, hitting the return/enter key after each. Then type the message in the bottom pane, and choose **Send** from the bottom or top of the message when you're ready to send it.

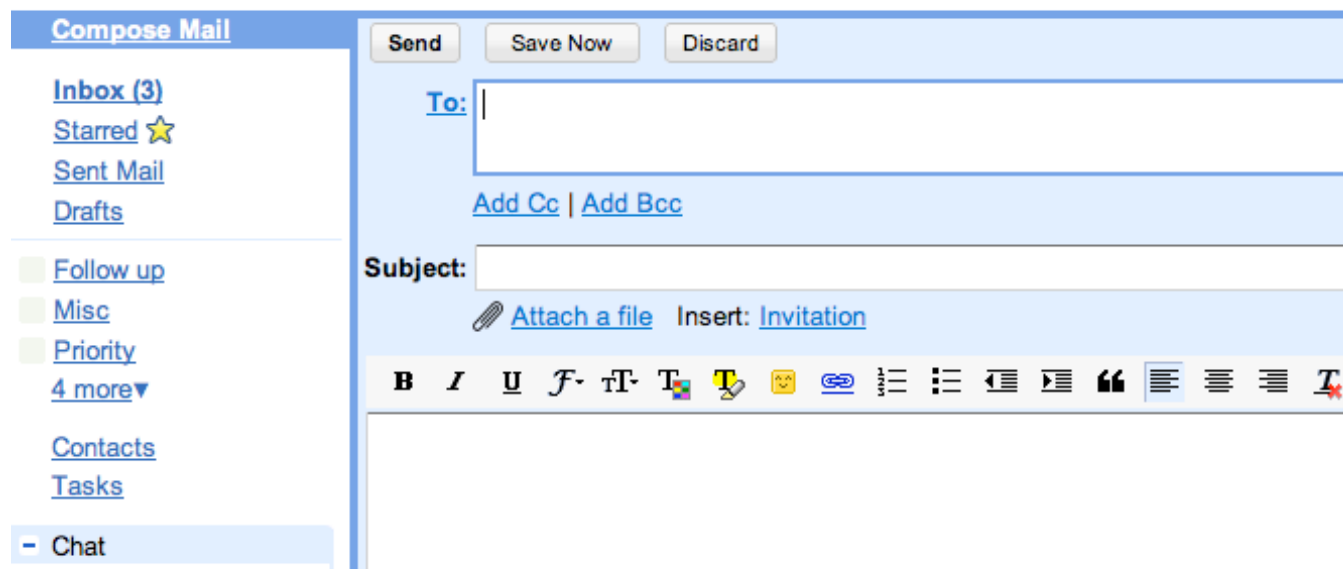


Figure 4

## Using Google Groups:

In Google Apps, each Torrey Academy class has its own Group, and there are additional groups for Chatter, Prayer & Praise, and the TA Writing Lab. To use these groups, click Groups from the Welcome Screen, or find the link at the top left of any Google Apps Screen. You will be taken to a dashboard that displays all the groups you are a part of, and the latest activity in each (fig. 5). If a group you need is not in your dashboard, go ahead and search in the **Find a group** section and search for the group you need.

The screenshot shows the Google Groups interface. At the top, there is a search bar with the text "Google groups" and a "Search Groups" button. Below this is a section titled "My groups" with a "Single-column" view selector and a "View: Grid, List" option. The "My groups" section displays six groups in a grid:

- Chatter**: 2 web views, last 15 minutes
- Faith - Garden Grove**: 1 web view, last 1 minute
- Torrey Academy**: 1 web view, last 1 minute
- Faith of Our Fathers**: 1 web view, last 1 minute
- Prayer & Praise**: 1 web view, last 1 minute
- Writing Center**: 1 web view, last 1 minute

Below the grid is a "Manage my memberships" link. To the right of the "My groups" section is a "My profile & stats" section showing a profile picture placeholder, the email address "ta.student@ta.biola.edu", and "Your 7-day activity" which is "None". Below the "My groups" section is a "Find a group" section with a search bar and a "Search for a group" button, and a "Browse all groups..." link.

Figure 5

When you click on a group, you will be taken to the Group home page, where you can post and read new messages (fig. 6). Remember that you are expected to check the main Torrey Academy group and your class groups at least once or twice a week, for any information from your tutor or from Torrey Academy staff.

The screenshot shows the home page for the "Faith - Garden Grove" group. The page has a header with the group name and a "Discussions" section. Below the "Discussions" section, there is a "View: Topic list, Topic summary" option. The main content area shows a discussion titled "Term Papers" with a star icon, a lock icon, and a message icon. The discussion text is "Share your term papers here!" and it is by "Youth Web" on "Jun 25" with "1 message". Below the discussion is a "No more topics in this group." message. At the bottom of the page is a "+ New post" button. At the very bottom of the page, there is a link to "Send email to this group: faith.gardengrove@ta.biola.edu".

Figure 6

For additional help, please see these websites:  
[help.google.com](http://help.google.com) and [www.google.com/mail/help/gmail\\_tips.pdf](http://www.google.com/mail/help/gmail_tips.pdf)

## Chats

### Accepting a chat:

If you see a Chat window pop up at the bottom of your email screen (fig. 7), someone has started a chat with you. Just enter text and hit enter to reply. Remember, because you are a Torrey Academy student, you are only allowed to chat with tutors or other Torrey Academy students.

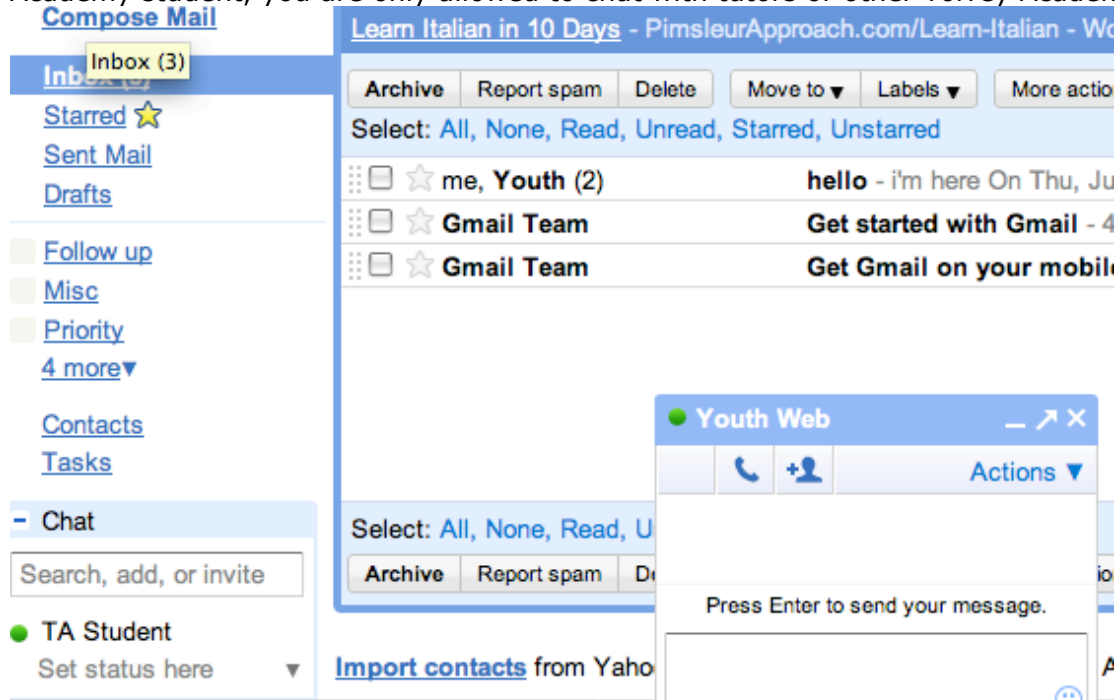


Figure 7

### Creating a chat:

To begin a chat with someone, click on, or type in, a name in the chat window on the left-hand side when in Google Mail (fig.8). This will create the chat (fig. 9).

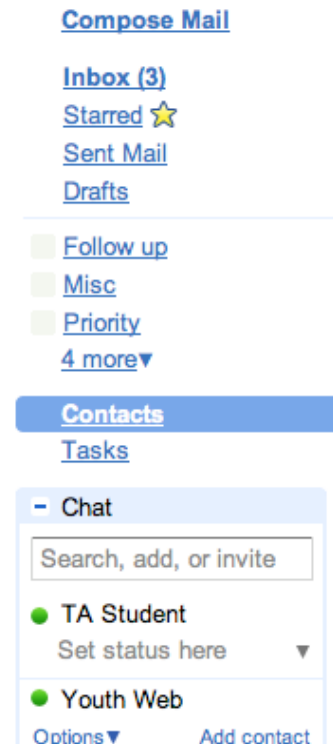


Figure 8

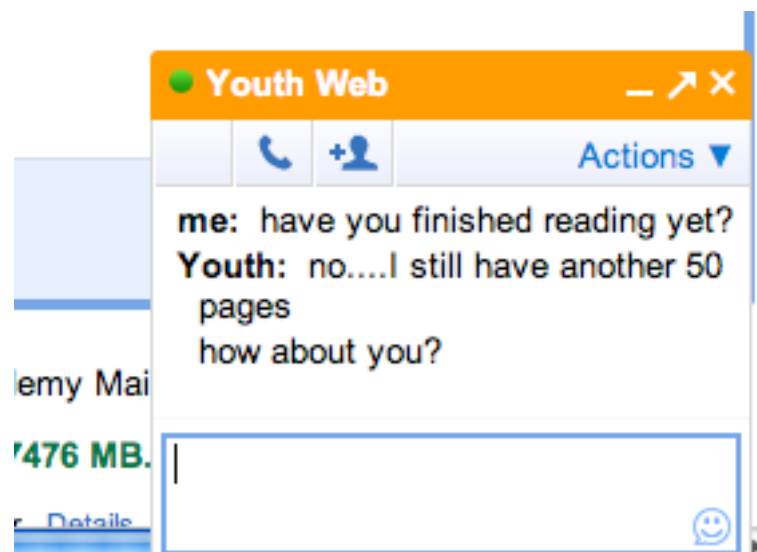


Figure 9

For additional help, please see these websites:

[help.google.com](http://help.google.com) and [www.google.com/mail/help/gmail\\_tips.pdf](http://www.google.com/mail/help/gmail_tips.pdf)