Google at Swarthmore

General Information

- Basic Frequently Asked Questions (FAQs)
- Gmail Frequently Asked Questions (FAQs)
- Calendar Frequently Asked Questions (FAQs)
- Drive Frequently Asked Questions (FAQs)
- Mobile Devices and Email Clients

Request Resources

- Shared Calendar Request Form
- Delegated Email Account Request Form
- Google Groups Request Form
- Shared Drive Folder (AODocs) Request Form

Google Documentation

- Official Google Gmail Help
- Official Google Calendar Help
- Official Google Docs Help
- Official Google Drive Help
  - Getting to Google Drive on your devices
- Official Google Accessibility Site

Alphabetical List of Help Pages

- Calendar Frequently Asked Questions (FAQs)
• How to set which calendars sync with your iDevice Apple Calendar
• How to share your Google calendar

**Gmail Frequently Asked Questions (FAQs)**
• Cannot Print Email
• Delete all your mail at once
• Departmental or Shared Email Accounts
• Gmail: How to tell if a message has been responded to
• Gmail Labels
• How to "Send mail as" your Swarthmore account from a personal Gmail account
• Send Mail As a Mailing List or Alias
• Setting up Email Clients and Mobile Devices for Google Apps
  • Gmail and Apple Mail configuration for OS 10.10 (Yosemite), OS 10.11 (El Capitan), and OS 10.12 (Sierra)
  • Microsoft Outlook and Google Apps Sync for Windows
  • Setting up Android OS for Swarthmore Gmail and G Suite
  • Setting up iOS for Swarthmore Gmail (Apple iPhone, iPad)
  • Setting up Thunderbird Version 52 for OS X and Windows for Swarthmore Gmail

**Google Drive Frequently Asked Questions (FAQs)**
• AODocs Folders within Google Drive
• Editing Documents in Google Drive
• Google Drive for Mac and PC
• Migrating Google Docs from one Google account to another
• Restricting access to Swarthmore only
• Sharing a File from Google Drive

**G Suite Apps and General FAQ's**
• #GooPhin How-to-Loops
• Email Merge with YAMM
• Going Incognito
• G Suite Reliability, Backup, and Security
• Leaving Swarthmore: Saving your Files, Calendar, and Email
• Managing Google Groups
• Suggested Mobile Apps
• What Browser should I use to access my G Suite Account?
• What Google services are available with my Swarthmore Google account?

**Recent space activity**

Andrew Ruether
- Leaving Swarthmore: Saving your Files, Calendar, and Email updated Jul 29, 2019 • view change
- Gmail Frequently Asked Questions (FAQs) updated Jul 11, 2019 • view change

Jessica A Stockett
- Google at Swarthmore updated Jul 11, 2019 • view change
- Email Merge with YAMM updated Apr 17, 2019 • view change

Seth S. Frisbie-Fulton
- Leaving Swarthmore: Saving your Files, Calendar, and Email updated Feb 15, 2019 • view change