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

Search for help with Google Apps

or click on a term below to find pages related to that term

LinkedIn Learning Training Videos

- Gmail Essential Training (1 hour, 26 min)
- Google Calendar Essential Training (1 hour, 21 min)
- Google Drive Essential Training (1 hour, 21 min)
- Google Docs Essential Training (1 hour, 36 min)
- Google Sheets Essential Training (3 hours, 4 min)

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?