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
- Change/Update Access to an Existing Resource

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 File Stream for Mac and PC
  - Installing the AODocs Extensions
  - Migrating Google Docs from one Google account to another
  - Restricting access to Swarthmore only
  - Saving Work That's Been Shared With You Via Google Drive
  - 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?

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Seth S. Frisbie-Fulton
  Gmail Frequently Asked Questions (FAQs) updated May 15, 2020 • view change

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  Saving Work That's Been Shared With You Via Google Drive updated Apr 27, 2020 • view change
  Google Drive Frequently Asked Questions (FAQs) updated Apr 27, 2020 • view change

Andrew Huether
  Saving Work That's Been Shared With You Via Google Drive updated Apr 27, 2020 • view change