# Google at Swarthmore

## General Information
- Basic Frequently Asked Questions (FAQs)
- Gmail Frequently Asked Questions (FAQs)
- Calendar Frequently Asked Questions (FAQs)
- Drive Frequently Asked Question (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

## Alphabetical List of Help Pages

### A
- academic
- academic_calendar
- access
- account
- add
- add_calendar
- address_book
- advertising
- alias
- android
- aodocs
- app
- apple
- application
- apps
- availability
- away

### B-C
- backup
- bandwidth
- browser
- calendar
- chrome
- client
- collaborate
- compatibility
- contacts
- conversation_view

### D-E
- dayone
- delegated
- delete
- department
- drive
- email
- emet
- events
- export

### F
- files
- folder
- forms
- forward
- ftw

### G-H
- gif
- gmail
- google
- googleapps
- goophin
- graduation
- groups
- g_suite
- guide
- handheld
- hide

### I-L
- imap
- inbox
- incognito
- ipad
- iphone
- kb-how-to-article
- label
- link
- list

### M-O
- mailing_list
- manage
- merge
- microsoft
- mobile
- move
- multiple
- notification
- office
- offline
- outlook
- overview
- ownership

### P-R
- password
- permission
- phone
- print
- privacy
- profile
- program
- public
- quarantine
- reliability
- reply
- response
- restriction

### S
- search
- security
- sehop
- send_mail_as
- service
- setup
- share
- smartbar
- spam
- subject
- subscribe
- swarthmore
- swathfiles
- swathmail
- sync

### T-Z
- thunderbird
- transfer
- transition
- trash
- vacation
- visual
- webdav
- windows
- yamm

## 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)
  • Adding and Editing Appointment Slots in Google Calendar
  • How to set which calendars sync with your iDevice Apple Calendar
  • How to share your Google calendar
  • Subscribing to Google Calendars

• 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
    • Microsoft Outlook and Gmail 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
  • Troubleshooting the AODocs Extensions

• G Suite Apps and General FAQ’s
  • #GooPhin How-to-Loops
  • Email Merge with YAMM
  • Going Incognito
  • Google Groups
  • 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

Jessica A Stockett
Setting up Android OS for Swarthmore Gmail and G Suite updated Sep 24, 2020 • view change
Microsoft Outlook and Gmail for Windows updated Sep 15, 2020 • view change
Andrew Huether
Gmail and Apple Mail Configuration updated Sep 14, 2020 • view change

Jessica A Stockett
Gmail and Apple Mail Configuration updated Sep 14, 2020 • view change

Seth S. Fnsbe-fulton
Setting up iOS for Swarthmore Gmail (Apple iPhone, iPad) updated Sep 14, 2020 • view change