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

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)**
  - Delete all your mail at once
  - Departmental or Shared Email Accounts
  - Email Merge with YAMM
  - Gmail: How to tell if a message has been responded to
  - Gmail Categories and Inbox Tabs
  - 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
    - Configuring Mozilla Thunderbird on macOS and Windows for Swarthmore Gmail
    - 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)

- **Google Drive Frequently Asked Questions (FAQs)**
  - AODocs Folders within Google Drive
  - Editing Documents in Google Drive
  - Google Drive File Stream for Mac and PC
  - Google Forms
  - 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
  - Going Incognito
  - Google Groups
  - G Suite Reliability, Backup, and Security
  - Leaving Swarthmore: Saving your Files, Calendar, and Email
  - Managing Google Groups
  - Suggested Mobile Apps
  - Update Google Chrome
  - 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

G Suite Apps and General FAQ's updated Feb 12, 2021 • view change

Christina S. Webster

Configuring Mozilla Thunderbird on macOS and Windows for Swarthmore Gmail updated Jan 27, 2021 • view change

Andrew Ruether

Configuring Mozilla Thunderbird on macOS and Windows for Swarthmore Gmail updated Jan 21, 2021 • view change

Clare Grundstein

Configuring Mozilla Thunderbird on macOS and Windows for Swarthmore Gmail updated Jan 21, 2021 • view change

Jess Stockett

Email Merge with YAMM updated Jan 12, 2021 • view change