

# 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](#)

## 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

## Lynda.com Training Videos

- [Gmail Essential Training](#) (1 hour, 45 min)
- [Google Calendar Essential Training](#) (1 hour, 42 min)
- [Google Drive Essential Training](#) (1 hour, 29 min)
- [Google Docs Essential Training](#) (1 hour, 31 min)
- [Google Sheets Essential Training](#) (2 hours, 50 min)

<b>A</b>	<b>B-C</b>	<b>D-E</b>	<b>F-G</b>	<b>H-L</b>	<b>M-O</b>	<b>P-R</b>
<a href="#">academic</a>	<a href="#">backup</a>	<a href="#">dayone</a>	<a href="#">files</a>	<a href="#">handheld</a>	<a href="#">mailing_list</a>	<a href="#">password</a>
<a href="#">academic_calendar</a>	<a href="#">bandwidth</a>	<a href="#">delegated</a>	<a href="#">folder</a>	<a href="#">hide</a>	<a href="#">manage</a>	<a href="#">permission</a>
<a href="#">access</a>	<a href="#">browser</a>	<a href="#">delete</a>	<a href="#">forward</a>	<a href="#">imap</a>	<a href="#">merge</a>	<a href="#">phone</a>
<a href="#">account</a>	<a href="#">calendar</a>	<a href="#">department</a>	<a href="#">ftw</a>	<a href="#">inbox</a>	<a href="#">microsoft</a>	<a href="#">print</a>
<a href="#">add</a>	<a href="#">chrome</a>	<a href="#">docs</a>	<a href="#">gif</a>	<a href="#">incognito</a>	<a href="#">mobile</a>	<a href="#">privacy</a>
<a href="#">add_calendar</a>	<a href="#">client</a>	<a href="#">drive</a>	<a href="#">gmail</a>	<a href="#">ipad</a>	<a href="#">move</a>	<a href="#">profile</a>
<a href="#">address_book</a>	<a href="#">collaborate</a>	<a href="#">email</a>	<a href="#">google</a>	<a href="#">iphone</a>	<a href="#">multiple</a>	<a href="#">program</a>
<a href="#">advertising</a>	<a href="#">compatibility</a>	<a href="#">emet</a>	<a href="#">googleapps</a>	<a href="#">label</a>	<a href="#">notification</a>	<a href="#">public</a>
<a href="#">alias</a>	<a href="#">contacts</a>	<a href="#">events</a>	<a href="#">goophin</a>	<a href="#">link</a>	<a href="#">office</a>	<a href="#">quarantine</a>
<a href="#">android</a>	<a href="#">conversation_view</a>	<a href="#">export</a>	<a href="#">graduation</a>	<a href="#">list</a>	<a href="#">offline</a>	<a href="#">reliability</a>
<a href="#">aodocs</a>			<a href="#">groups</a>		<a href="#">outlook</a>	<a href="#">reply</a>
<a href="#">app</a>			<a href="#">g_suite</a>		<a href="#">overview</a>	<a href="#">response</a>
<a href="#">apple</a>			<a href="#">guide</a>		<a href="#">ownership</a>	<a href="#">restriction</a>
<a href="#">application</a>						
<a href="#">apps</a>						
<a href="#">availability</a>						
<a href="#">away</a>						
<b>S</b>	<b>T-Z</b>					
<a href="#">search</a>	<a href="#">thunderbird</a>					
<a href="#">security</a>	<a href="#">transfer</a>					
<a href="#">sehop</a>	<a href="#">transition</a>					
<a href="#">send_mail_as</a>	<a href="#">trash</a>					
<a href="#">service</a>	<a href="#">vacation</a>					
<a href="#">setup</a>	<a href="#">visual</a>					
<a href="#">share</a>	<a href="#">webdav</a>					
<a href="#">smartbar</a>	<a href="#">windows</a>					
<a href="#">spam</a>	<a href="#">yamm</a>					
<a href="#">subject</a>						
<a href="#">subscribe</a>						
<a href="#">swarthmore</a>						
<a href="#">swatfiles</a>						
<a href="#">swatmail</a>						
<a href="#">sync</a>						

---

## 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

[Jessica A Stockett](#)

[Email Merge with YAMM](#) updated Apr 17, 2019 • [view change](#)

[Andrew Ruether](#)

[Leaving Swarthmore: Saving your Files, Calendar, and Email](#) updated Feb 28, 2019 • [view change](#)



[Seth S. Frisbie-Fulton](#)

[Leaving Swarthmore: Saving your Files, Calendar, and Email](#) updated Feb 15, 2019 • [view change](#)

[Andrew Ruether](#)

[Departmental or Shared Email Accounts](#) updated Jan 18, 2019 • [view change](#)

[G Suite Apps and General FAQ's](#) updated Dec 20, 2018 • [view change](#)