

# GOOGLE WORKSPACE



Technology Made Easy

# AN INTRODUCTION TO GOOGLE WORKSPACE

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Google Workspace is a collection of apps developed by Google, to help users with productivity and collaboration.

They're accessed by using an Internet connection, which means they're backed up on Google's systems and you can access the workspace from anywhere.

If you're collaborating, you can also work alongside your colleagues in real time - from separate computers

Let's take a look at the different tools that you can use, and what they do:

## **Gmail:**

Gmail is an email app, where you can compose, send and receive emails.

## **Google Drive:**

Google Drive allows you to create, save, and share files.

## **Calendar:**

Calendar gives you the ability to schedule events, invite others, and set reminders.

## **Google Docs:**

Docs is an online word processor, which allows you to produce, edit and share documents.

## **Google Sheets:**

Sheets is a spreadsheet creation tool, which you can use to produce charts and graphs.

## **Google Slides:**

Slides allows you to create slideshow presentations.

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## **Sites:**

Sites is a webpage creation tool.

## **Google Forms:**

Forms allows you to create surveys and quizzes to share.

## **Chat:**

Chat helps you to collaborate through group and direct messages.

## **Keep:**

Keep is a note-taking application, where you can jot down thoughts or lists, and add images.

## **Google Meet:**

Meet is for video communication, so you can host meetings or join video calls. Google Meet is also integrated with Google Calendar for ease.

Google Workspace is popular for a lot of organisations, as it's safe and secure, helps with GDPR compliance, and it's useful for teams who need to collaborate on projects or share documents.

However, it's also handy to use outside of work. For example, you might want to type up a letter using Docs, to plan your monthly budget in Sheets, or to keep track of appointments using Calendar!

To use Google Workspace, you'll first need to have access to a Google account. If you use an Android smartphone, you should have a log in already. If you use an Apple device, you may not have one.



# SIGNING UP TO GOOGLE WORKSPACE

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To get the best out of Google Workspace you'll first need an account!

## **How to sign up without a Gmail account:**

1. Use your Internet browser to go to the Google Account Sign In page. Select Create Account.
2. Enter your name.
3. In the Username box, enter a username. This needs to be unique.
4. Enter a password, and confirm this. Remember, include letters, numbers, and punctuation to create a stronger password.
5. You may be asked to enter your phone number. This is to verify your account for security reasons.

## **How to sign up with a Gmail account:**

1. Use your Internet browser to go to the Google Account Sign In page. Select Create Account.
2. Enter your name.
3. Select 'use my current email address instead'.
4. Type in your current email address.
5. Verify your account with the code that Google has sent to your email address.

# ACCESSING GOOGLE WORKSPACE

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There are two main ways that you can access Google Workspace: in your internet browser, or by downloading the apps. If you use an Android smartphone, Google Workspace apps should already be installed.

Follow our step-by-step instructions to find the best method for you.

## **Browser:**

1. Open your Internet browser, and type 'drive.google.com' into the search bar. This will lead you to Google Drive.
2. Log in to your Google Account when prompted.

## **App - Apple:**

1. On your smartphone, go onto the App Store.
2. Use the search bar to search for 'Google'.
3. Scroll down, and install the apps that you'd like to use by tapping the 'Get' option. Useful apps could include Gmail, Google Calendar, Google Docs, Google Drive, Google Sheets, or Google Meet.
4. Open each app, and sign in to your Google Account.
5. On Google Drive, create a new file by tapping the rainbow-coloured '+' icon in the bottom right hand corner of your screen. This will give you the option to create Google Docs, Google Sheets, Google Slides, or upload a document. Click the type of file that you'd like to create.



# FURTHER HELP

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“What a comfort to know that when confusion strikes Jonny and his team and friendly, approachable and available to rescue the situation. Good value for money.”

- Julie & Kevin



Technology problems? We can help! TheTechTeam is the first and last stop for people who are a bit baffled by modern technology. Our experts have many years of experience working with customers of every skill level to simplify all the technical jargon and provide the best solution to each individual's needs from repair, to advice and support.

Get in touch with us today and let us know how we can help you!

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