Google Apps: Explained

With NYU’s recent switch to the Google Suite of services, there are a lot of new tools at your fingertips. The best part? They all work together.

**GMail**
GMail is the standard for web-based mail applications. All of the familiar functions are there (composing an email, forwarding, carbon copying, etc.) with enhanced capabilities. Your contacts and everyone you have ever emailed will be stored in Google Contacts and will come up as suggestions as you type in names. To attach files you can simply drag the document from your desktop into the message. You can sort messages with labels and filters, prioritize which kinds of emails you see when you open Gmail, and easily search for any term/person/subject in your entire history. Learn more at: [http://goo.gl/i1xJU](http://goo.gl/i1xJU)

**Google Documents**
Google Docs is a suite of web-based office applications that automatically saves your work, helps you collaborate and share with others, and access your documents from anywhere at anytime. The applications are familiar and easy to use, including word documents, spreadsheets, presentations, forms, and even a drawing space. All content produced in these applications can be shared with other users, who can view and edit them in real time. Google Docs also gives you storage room for images, videos, and pdfs. Learn more at: [http://www.youtube.com/GoogleDocsCommunity](http://www.youtube.com/GoogleDocsCommunity)

**Google Calendar**
Google Calendar is the standard web-based calendar. Scheduling events, inviting others, and finding times that work has never been easier. It is accessible anywhere via the internet (and even offline, now) and it will play nicely with your other devices (smartphones, tablets, etc.). Learn more at: [http://goo.gl/yuxKQ](http://goo.gl/yuxKQ)

**Google Reader**
Google Reader is a fast and convenient way to read stories you are interested in, all in one location. Like other RSS readers, Google Reader will aggregate content from websites (blogs, news sites, etc) that you choose to include in your account and present them in a clear, streamlined format updated in real time. So whether you are skimming the headlines of the Washington Square News or reading the latest reflection from John Sexton, Google Reader is your one-stop shop. Learn more at: [http://www.youtube.com/GoogleReaderHelp](http://www.youtube.com/GoogleReaderHelp)