

## **What is the difference between a Gmail account and a Google account?**

### ***Gmail***

A Gmail account is a free Google Account with an email address that ends in @gmail.com. From the Gmail mailbox, users can also access Google Docs, Google Calendar and Google Sites. The account also allows users to instantly login to the dozens of other Google applications like Picasa, Blogger and Maps.

### ***Google account***

A Google account is a user name and password that can be used to login to Google applications like Docs, Sites, Maps and Search. These accounts do not necessarily end with "@gmail.com". For example, a user can sign up for a Google Apps account that is associated with her @yahoo email address. Using this account she can create, edit and collaborate on Google Docs without using the Google Email system.

### **Do my students have to have a Google Account?**

Yes and No. You can share the document with them through their UWSP email and they can view it, but they will not be able to edit it. If you want them to edit it then they will need a Google Account.

### **Sharing Settings**

***Private:*** When you create a private document, you're the only person with access to it. From there, you can give access to other people. Users who are given "Can edit" or "Can comment" access will have to sign in to a Google Account (or sign up for a new one) in order to make any edits or comments.

**Private** is the best setting for your personal documents, like a list of contacts, or a résumé. It's also a good option if you want to collaborate with a small circle of people. For example, you and a friend or family member could work together on a private letter or taxes.

***Anyone with the link:*** Something set to **Anyone with the link** is like an unlisted phone number. Another person can only view it if they have the exact URL of the document, file or folder. If you also select the "Allow anyone to edit" option, anyone with the link will also be able to edit your document. Since sign in isn't required, viewers and editors may show up as anonymous.

**Anyone with the link** is a great setting if you want to give easy access to information to a bunch of people and the contents of the document aren't sensitive. For example, if you're a college professor and you want to share a syllabus and a book list with your students, you could put that information into a document set to "anyone with the link" and send your students the link.

***Public on the web:*** Choose **Public** if you want something to be available to anyone. Public documents and files can show up in search results, and anyone who finds the web address of the document can access it. If you also select the 'Allow anyone to comment' and/or 'Allow anyone to edit' options, anyone who finds the document will also be able to view, comment and edit your document.

**Public on the web** is a great setting if you're trying to get the word out about something. For example, you could create a flyer for a concert, save it as a public document, and post a link to it on your blog.