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Google Tools for Beginners

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Google Tools for Beginners
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Introduction

Personal Google accounts:
You get: fast, free tools available online anywhere, mobile apps, new tools
Google gets: data mining (aggregate collection), advertising, pay for upgrades
Concerns: hacked accounts (use a strong password), rare outages, version changes may alter or remove features (especially in more experimental tools)

University Google Apps for Education:
IIT gets: Google tools for groups on campus, with privacy & security controls
Google gets: no data mining, no advertising – just more users
Concerns: Some tools are available only with personal Google accounts.

Please Note: IIT main campus introduced Google Apps for Education this year. Not all groups have the same access. Students may see one set of tools, while staff see a different set. For now, you can see Google Apps in myIIT, but that may change. Choosing and setting up tools from Google Apps takes time and careful planning.

Basic Google Tools

Gmail:
Basics: Search, contacts, groups, spam filter
Organization tools: Conversation view, labels, filters, "stars"
Collaboration: Easy import, forwarding options, shared access
Learn more: http://mail.google.com/mail/help/about.html

Calendar:
Basics: Create events or appointment slots, search, quick views & print
Organization tools: multiple calendars, color coding, task list
Collaboration: invitations, shared calendars, public/private options
Learn more: https://www.google.com/support/calendar/

Google Docs:
Basics: Create documents, spreadsheets, presentations, forms, and more
Organization tools: Full search, collections, sorting, display
Collaboration: Sharing editing or shared viewing, publically or privately
Learn more: https://docs.google.com/support/