Student Email Features, Hosted by Google

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Student Email Features, Hosted by Google

Peru State students now have email accounts hosted by Google. Google provides many services with their accounts such as chat, video chat, social networking, file sharing and storage, and much more. Below you will find information about a few of these tools.

If you have a Gmail (Google email) account, you can interact with these students and tools. However, you may need to provide instruction for students who aren’t familiar with Google’s features.

Student Email:

1. Menu/Tool Bar

2. Chat Tool

Login related issues are to be directed to Computer Services at ComputerServices@peru.edu or by telephone at 402-872-2270.
Google Chat

All student email accounts will, by default, have chat. You simply need to add contacts to the chat application.

1. Adding Chat Contacts
   - Click into the ‘Search people...” box.
     
     ![Search people... box]

   - Type in a Google email or campus email address to receive invite options. It must be a Gmail or ‘campus.peru.edu’ address.
     
     ![StateOnline@gmail.com]

   - The user’s name will appear under the chat search when the user is “invited,” until the request is accepted.

     ![Aab Baabi Invited]

   The user will receive this message on their email home page, not an email.
2. Starting a Chat Session
   • You should have already added the person you want to chat with to your “chat contacts.” If you have not done so, go back to step 1.
   • Users who are currently online and available for chat will have a green indicator, while those who are off-line or unavailable have a gray (x) indicator.

   ![Chat Contact Images](image)

   *Note: Contacts in your address book, who are not available for Hangouts, are listed below without an indicator at all.*

   • Click on the user’s name to start a chat. A window will pop-up in the bottom, right-hand corner of your screen.

   ![Chat Message Box](image)

   • Simply click into the message box, type and hit enter for the message to be sent.
• If a user’s account sits idle for an extended period of time, the indicator will turn orange.

• You can add additional users to the conversation by clicking on the “person-plus” icon. All users will be notified that the user has joined the conversation.

3. Video & Voice Chat
• You may also use video or voice chat by clicking on the camera or telephone icons at the top of the chat window. Note: You must have a Google+ account to use the video option; see ‘Google+ Hangouts.’

4. Saving Conversations
• By default all chat conversation are saved.
• To access chat conversations, go to the left navigation menu and click on ‘More.’
• From the additional options, click on ‘Chats.’ A list of all of your chats will appear to the right, just as emails are listed.

Google+

Google+ (Google Plus) is a social network provided by Google. To use some features related to student email, users are required to join.

1. Joining Google+
   • Log into your Gmail or ‘campus.peru.edu’ account.
   • In the upper, right-hand corner of your screen, click on the down-arrow next to your Google email address.

   ![Join Google+]

   • Click on the ‘Join Google+’ button.
Users will be encouraged to add their name, gender, birthday, and photo.

For more information “About Google+,” click on the link at the bottom of the page.

When you are ready to move forward, click on ‘Upgrade.’

Based on emails sent, chat conversations, and your address book, Google will suggest users to add to your network, or to invite to use Google+.
• You may also search for people.

![Search for people on Google+](image)

• When you add someone, you can categorize them according to social “circles.”

![Sally Smith](image)

• Some users may even consider starting a “course circle” by clicking on ‘Create new circle.’

![Sally Smith](image)

• Type in the circle title and click on ‘Create.’

![Create new circle](image)

• When you are done adding users, click on ‘Continue’ at the bottom, right-hand corner.

![Find friends from another account](image)

• Google will encourage you to follow celebrities, photographers, and more. *You do not have to.*
• Click on ‘Continue’ again.
• Then, you can add more *optional*, personal information. Click on ‘Finish’ when you are done.
Google+ Hangouts

Google+ Hangouts is a video chat tool that allows up to ten users to join a video conversation. You may also share photos and give presentations with screen-sharing. *Users must have Google+ accounts to use this feature.*

1. Starting a Hangout
   - You should have already added the person you want to video chat with, as one of your contacts.
   - Users who are currently online and available for Hangouts will have a green indicator, while those who are off-line or unavailable have a gray (x) indicator.

   ![Hangout interface](image)

   *Note: Contacts in your address book, who are not available for Hangouts, are listed below without an indicator at all.*

   - Mouse-over the user’s name that you want to “hangout” with. The user’s profile will appear.
   - Click on the video icon to start a Hangout.

   ![Hangout start](image)

   - A Hangout window will pop-up when you call someone.
2. Hangout Features

- **Invite People** – You can invite more people to video chat, up to ten users.

- **Chat** – This allows for text chatting in addition to video. This could be helpful when having sound issues or not having a microphone.

- **Screenshare** – You can share your screen with a user to show a PowerPoint or other type of presentation.

- **Capture** – Allows you to take photos of the Hangout. *You will be notified if someone is using this feature and everyone is able to view the photo(s).*

- **Google Effects** – Effects allow users to be a little creative by adding sounds and images to the Hangout.

- **YouTube** - You may share a YouTube video with the group.

- **Remote Desktop** – You may share the control of your desktop with users in the Hangout. *Beware of this option.*

- You also have options across the top of the screen:
  
  - The microphone icon allows you to mute your end of the conversation.
  - The video camera icon allows you to turn your camera off during the conversation.
  - The bars icon will adjust your video quality to limit your bandwidth usage.
  - The gear icon accesses your camera, microphone, and sound settings.
  - The phone with a downward arrow will “hang-up” or exit the Hangout.

Exiting the window will also leave the Hangout.
Google Drive is set-up by default for all Google hosted email users. It is Google’s cloud, which allows you to access your files on any computer or mobile device. You can store up to 5 GB for free; additional storage can be purchased. **You should not upload student information (birthdates, NUID, etc.) to Google Drive.**

1. Accessing Your Google Drive
   - Log into your Gmail or campus.peru.edu account.
   - At the top of the page, click on ‘Drive.’

2. Uploading Files to Your Drive
   - Click on the upload button on the top, left-hand of the screen.
   - Click on the ‘Download Drive for PC.’

   - You may consider creating folders to organize information by clicking on the ‘Create’ button or the add folder icon at the top of the page.

   - To access a folder or file, simply click on the title.
3. Sharing Files
   - To share files or a folder, check the box next to the title.
   - Use the “person plus” icon at the top of the page for options.
   - The URL will appear and a list of current user access. You can invite additional people to view
     the file by entering their name or email address in the textbox at the bottom of the window.
• Once you share with other users, or collaborators, you may then edit their role.

The default is set to ‘Can edit;’ therefore, you must be sure to change this setting when not intending to share - “view-only.”

• Click on ‘Save changes’ when you are done.

4. Accessing Shared Items

• When someone shares something with you, you can access it by clicking on ‘Shared with me’ on the left side of your screen.

• Click on the file title to view it.
5. Working with Shared Items
   - Once you access a shared item, you may:
     1. Open the file in a new window for viewing.
     2. Download the file.
     3. Print the file.

*Options are found in the bottom, right-hand corner of the screen.*

- If you open the file in another window:
  1. You may open a chat with your collaborators.
  2. Add comments for collaborators to access when they review the file again.
  3. Download the file.
  4. Print the file.

- To make other changes to the file without access it, click on the box to the left of the file title.
  - Click on the ‘More’ drop-down at the top of the page.
• From the drop-down you can:
  • **Preview** the item in another window.

  • **Share** it with additional collaborators, *if the access has been given to you.*

  • Access **details** about original upload date, revisions made.

  • **Move** the file to another folder.

  • **Rename** the file or folder.

  • **Make a copy** of the file or folder.

  • **Download** the file.

  • **Prevent viewers from downloading** the file.

  • **Delete/Remove** the file or folder from *all drives, even the originator’s Google Drive.*