Google Docs & Gmail Forwarding Guide

This will help you with the basics of Google Docs and Gmail forwarding.

If you don’t have a Gmail account, sign up for one at http://www.gmail.com.

Viewing a Google Document

1. Click on the link you were emailed and it will open a new browser window with the document sitting right there. If you are prompted to enter a gmail address, this could mean that viewing the document is limited to certain people. Enter your gmail username and password where prompted. If you can’t access the document but think you should, contact the person sharing the document with you.
Creating or editing a Google Document


2. You will need to log in to Google. This is done with your gmail account. Click on “sign in”, which is on the right side of the screen and circled below in red.

3. Once you have signed in, click on “more”
4. Click on “Documents”

5. You are now in Google Docs.
6. Here you can upload, modify, move, and share documents. The trickiest part is figuring out who can see the document.

To configure who can see the document, first click on a document in your list. Then click on “Share”. It’s circled in red below. Next is the screen you’ll see after you have clicked on “Share".
7. The most important decision you’ll have to make is who and how people can see your document. You can have a document that:
   a. Only you can edit and only you can see
   b. Only you can edit and some people can see
   c. Only you can edit and everyone can see
   d. Only some people can edit and see
   e. Only some people can edit and everyone can see
If you don’t care who can see a document, and you want to make it as easy as possible for your target audience to be able to see the document, you’ll need to select the box circled in red below.

Otherwise, you will need to specify who can log in to see the document. These will be “collaborators”, and then can be invited through the box circled in green above. After you have invited them, they will appear on the right side of the screen.
8. The last step is to publish your document. This will put the document online, allowing your designees to access the document. Click on the “Publish” tab. It is circled in red below.

You can allow the document to automatically be “re-published” when changes are made. This is good because it means that the link you have shared will always reflect the most current version of the document. It is even possible to sign up for an RSS feed to alert you via email or text message when changes are made to the document by other collaborators.
Forwarding Gmail

1) Click on the “settings” area on the top right.

2) Here’s the screen you’ll get
3. Click on “Forwarding and POP/IMAP”. It’s circled in red below. Enter the email address you usually check and you’re set. This is nice to set up if you don’t anticipate checking your gmail account regularly.