

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

1. Go to www.google.com.



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"



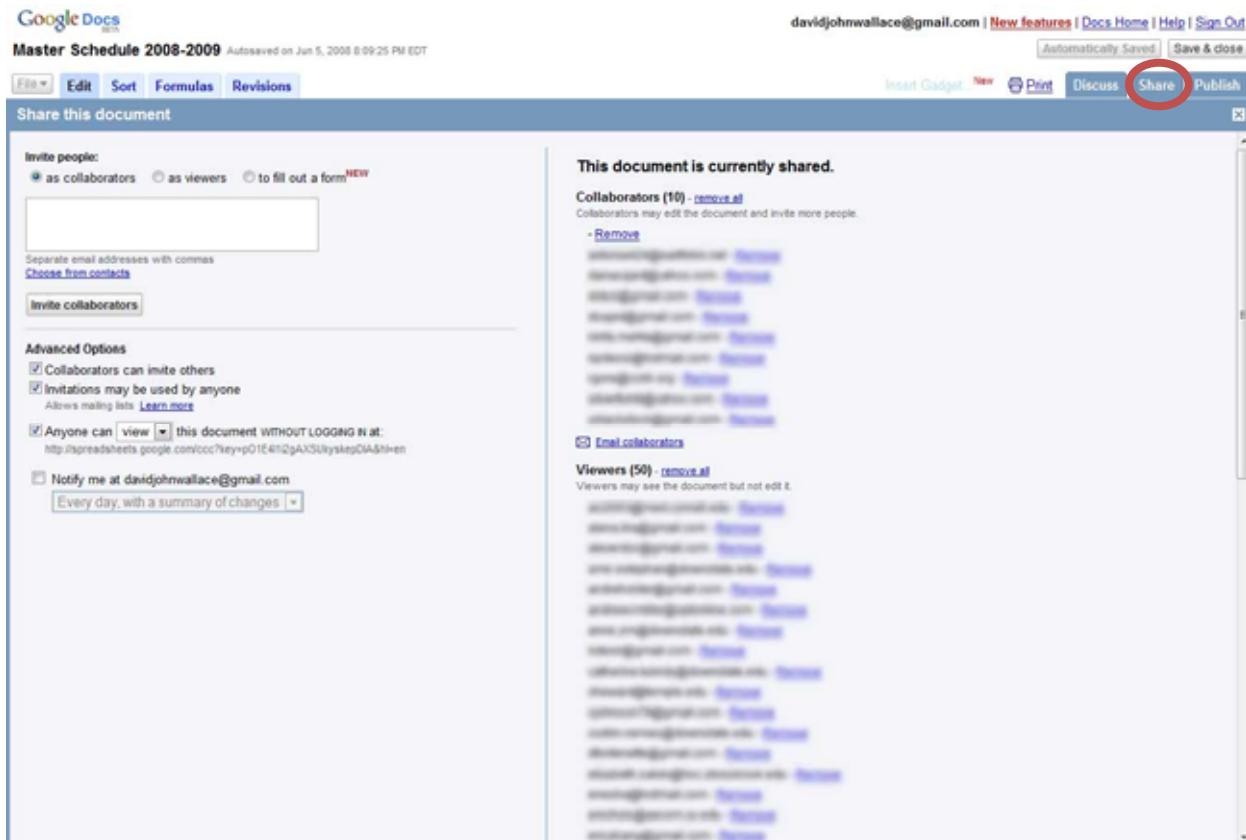
5. You are now in Google Docs.

A screenshot of the Google Docs interface. At the top, there is a navigation bar with links for Gmail, Calendar, Documents, Photos, Reader, Web, and more. The 'Documents' link is highlighted. Below the navigation bar is a search bar with 'Search Docs' and 'Show search options' buttons. On the left side, there is a sidebar with various navigation options: New, Upload, Share, Move to, Hide, Delete, Rename, More actions, All items, Owned by me, Opened by me, Starred, Hidden, Trash, Saved searches, All folders, Items not in folders, Items by type (Document, Spreadsheet, Presentation), and Shared with... The main area displays a list of documents grouped by date: YESTERDAY, EARLIER THIS WEEK, and EARLIER THIS YEAR. Each document entry includes a thumbnail, a star icon, the document name, the publish date, and the last modified date.

Name	Published	Last Modified
Document 1	6:46 pm	6:46 pm
Document 2	5:08 pm	5:08 pm
Document 3	Jun 4	Jun 4
Document 4	May 21	May 21
Document 5	May 21	May 21

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".



The screenshot shows the 'Share this document' dialog box from Google Docs. At the top right, there are buttons for 'Save & close', 'Automatically Saved', 'Print', 'Discuss', and 'Share'. The 'Share' button is highlighted with a red circle. The left panel has sections for 'Invite people:' (radio buttons for 'as collaborators', 'as viewers', or 'to fill out a form'), 'Advanced Options' (checkboxes for 'Collaborators can invite others', 'Invitations may be used by anyone', and 'Allows mailing lists'), and a link to view the document without logging in. The right panel displays the sharing settings: 'This document is currently shared.' under 'Collaborators (10)'. It shows a list of 10 email addresses, each with a 'Remove' link. Below that is a section for 'Viewers (50)' with a list of 50 email addresses, also with 'Remove' links. A 'Email collaborators' button is present between the two sections.

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.

The screenshot shows the 'Share this document' dialog in Google Docs. On the left, under 'Advanced Options', there is a checkbox labeled 'Anyone can [view] this document WITHOUT LOGGING IN at:'. This checkbox is circled in red. Below it are other options like 'Collaborators can invite others' and 'Notify me at'. On the right, it shows a list of 'Collaborators (10)' and 'Viewers (50)'. The 'Collaborators' section has a 'Remove' link. The 'Viewers' section also has a 'Remove' link.

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.

The screenshot shows a Google Docs spreadsheet titled "Master Schedule 2008-2009". The "Publish" tab is highlighted with a red circle. The right sidebar displays publishing options, including a link to the published document at <http://spreadsheets.google.com/pub?key=01E4H12qAVSLyRyskpDIA>. A checkbox for "Automatically re-publish when changes are made" is checked. Other options include "Re-publish document" and "Stop publishing".

	A	B	C	D	E	F	G	H	I	J	K	L
1		6/30-7/27	7/28-8/24	8/25-9/21	9/22-10/19	10/20-11/16	11/17-12/14	12/15-1/11	1/12-2/8	2/9-3/8	3/9-4/5	4/6-5/3
2	Backster	Orient	Trauma	KCH-Adult	Med-VA	UHB-Adult	KCH-Peds	KCH-Adult	Vac	Adult ED	MICU	KCH-Adult
3									Gyn Sono			
4	Benson	Orient	OB	Trauma	KCH-Adult	Med-VA	UHB-Adult	KCH-Peds	KCH-Adult	Vac	Adult ED	MICU
5			Vac						Gyn Sono			
6	Brothers	Orient	UHB-Peds	OB	Trauma	KCH-Adult	Med-VA	UHB-Adult	KCH-Peds	KCH-Adult	Vac	
7				Vac					Gyn Sono		Adult ED	
8	Pearsall	Orient	KCH-Adult	UHB-Peds	OB	Trauma	KCH-Adult	Med-VA	UHB-Adult	KCH-Peds	KCH-Adult	Vac
9					Vac					Gyn Sono		
10	Guy	Orient	MICU	KCH-Adult	UHB-Peds	OB	Trauma	KCH-Adult	Med-VA	UHB-Adult	KCH-Peds	KCH-Adult
11					Vac					Gyn Sono		
12	Timberger	Orient	Adult ED	MICU	KCH-Adult	UHB-Peds	OB	Trauma	KCH-Adult	Med-VA	UHB-Adult	KCH-Peds
13					Vac					Vac		
14	Valesky	Orient	Vac	Adult ED	MICU	KCH-Adult	UHB-Peds	OB	Trauma	KCH-Adult	Med-VA	UHB-Adult
15			Gyn Sono					Vac				
16	Nadir	Orient	KCH-Adult	Vac	Adult ED	MICU	KCH-Adult	UHB-Peds	OB	Trauma	KCH-Adult	Med-VA
17			Gyn Sono						Vac			
18	Mathieu	Orient	KCH-Peds	KCH-Adult	Vac	Adult ED	MICU	KCH-Adult	UHB-Peds	Vac OB	Trauma	KCH-Adult
19					Gyn Sono							
20	Adeleike	Orient	UHB-Adult	KCH-Peds	KCH-Adult	Vac	Adult ED	MICU	KCH-Adult	UHB-Peds	OB Vac	Trauma
21					Gyn Sono							
22	Tan	Orient	Med-VA	UHB-Adult	KCH-Peds	KCH-Adult	Vac	Adult ED	MICU	KCH-Adult	UHB-Peds	OB
ns												

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.

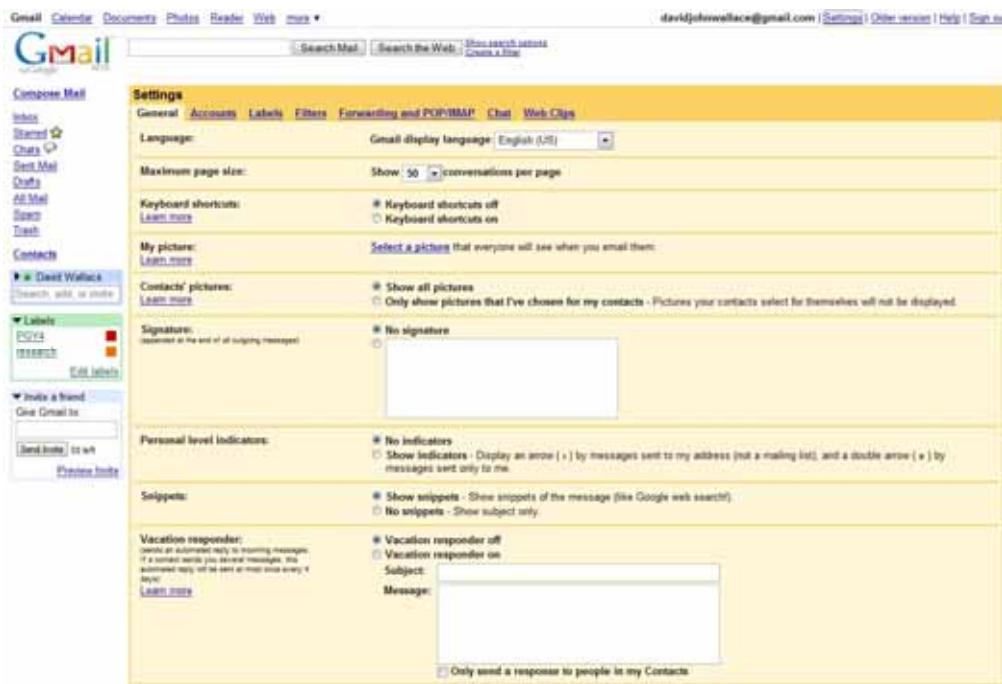
Forwarding Gmail

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



The screenshot shows the Gmail inbox interface. At the top right, there is a navigation bar with links for "davidjohnwallace@gmail.com", "Settings" (which is circled in red), "Other version", "Help", and "Sign out". Below the navigation bar, the inbox lists an email from "ESPN.com" with the subject "Chipper hits 400th HR in Braves' win over Marlins". There are buttons for "Archive", "Report Spam", "Delete", "More Actions", and "Refresh". A sidebar on the left contains links for "Compose Mail", "Inbox", "Starred", "Chats", "Sent Mail", "Drafts", "All Mail", "Spam", "Trash", and "Contacts". Under "Labels", there are entries for "PGY4" and "research". A section for inviting friends is also visible. The bottom of the page displays system information like "You are currently using 0 MB (0%) of your 6798 MB" and copyright notices.

- 2) Here's the screen you'll get



The screenshot shows the "Settings" page in the Gmail interface. The main title is "Settings" with a sub-tab "General" selected. Other tabs include "Accounts", "Labels", "Filters", "Forwarding and POP/IMAP", "Chat", and "Web Clips". The "General" tab contains several configuration options:

- Language:** Set to "Gmail display language: English (US)".
- Maximum page size:** Set to "Show 50 conversations per page".
- Keyboard shortcuts:** Options are "Keyboard shortcuts off" (selected) and "Keyboard shortcuts on".
- My picture:** An option to "Select a picture" for your profile.
- Contacts' pictures:** Options are "Show all pictures" (selected) and "Only show pictures that I've chosen for my contacts - Pictures your contacts select for themselves will not be displayed".
- Signature:** An option to "Insert at the end of all outgoing messages" with a text input field.
- Personal level indicators:** Options are "No indicators" (selected) and "Show indicators - Display an arrow (+) by messages sent to my address (not a mailing list), and a double arrow (++) by messages sent only to me".
- Snippets:** Options are "Show snippets - Show snippets of the message (like Google web search)" (selected) and "No snippets - Show subject only".
- Vacation responder:** An option to "Turn on vacation responder when I'm away from my computer". It includes a note: "If a contact sends you an email message, the automated reply will be sent at most once every 4 days!" and a "Learn more" link.
- Subject:** An input field for the subject of the vacation responder message.
- Message:** A large text input area for the body of the vacation responder message.
- Only send a response to people in my Contacts:** A checked checkbox.

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.

The screenshot shows the Gmail settings interface. At the top, there's a navigation bar with links for Gmail, Calendar, Documents, Photos, Reader, Web, and more. On the right side, the user's email address is listed: davidjohnwallace@gmail.com, followed by links for Settings, Older version, Help, and Sign out.

The main area is titled "Settings" and contains several tabs: General, Accounts, Labels, Filters, Forwarding and POP/IMAP (which is highlighted with a red oval), Chat, and Web Clips. The "Forwarding" section is currently active, showing options to "Disable forwarding" or "Forward a copy of incoming mail to" (with a dropdown menu showing "davidjohnwallace@yahoo.com"). A tip below says "Tip: You can also forward only some of your mail by creating a filter!"

The "POP Download" section has three status options: "Status: POP is enabled for all mail that has arrived since Feb 22", "Enable POP for all mail (even mail that's already been downloaded)", "Enable POP for mail that arrives from now on", and "Disable POP".

The "IMAP Access" section shows "Status: IMAP is disabled" and provides options to "Enable IMAP" or "Disable IMAP". Below these sections are "Configuration instructions" links for both POP and IMAP.

At the bottom of the settings panel, there are "Save Changes" and "Cancel" buttons. A promotional message at the very bottom encourages users to "Get Gmail on your phone. It's super-fast. Visit <http://mobile.google.com/> on your phone's web browser." It also notes storage usage ("You are currently using 0 MB (0%) of your 6798 MB.") and provides links for "Gmail view: standard | turn off chat | basic HTML". The footer includes copyright information: "©2008 Google - [Terms](#) - [Gmail Help](#) - [Join the Gmail team](#) - [Google Home](#)".