
AVC EMAIL & GOOGLE DRIVE

A NEW WAY TO COMMUNICATE AND BE PRODUCTIVE

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AVC EMAIL

- As an AVC student you have an email address from the college.
 - It looks something like this: mlathrop2@avc.edu.
 - First letter of your first name + last name + a possible number @ avc.edu
- You get to keep this email for life, unless you break college rules and policies.
- AVC used to have its own smaller email system but it was getting old and could not handle the college's needs.
- AVC has a contract with the company Google. They provide the system that takes care of our email addresses.
 - Benefits: Email can be kept for life. Email is available anywhere from the web and there is a lot more space available to save emails.

HOW TO USE AVC EMAIL

- There two ways to open your AVC email
 1. Through your MyAVC portal
 2. Through the Google website

THROUGH YOUR MYAVC PORTAL

Note: The first time you log into your new email address you will see a message that explains that you are signing up for Google mail. You will have to agree to the terms and conditions.

Step 1. Go to www.avc.edu

Step 2. Login to your MyAVC portal.

Step 3. Use Gmail Icon to go to your inbox:



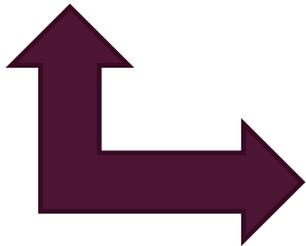
myAVC LOGIN

User Name:

Password:

login

[Forgot Password?](#) • [Look Up Username](#)
[myAVC Home](#) • [Problems Logging In?](#)



Gmail



Calendar



Groups



Logout



DIRECT PATH THROUGH GOOGLE WEBPAGE

Step 1: Go to www.google.com

Step 2: Use Sign in Link

Search Images Maps Play YouTube News Gmail Drive More ▾

Sign in ⚙

Google

Google Search

I'm Feeling Lucky

ONE GOOGLE ACCOUNT FOR EVERYTHING GOOGLE

- There are several Google applications that are available for free. We will look at some of them later.
- In order to make usage of these applications more efficient Google has made access possible through one Google account. You can sign in through accounts login page.

One Google Account for everything Google



Google Applications



Google
One account. All of Google.

Sign in with your Google Account

Email
|
|

Password
|
|

Sign in

Stay signed in [Need help?](#)

[Create an account](#)

One Google Account for everything Google

Login information:

- Your full AVC email address: mlathrop2@avc.edu
- Password is the same as your MyAVC password.

Note: Always remember to log out when you are done using Google services!

GOOGLE/AVC EMAIL INBOX

AVC Logo

Search Bar

Other Apps

The screenshot shows the top portion of a Gmail inbox. At the top left is the Antelope Valley College logo. To its right is a search bar with a magnifying glass icon. Further right is a grid icon for 'Other Apps' and a user profile picture. Below the header, the word 'Mail' is followed by a dropdown menu, a refresh button, and a 'More' button. On the right side of this row, it says '1-50 of 7,626' with navigation arrows and a settings gear. On the left side, there is a vertical list of folders: 'COMPOSE' (highlighted in red), 'Inbox', 'Starred', 'Important', 'Sent Mail', 'Drafts (2)', 'Basic Skills', and 'Budaet'. The main area displays a list of six email entries, each with a checkbox, star, and envelope icon, followed by the sender, subject, and time.

Sender	Subject	Time
me .. Tammy, Wendy (4)	Updated LC Survey - Looks good to me!	4:51 pm
me, Tina (3)	Meeting location - Thanks!	3:34 pm
Tina McDermott	Fwd: Friday, April 18, 2014 Accreditation Mtg. Canceled - Hi Gloria, Could you make sure Michele is on this list?	3:31 pm
Jerene .. Tasakyna (4)	Warehouse Template - Hi Michele, If you are putting together a warehouse order please add a few things for the Iv	12:10 pm
Rega Velinda	Two hours off today - Hi all, I would like to take two hours of sick leave today instead of working my two hours in t	8:43 am
myAVC Personal Announcem.	Friday, 4/25/14 - Last Day for In-State REQs to be approved and Warehouse REQs to be su... - To meet the May	8:08 am

Use to write a new email.

COMPOSING A NEW EMAIL

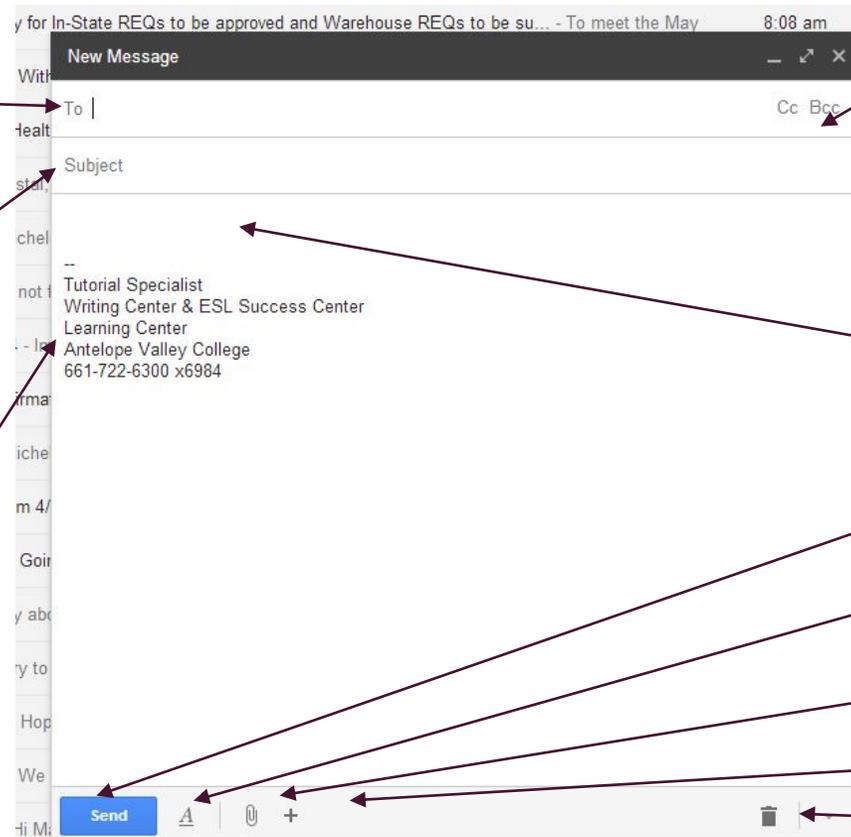
When you hit the compose button a new window will show up in the lower right corner of your browser window.

Address line:

This has a cool feature!
Begin typing a name and it will give you options for all AVC email addresses!

Subject line. Make it brief!

Signature you can set in the settings feature



CC = Courtesy Copy
BCC = Blind Courtesy Copy

The text area for your email.

Send button.

Text formatting options.

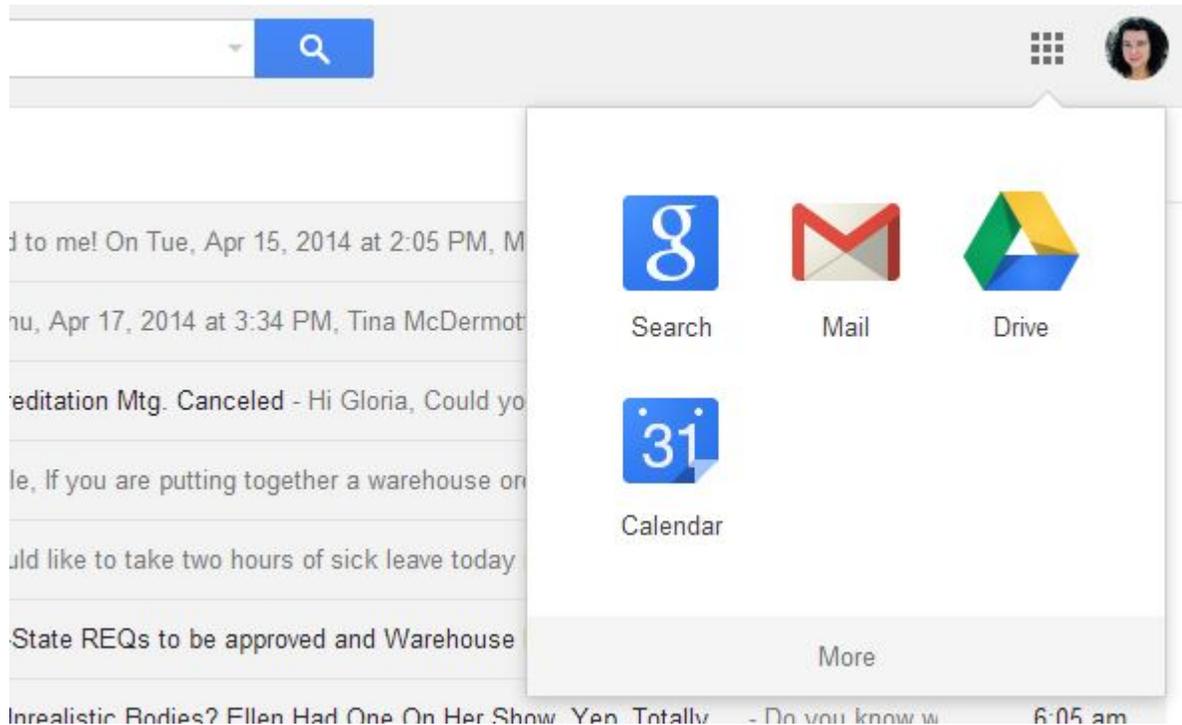
Attach a file.

Additional email options.

Delete draft.

GOOGLE APPS

Let's look at some of the most useful Google Apps.



- Google Search takes you to the Google Search Engine.
- Drive is where you can save and create documents!
- The Google Calendar is an interactive tool to schedule events and dates in your life.

GOOGLE DRIVE

Drive sections
to organize
files.

Create a new document.

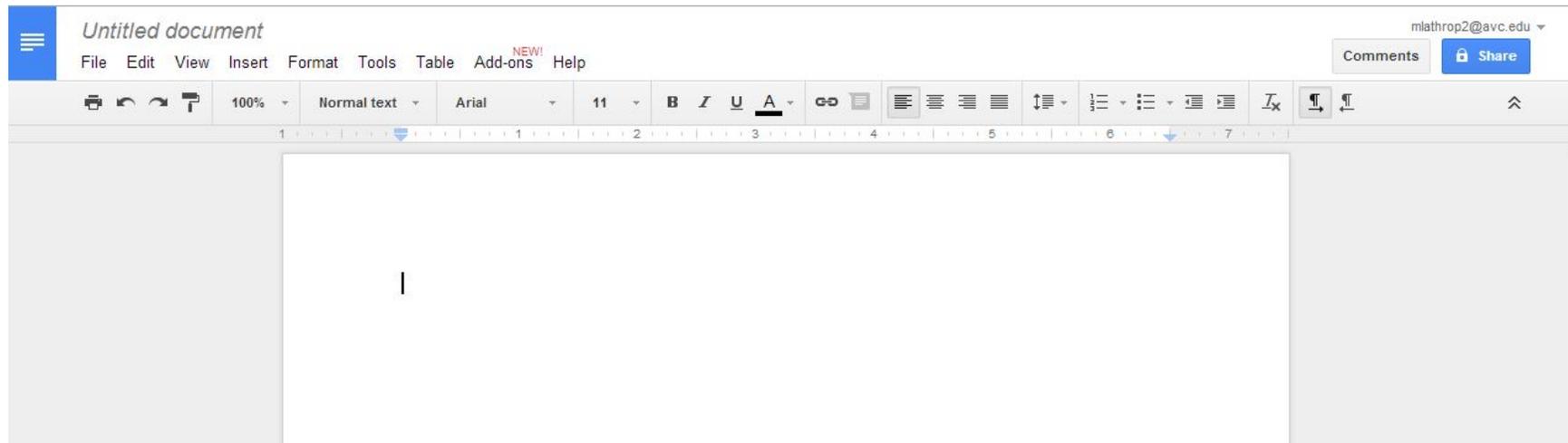
The screenshot shows the Google Drive interface for Antelope Valley College. The top navigation bar includes the college logo, a search bar, and a user profile icon. Below the navigation bar, the 'Drive' section is visible, featuring a 'CREATE' button and an upload icon. The left sidebar lists navigation options: My Drive, Shared with Me, Starred, Recent, Trash, and More. The main content area displays a list of items under 'My Drive' with columns for checkboxes, titles, owners, and last modified dates.

<input type="checkbox"/>	TITLE	OWNER	LAST MODIFIED
<input type="checkbox"/>	IT Committee	me	12/4/12 me
<input type="checkbox"/>	Tutor Conference March 2014 Shared	me	10/29/13 me
<input type="checkbox"/>	Tutor Handbook Writing Center	me	7/22/13 me
<input type="checkbox"/>	Tutor Training Manual Shared	me	10/15/13 me
<input type="checkbox"/>	Writing Center	me	5/3/12 me

Folders and files.

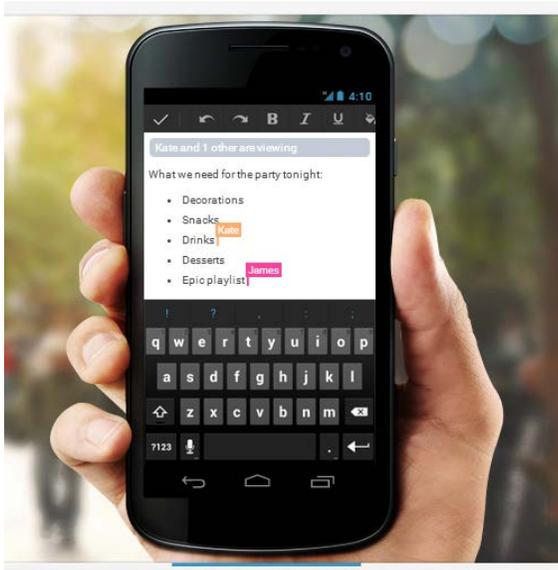
GOOGLE APPS – LIKE MS OFFICE - JUST FREE!

- Google Apps are free, scaled down versions of MS Office. Here you can create word documents, excel sheets, powerpoint presentations and other cool stuff.
- It “auto-saves” while you work, so you never lose your changes if the computer crashes.
- It’s accessible from anywhere you can get into the internet – no flash drive required!
- Let’s go to and try some of the features out!



GOOGLE APPS – A FLASH DRIVE ON THE GO

- Remember that Google Apps allow you to save your documents on the Google server therefore making them accessible from anywhere you have an internet connection – even on your smartphone!
- Download the various apps and you can create, share, collaborate, search and save from anywhere.



GOOGLE CALENDAR

Create new events,
invite others to
join!

You can
view/have
different
calendars!

Calendar

Today < > April 2014

Day Week Month 4 Days Agenda More

CREATE

Mini calendar

My calendars

- Michele Lathrop
- Tasks

Other calendars

Add a coworker's calendar

- Contacts' birthdays a...
- Holidays in Germany
- Holidays in United St...
- Phases of the Moon

Mon	Tue	Wed	Thu	Fri	Sat	Sun
31 Spring Break	Apr 1	2	3	4	5	6
7	8 11 Tutor Training	9 11:30 Active Shooter Drill 1p First Year Experience F	10 2p IT Committee Meeting	11	12	13 Palm Sunday Thomas Jefferson's Birt
14	15	16 9 Tweet This	17 Maundy Thursday	18 Good Friday 9 Basic Skills Symposiurr	19	20 Easter Day Easter Sunday
21 Spring Potluck Easter Monday	22 9:10 Doctor's Appointmen 11 Tutor Training	23	24 11 AVC Mail 2p IT Committee Meeting	25 ACTLA 2014 Conference 9:30 IRES Meeting	26	27
28	29 3p Tweet This	30	May 1 May Day	2	3	4

View month, week,
days for easy access.

Color code you
events!

BEFORE YOU GO...

Questions?

Have you Googled today?

