Go Google: Apps for Admins

FRESNO STATE
Discovery. Diversity. Distinction.

Agenda

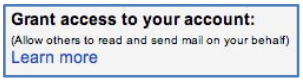
- Introduction
- Mail Delegation
- Contact Management
- Calendar Delegation
- Drive Basics
- Functionality Discussion
- Interoperability Advice
- Post-Migration Checklist
- Closing

Discussion

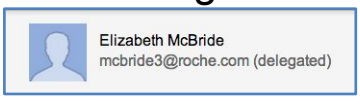
How do you support your Executive with Email & Calendar today?

Mail Delegation

Get set-up for delegation



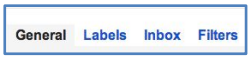
Access delegated email



Toggle to email

What it looks like

What you can & cannot do



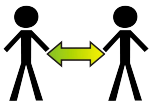
Settings

Contacts Management

Search for Contacts

Add to Contacts

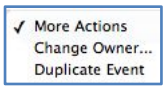
Create Contact Groups



Share Contacts

Calendar Delegation

Get Set-Up for Delegation



More Actions

Manage Calendars

Settings

Create Large Events

Labs

Questions?